



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 12, 2019

Gwen Smith
Superintendent
Greenbush Public Schools
129 Military Road
Greenbush, ME 04418

Dear Superintendent Smith:

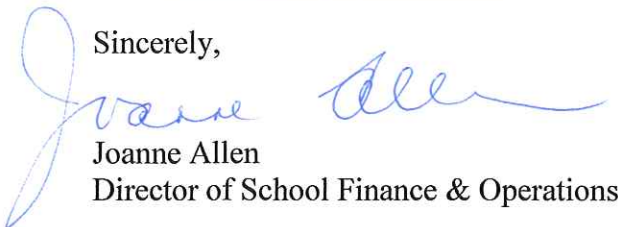
An Administrative Review of the Greenbush Public Schools Nutrition Program was conducted on February 5, 2019.

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 March 29, 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/DH/pn

Enclosure

**Administrative Review Report
Greenbush School Nutrition Program
February 5, 2019**

Introduction

The Greenbush School Nutrition Program was reviewed. Helen S. Dunn 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- All applications were approved correctly. One student approved as Reduced was receiving Free meal benefits. The letter sent home to the family stated approved for Reduced meal benefits. The student was changed effective the day of review.

Verification- No findings.

Meal Counting and Claiming- The day of review the breakfast and lunch meals served had no findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Production Records: Production records for the week of December 3, 2018 were reviewed.

Under the heading of "Recipe or Product Number" on the Production Records Sysco is listed. This should show the manufacturer brand name.

Breakfast:

- Monday, December 3rd, Danish offered is not whole grain
- Tuesday, December 4th, Granola Bar offered is .5 oz. grain equivalent.
- Wednesday, December 5th, French Toast Sticks are not whole grain
- Thursday, December 6th, Cinnamon muffin recipe is not using whole grain flour
- Friday, December 7th, Granola Bar offered is .5 oz. grain equivalent

Two of the cereals offered during the week, Crunch Berry and Frosted Flakes are not whole grain rich.

All grains offered under the National School Meals program must be whole grain rich. Each day for breakfast non-whole grain items are offered to students. Students who took these items would not be creditable as reimbursable meals.

Lunch:

The bread offered as part of the second choice, peanut butter and jelly sandwich, is not whole grain rich.

- Monday, December 3rd, Tater Tots, under “Serving Size” lists 9 pcs. These need to be listed in cup measure.
- Tuesday, December 4th, bread offered for the day is not whole grain rich. Vegetable offering is listed as ½ cup peas. The daily offering is required to be ¾ cup.
- Wednesday, December 5th, Peas and carrots offered is 2/3 cup.
- Thursday, December 6th, Hash Brown patty offering is each.

The weekly vegetable subgroup requirements were not met. An elementary school must offer ¾ cup vegetable each day and throughout the week a minimum of ½ cup dark green, ¾ cup red/orange, ½ cup legumes, ½ cup starchy and ½ cup other vegetable. No “other” vegetable subgroup item was offered during the week.

Production records for the week of March 18, 2019 will need to be submitted to the reviewer. Include both breakfast and lunch production records to include product labels for all grain offerings, CN labels for meat/meat alternative items and multiple components offerings.

Signage indicating what constitutes a reimbursable meal is required at breakfast and lunch. This must include the requirement to take ½ cup fruit or vegetable. A picture of the signage used must be submitted to the reviewer.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	34.49%
Percentage of Labor to Total Revenue	50-55%	45.59%
Percentage of Other to Revenue	<u>5-10%</u>	<u>6.79%</u>
	100%	86.87%

General Program Compliance

The Greenbush School District Wellness policy appears to have not been reviewed since it was adopted on November 7, 2012. The Wellness Policy must now also include:

- Parents, students, food service, teachers of physical education, school health professionals, school board and school administration be permitted to be on a wellness board or committee.
- Periodic review and updates of policy every three years.
- Inform public of policy implementation status.

- Designate an official(s) to ensure school(s) comply with policy

. A review and update is needed to see what changes need to be made.

Food Safety Program (FSP)/Standard Operating Procedure (SOP) Federal Regulations require schools to have a Food Safety Program based on Hazard Analysis and Critical Control Point (HACCP) for the preparation and service of meals. A Food Safety Program is in place and requires modifications to contain practices current being completed.

Training/Professional Standards- Professional Standards training hours were not met for all staff. Part time staff have not met professional standards hours. A plan to complete the training hours for the part time employee must be submitted to the reviewer.

Fresh Fruit and Vegetable Program (FFVP)-The FFVP is offered twice per week. For the months October-December 17.46% of the funding was used. A review of the January 2019 claim submitted did not include expenses for FFVP. The District was notified and made the correction. Ideas were discussed to offer FFVP more often, and special items to use the funds. If it appears money is not going to be used contact Stephanie Stambach to transfer the funds. Each day the items offered include information about the fruit or vegetable of the day, and teachers share this information with students. Occasionally a new vegetable will be tried, and prepared in a different manner. The students enjoy this.

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

Staff do a very good job preparing and serving their customers good healthy meals. Improvements to the production records are needed. A suggestion has been made to have Bonnie Wallace complete the ServSafe requirement. The current kitchen manager is out sick, possibly long term.

Sincerely,



David Hartley
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Greenbush

Local Education Official: Gwen Smith

Instructions: Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document and must address the following:

- How the finding was corrected (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

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.

Finding 1 – Performance Standard 1: Certification and Benefit Issuance – One student listed on the Master list was receiving the wrong benefit. Students eligibility was corrected the day of review.

Corrective Action: Completed.

Date Due:

Estimated Fiscal Action:

Finding 2 – Performance Standard 2: Meal Components and Quantities - Menu documentation from the review period did not meet meal pattern requirements. Grains offered where not whole grain rich and vegetable offerings where insufficient.

Corrective Action: Submit production records for breakfast and lunch, for the week of March 18, 2019.

Date Due: March 29, 2019

Estimated Fiscal Action:

Finding 3 – Performance Standard 2: Meal Components and Quantities-Signage indicating a reimbursable meal was not on display to students.

Corrective Action: Submit to reviewer picture of signage used.

Date Due: March 29, 2019

Estimated Fiscal Action: N/A

Finding 3 – General: Professional Standards – Part time staff have not met any of the required training hours. A plan of action to complete the required training by June 30, 2019 must be submitted reviewer.

Corrective Action: Submit action plan to complete required training hours.

Date Due: March 29, 2019


Estimated Fiscal Action: None

Finding 5 - General: Local Wellness Policy – Wellness Policy must be reviewed.

Corrective Action: Submit a compliant policy that has been approved by the school board.

Date Due: March 29, 2019

Estimated Fiscal Action: N/A

Reviewer's Signature  Date 2-12-19

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

1st Review Revisit

Date Mailed to School/Institution Official _____

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