



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
ACTING COMMISSIONER

February 1, 2019

Xavier Botana  
Superintendent  
Portland Public Schools  
353 Cumberland Avenue  
Portland, ME 04101

Dear Superintendent Botana:

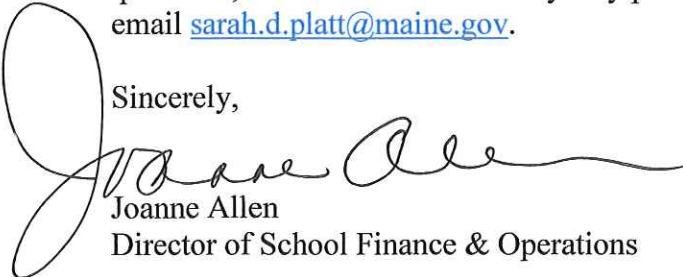
An Administrative Review of the Portland Public Schools Nutrition Program was conducted on January 10, 2019.

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 March 17, 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

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Portland Public Schools

**Local Education Official:** Xavier Botana, Superintendent

*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.**

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**Finding 1 – Afterschool Snack Program** – *Additional training and monitoring of the afterschool snack program at King Middle School.*

Corrective Action: Conduct training and onsite monitoring of the program and submit documentation to the reviewer.

Corrective Action: Revise the meal count form to assist with accurate meal counting procedures.

Date Due: March 17, 2019

Estimated Fiscal Action: None at this time

**Finding 2 – Resource Management** – *Unallowable costs from unpaid meal charges from school year 2018 was not reimbursed by the school department.*

Corrective Action: Submit documentation that the school nutrition program was reimbursed for the \$12,439.34 in unpaid meal charges.

Corrective Action: What process will be in place to ensure unallowable costs from unpaid meal charges will not be charged to the school nutrition program in the future.

Date Due: March 17, 2019

Estimated Fiscal Action: None at this time

**Finding 3 – Child and Adult Care Food Program** – *Planned menu for Pre-k breakfast did not follow the CACFP meal pattern.*

Corrective Action: Develop a Pre-k breakfast menu that is compliant with the CACFP meal pattern.

Date Due: Completed at the time of the on-site review.

Estimated Fiscal Action: None at this time





**Administrative Review Report  
Portland School Nutrition Program  
January 10, 2019**

***Introduction***

The Portland School Nutrition Program was reviewed. Riverton Elementary School, King Middle School, and Deering High School were 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 was reviewed for 525 students and all were certified correctly.

**Verification-** No findings.

**Meal Counting and Claiming-** Meal counts on the November 2018 and December 2018 Claim for Reimbursement were validated and there were no findings. Daily tic sheets for each classroom participating in 'Breakfast in the Classroom' are compiled manually. Counts were validated for accuracy. There were no errors which is impressive considering the number of forms that are compiled and the potential for human error during this process.

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

**Meal Components and Quantities-**

***Breakfast:*** Menus were assessed for meeting the daily and weekly requirements for fruit, milk and whole grain rich offerings. Menus and production records were compliant with the meal pattern for the week of review.

***Lunch:*** The meal pattern requires that five meal components (whole grains, meat/meat alternate, fruit, vegetables, and milk) be offered to students every day in the required minimum serving sizes.

Meal pattern documentation was complete. On one day the quantity of fruit listed on the lunch production plan at the elementary school was insufficient. This was corrected by revising the production plan for future service. There were no findings during the on-site observation.

Pre-k students are served separately from students in other grades, therefore the Pre-k Child and Adult Care Food Program (CACFP) meal pattern must be followed. Some items served did not follow the CACFP meal pattern. Corrective action was received on-site. No further follow-up is needed.

***Resource Management***

Revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. SY 2015 was compared with SY 2018 to show the change in financial management since the last Administrative Review and under a new Food Service Director. Operational ratios are as follows:

	<b>Target</b>	<b>SY 2015</b>	<b>SY 2018</b>
Percentage of Food to Total Revenue	35-40%	49.6%	43.6%
Percentage of Labor to Total Revenue	50-55%	52%	51.1%
Percentage of Other to Revenue	<u>5-10%</u>	<u>10.7%</u>	<u>7.6%</u>
	100%	112.5%	102%

Town/District funds used to support the program are not included in the above calculation, however in SY 2015, the program received \$200,677 and in SY 2018 the program received \$33,236.

**Meal Charging-** The school nutrition program has uncollectable debt in the amount of \$12,439.34 from unpaid meal accounts from the prior school year. This is an unallowable expense that must be reimbursed by the district.

***General Program Compliance***

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

**Training/Professional Standards-** Program staff are on track to meet their required training hours.

**After School Snack Program-** On-site observation was at King Middle School. The reimbursable snacks counted on the day of observation weren't consistent with the counts from the review period. The reviewer returned for additional observation on another day and again, the number of reimbursable snacks counted weren't consistent with meal counts from the review period. Further discussion with teachers who oversee the program indicate that additional training is needed on how to properly count for complete, reimbursable snacks.

**Corrective Action-** Corrective action is required with 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 Portland School Nutrition Program is an impressive operation. Jane McLucas does a great job overseeing this multi-faceted, complex program in our State's largest school district in addition to managing the logistics of operating a central kitchen. Her assistant, Dawn Hilton, is organized and her attention to detail should be commended. Both were receptive to feedback and quick to address any issues. Kitchen staff at each of the reviewed sites were pleasant and clearly enjoyed interacting with the students. Overall, the program is running very well. Additional monitoring of the after-school snack program is the one area where improvement is needed to ensure that staff who are recording reimbursable snacks are doing so correctly. It was a pleasure to conduct this review. We appreciate the time and effort provided throughout the review process.

Sincerely,



Sarah D. Platt, RD, SNS  
Child Nutrition Consultant