



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 10, 2019

Marc Gousse  
Superintendent  
Mount Desert CSD  
PO Box 60  
Mount Desert, ME 04660

Dear Superintendent Gousse:

An Administrative Review of the Mount Desert CSD School Nutrition Program was conducted on April 10, 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 June 10, 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 Kate Fayle at 624-6666 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter Beesley', written over a horizontal line.

Walter Beesley  
Child Nutrition Director

WB/KF/pn

Enclosure

**Administrative Review Report**  
**Mount Desert Island High School Nutrition Program**  
**4/10/2019**

***Introduction***

The Mount Desert Island High School Nutrition Program was reviewed 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 all 94 students receiving meal benefits were reviewed, no errors were found.

**Verification** – The correct timeline for verification was not followed, and the report was submitted late to the State Agency. Documentation of income provided to the School for verification was not kept on file. Corrective action is required.

**Meal Counting and Claiming-** Meal counts from the March 2019 and November 2018 District Claim for Reimbursement were validated no errors were found.

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

**Meal Components and Quantities-**

Five consecutive days of recipes and production records were reviewed. On 3/12/19 two entrees were found to have an insufficient amount of grain, the Taco Shells and Popcorn Chicken. One other menu item, the 8-inch whole wheat tortilla used with deli sandwiches also credits insufficiently. Corrections should be made to these menu items so that 2 ounces of whole grain are offered as a part of each entrée. The Salad Bar offers additional grain and meat/meat alternate items, if a meal was reimbursed based on Offer vs Serve, the student would have to select a grain from the salad bar in addition to one of the three insufficient grain items mentioned above in ordered for the meal to be reimbursable. Corrective action is required.

**Production Records:** Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records were found to be neat and well organized.

***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 \$75,000 is not included in our comparison of expenses to revenue below:

<b>SY 2019</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	42.57%
Percentage of Labor to Total Revenue	50-55%	73.77%
Percentage of Other to Revenue	5-10%	4.97%
	100%	121.31%

**Paid Lunch Equity (PLE)-** The program has complied with the PLE requirement.

**Meal Charging**- The District has a charge policy in place.

**Indirect Costs**- No problems were found.

### *General Program Compliance*

**Records and Record Keeping**- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

**Smart Snacks Competitive Foods Rule**- Non-smart snack compliant items were sold during the school day. All items sold separate from a reimbursable meal must be smart snack compliant. Technical Assistance (TA) - 3 items sold a la carte were not smart snack compliant: Almond Breeze, Fruit Snacks, and Smart Food Popcorn. Going forward all items sold a la carte should be put through the Smart Snacks Calculator. Corrective action is required.

**Food Safety and Sanitation**- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file. No findings.

**Civil Rights**- Eligibility notification letters were found to not contain the updated Civil Rights statement. New templates for letters have been sent to the reviewer, no further corrective action is required.

**Wellness Policy**- The School's wellness policy references Chapter 51, which is no longer valid. Language in the policy needs to be revised to omit Chapter 51. Corrective Action is required

**Training/Professional Standards**- Annual training hours were not met. Directors are required to have 12 hours of annual training, while managers require 8 and full-time staff require 6. Program staff will need to submit a plan to complete training requirements.

### **Summary**

It has been my pleasure to review such a neat and well-organized program. Any issues were quickly fixed. Program staff have a great relationship with their customers, and should be commended for their efforts.

Sincerely,



Kate Fayle  
Child Nutrition Consultant

**Administrative Review**  
**Official Notification of Review Findings and Required Corrective Action**

**Local Education Agency:** Mount Desert Island CSD

**Local Education Official:** Marc Gousse

**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 1: Verification:** *The correct timeline for Verification was not used, and the report was submitted late to the state agency. Verified documentation of income submitted was not kept on file.*

**Corrective Action:**

- Submit to the Reviewer a timeline that will be used for Verification in the future to ensure the report is completed on-time.
- Submit to the Reviewer income documentation or verified applications, along with the original determination of those applications.

Date Due: 6/10/19

Estimated Fiscal Action: None at this time.

**Finding 2- General: Smart Snacks:** *Items sold to students a la carte did not meet smart snacks compliance*

**Corrective Action:**

Create a list of all items sold to students separate from the reimbursable lunch or breakfast and show proof of smart snack compliance using the smart snacks calculator.

Date Due: 6/10/19

Estimated Fiscal Action: None at this time

**Finding 4 – General: Training:** *Program staff have not completed required annual training hours.*

**Corrective Action:**

Staff must complete a proposed timeline to meet the training hours requirements for SY 19 and SY 20 as well as a plan to submit training documentation for SY 19 when completed.

Date Due:6/10/19

Estimated Fiscal Action: None at this time

**Finding 5 - General: Local Wellness Policy:** *District does not have an approved, compliant Wellness Policy.*

**Corrective Action:**

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

Date Due: 6/10/19

Estimated Fiscal Action: None at this time

Reviewer's Signature *Kellie Ryan* Date 5/10/19

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

1<sup>st</sup> Review  Revisit

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

Superintendent

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date