



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

November 15, 2018

Paul Penna  
Superintendent  
RSU 6  
94 Main Street  
Buxton, ME 04093

Dear Superintendent Penna:

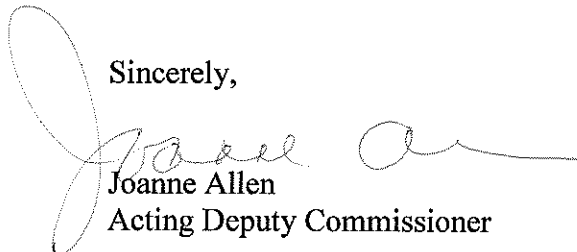
An Administrative Review of the RSU 6 School Nutrition Program was conducted on November 7 & 8, 2018. We appreciated the assistance given by you and your staff.

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 25, 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  
Acting Deputy Commissioner

JA/SDP/sjs

Enclosure

cc: Dottie Janotta

**Administrative Review Report  
RSU 6 School Nutrition Program  
November 7 & 8, 2018**

***Introduction***

The RSU 6 School Nutrition Program was reviewed. Bonney Eagle High School and Edna Libby Elementary 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 420 students. One application was approved incorrectly. The family was notified of the error and it was corrected immediately.

**Verification**- No findings.

**Meal Counting and Claiming**- No findings.

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

**Meal Components and Quantities**- A review of the menu and production records showed that the meal pattern requirements are being followed.

***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 \$265,000 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%	37.5%
Percentage of Labor to Total Revenue	50-55%	74.82%
Percentage of Other to Revenue	<u>5-10%</u>	<u>6.97%</u>
	100%	119.29%

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

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

***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-** At Bonney Eagle High School, one product was found to be non-compliant with Smart Snack beverage guidelines. It was corrected immediately by being removed from the vending machine.

**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-** No findings.

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

**Wellness Policy-** The wellness policy cross-references the district's Competitive Foods Policy which was not compliant with current federal standards. Corrective action is required.

**Training/Professional Standards-** No findings.

**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.

**Findings-** As part of the Healthy, Hunger Free Kids Act of 2010, review findings must be posted and made available to the public by federal law. This can include posting the review report on the district website or making it available at a public hearing or school board meeting.

### Summary

The RSU 6 school nutrition program is running very well. Dottie Janotta and her staff are well trained, prepare quality meals, and do a nice job incorporating scratch cooking methods. Her team is knowledgeable about program regulations and provides great customer service to their students. We appreciate the time and effort provided throughout the review process. Keep up the great work!

Sincerely,



Sarah D. Platt, RD, SNS  
Child Nutrition Consultant

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

**Local Education Agency:** RSU 06

**Local Education Official:** Paul Penna

*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 applications incorrectly approved for free meal benefits.***

Corrective Action: Notify family of the error and change student meal benefits to reduced.

Date Due: Corrected on-site  
Estimated Fiscal Action: None

**Finding 2 - General: Local Wellness Policy – *Policy cross-references a non-compliant Competitive Foods Policy.***

Corrective Action: Revise district’s Competitive Foods Policy to be compliant with federal standards.

Date Due: January 25, 2019  
Estimated Fiscal Action: None

Reviewer’s Signature         *Joah Platt*         Date         11-15-18        

**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         11/16/18        

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

Send Response no later than         January 25, 2019        

Superintendent

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