



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

PAUL R. LEPAGE  
GOVERNOR

ROBERT G. HASSON, JR., Ed.D.  
COMMISSIONER

December 20, 2018

Peg Long  
Superintendent  
Northport Public Schools  
56 Bayside Road  
Northport, ME 04849

Dear Superintendent Long:

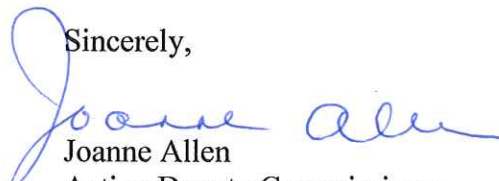
An Administrative Review of the Northport Public Schools Nutrition Program was conducted on December 12, 2018. We appreciated the assistance given by you and your staff.

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 January 4, 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 Michele Bisbee at 624-6708 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,



Joanne Allen  
Acting Deputy Commissioner

JA/MB/psn

Enclosure

**Administrative Review Report  
Northport Public School Nutrition Program  
December 12, 2019**

***Introduction***

The Northport Public 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-** Corrective action is required.

- One meal benefit application was incorrectly approved.
- One Student approved as free did not have an application on file.

**Verification-** No findings.

**Meal Counting and Claiming-** The district uses the electronic point of service (POS) system, Nutrikids, to track reimbursable meals. The staff members that help were skilled at identifying reimbursable meals and ensuring students selected the required meal components of a reimbursable meal. No problems were observed.

Meal counts from the November 2018 District Claim for Reimbursement were validated and no errors were discovered.

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

**Meal Components and Quantities-** No findings

**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 filled out completely but technical assistance was provided in regards to filling out the serving size of items. Because some items credit differently the actual serving size should be recorded and not the crediting amount.

***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 \$35,000 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%	40.62%
Percentage of Labor to Total Revenue	50-55%	102.43%
Percentage of Other to Revenue	<u>5-10%</u>	<u>2.49%</u>
	100%	145.54%

Looking at this it appears that labor costs are very high.

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

**Meal Charging**- The School Nutrition Program has a charging policy/procedure.

**Indirect Costs**- No findings

### *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.

**Food Safety and Sanitation**- Health Inspection reports were not displayed for public view, this will need to be corrected. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file. Corrective action is required.

**Civil Rights**- No findings.

**On-Site Monitoring**- No findings.

**Wellness Policy**- The wellness policy was reviewed and the following elements were missing:

- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising

An updated wellness policy was approved on 12-11-18 and was sent to the reviewer.

**Training/Professional Standards**- Training is in progress for this year, Kristine should be able to meet her hours.

**After School Snack Program**- No findings.

**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 Nutrition program at Northport is doing well. I would encourage them to consider alternative breakfast models like breakfast in the classroom to help boost breakfast participation. Overall I am confident in the success of this program.

Sincerely,



Michele Bisbee  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Northport Public Schools

**Local Education Official:** Peg Long

*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 returned along with the requested documentation that the review finding(s) has been corrected and this form is signed by the Local Education Agency Official. Failure to return complete documentation as requested may result in the withholding of reimbursement payments.**

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**Finding 1 – Performance Standard 1: Certification and Benefit Issuance** – One application was approved incorrectly and one application for a free student was missing

Corrective Action 1: Letters went home to the families while the reviewer was on site. Documentation of the benefit change needs to be sent to the reviewer.

Date Due: January 4, 2019

Person Responsible: Kristine Chapman

Estimated Fiscal Action: To Be Determined

**Finding 2 - General: Food Safety and Sanitation** – Health inspection report not posted in public view

Corrective Action 1: A picture showing that this has been posted will need to be sent to the reviewer.

Date Due: January 4, 2019

Person Responsible: Kristine Chapman

Estimated Fiscal Action: None

**Finding 3 - General: Wellness Policy** – The wellness policy was missing the following element: Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising.

Corrective Action 1: Submit a revised and approved wellness policy to the reviewer

Date Due: Completed

Person Responsible: Kristine Chapman

Estimated Fiscal Action:

Reviewer's Signature Michelle Bisbee

Date 12/21/18

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

  X   1<sup>st</sup> Review             Revisit

Date Mailed to School/Institution Official   12/27/18  

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