



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, ME 04333-0023

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 14, 2019

Heather Perry  
Superintendent  
Gorham Public Schools  
75 South Street, Suite 2  
Gorham, ME 04038

Dear Superintendent Perry:

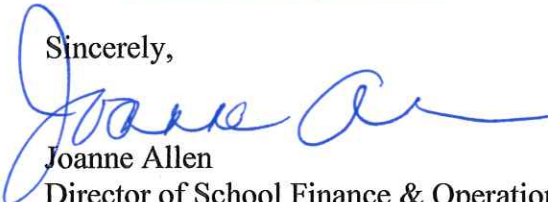
An Administrative Review of the Gorham Public Schools Nutrition Program was conducted on March 7, 2019.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by April 13, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way please feel free to contact Sarah Platt at 624-6879 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,



Joanne Allen  
Director of School Finance & Operations

JA/SP/pn

Enclosure

**Administrative Review Report  
Gorham School Nutrition Program  
March 7, 2019**

***Introduction***

The Gorham School Nutrition Program was reviewed. Great Falls Elementary School was selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

***Performance Standard 1: Meal Access and Reimbursement***

**Certification and Benefit Issuance-** Eligibility documentation for 260 students was reviewed and all were approved correctly. No findings.

**Verification-** No findings.

**Meal Counting and Claiming-** Meal counts from the January 2019 and February 2019 District Claim for Reimbursement were validated. No findings.

***Performance Standard 2: Meal Pattern and Nutritional Quality***

**Meal Components and Quantities-** A review of the menu and production records from the review period showed that one item, an English muffin, was not compliant with the whole grain rich requirements. Corrective action is requested with this finding.

For the day of review, the school offered the correct food components for the School Breakfast Program, however three students were claimed as having a reimbursable meal when they had not selected enough items. Students must select three items including at least a half-cup of fruit at breakfast. These were corrected once pointed out by the reviewer. Corrective action is requested with this finding.

***Resource Management***

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$44,000 is not included in our comparison of expenses to revenue below:

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	30.23%
Percentage of Labor to Total Revenue	50-55%	58.52%
Percentage of Other to Revenue	<u>5-10%</u> 100%	<u>6.74%</u> 95.49%

***General Program Compliance***

**Food Safety and Sanitation-** Food must be stored at least six inches off the floor. Cases of food were observed on the freezer floor. Corrective action is required.



The reviewed site's standard operating procedures for food safety state that their thermometers are being calibrated, or checked for accuracy, at least weekly but there was no documentation available to support this. Technical assistance was provided to calibrate thermometers weekly and record when this is done.

**Civil Rights**- The Federal non-discrimination statement was on program materials as required, but the State of Maine non-discrimination statement was missing. This was revised and corrected copies were provided to the reviewer.

The "And Justice for All" poster was up for public view but was not the most recent version. Posters for each site were provided to the Director during the review.

**On-Site Monitoring**- The required on-site monitoring review for the National School Lunch Program was completed but the on-site monitoring for the school breakfast program had not. Corrective action is required.

**Wellness Policy**- The wellness policy was reviewed and was missing some of the required elements. A copy of the assessment was provided. The wellness policy will need to be revised to be compliant. Corrective action is required.

**Training/Professional Standards**- Program staff are on track to meet the required number of professional standard training hours. Technical assistance was provided to maintain documentation of all training including an agenda and sign-in sheet.

**Corrective Action**- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

### *Summary*

The review identified some general areas of improvement, however, overall the program is running well. Melissa Whitaker, Administrative Assistant for the School Nutrition Program, is well organized, knowledgeable about program requirements, and quick to address any issues. Site staff were patient with each student that came through the meal service line and provided great customer service. It was a pleasure to conduct this review and we appreciate the time provided to us throughout the process.

Sincerely,



Sarah Platt, RD, SNS  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Gorham School District

**Local Education Official:** Heather Perry, Superintendent

*Instructions:* Please submit a detailed response for each of the review findings listed below.

**This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments.**

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**Finding 1 – Performance Standard 2: Meal Components and Quantities - *One item offered at breakfast did not meet the whole grain rich requirements.***

Corrective Action: Describe how this violation has been corrected and submit a copy of the product label.

Date Due: April 13, 2019

Estimated Fiscal Action: None at this time.

**Finding 2 – Performance Standard 2: Meal Components and Quantities - *Three incomplete meals at breakfast claimed for reimbursement.***

Corrective Action: Conduct training on the breakfast meal pattern and offer versus serve and submit documentation.

Date Due: Corrected on-site

Estimated Fiscal Action: None.

**Finding 3 - General: Food Safety & Sanitation – *Food stored on the freezer floor.***

Corrective Action: Submit documentation showing how this has been corrected.

Date Due: April 13, 2019

Estimated Fiscal Action: None

**Finding 4 - General: Civil Rights – *Full Federal and State non-discrimination statements not on program notification letters.***

Corrective Action: Revise letters to contain the full Federal and State non-discrimination statements.

Date Due: Corrected prior to on-site review.

Estimated Fiscal Action: None

**Finding 5 - General: On-site Monitoring Review** – *School Nutrition Program had not completed the on-site monitoring of the school breakfast program.*

Corrective Action: Submit documentation that on-site monitoring of the school breakfast program has been completed.

Date Due: April 13, 2019

Estimated Fiscal Action: None

**Finding 6 - General: Local Wellness Policy** – *District does not have an approved, compliant wellness policy.*

Corrective Action: Revise policy to be compliant with federal requirements and submit a copy once approved by the school board.

Date Due: May 31, 2019

Estimated Fiscal Action: None

Reviewer's Signature *Janet Platt* Date *3/14/19*

**You may be subject to a revisit if the error tolerance level was exceeded.**

1<sup>st</sup> Review  Revisit

Date Mailed to School/Institution Official *3/15/19*

Submit to: Maine Department of Education  
Child Nutrition  
136 State House Station  
Augusta, ME 04333-0023

\_\_\_\_\_  
Signature of Local Education Agency Official

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date