



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
ACTING COMMISSIONER

January 23, 2019

Steven Connolly  
Superintendent  
RSU 60  
PO Box 819  
North Berwick, ME 03906

Dear Superintendent Connolly:

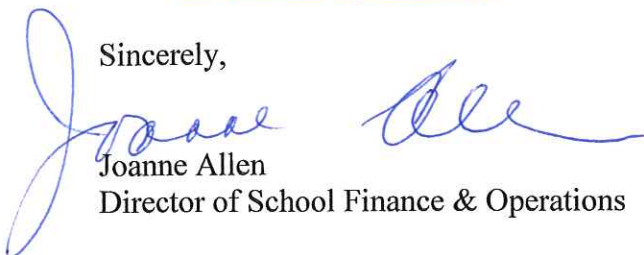
An Administrative Review of the RSU 60 Schools Nutrition Program was conducted on January 8 & 9, 2019.

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 February 21, 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](mailto:david.hartley@maine.gov).

Sincerely,



Joanne Allen  
Director of School Finance & Operations

JA/DH/pn

Enclosure

**Administrative Review Report  
RSU 60 School Nutrition Program  
January 8 & 9, 2019**

***Introduction***

The RSU 60 School Nutrition Program was reviewed. Lebanon Elementary 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**- Two applications were approved incorrectly. Data was entered into the electronic approval software. Care needs to be taken to use the correct income periods. Copies of the letters sent home to the families notifying them of the change must be sent to the reviewer.

**Verification**- No findings.

**Meal Counting and Claiming**- Meal counts from the month of November 2018 District Claim for Reimbursement were validated. No errors noted.

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

**Meal Components and Quantities**- Production Records for the week of December 3, 2018 were reviewed. Breakfast and lunch production records showed the program meets the Food Based Meal Pattern.

**Day of Review**

Breakfast and Lunch was observed at Lebanon Elementary School and Hanson Elementary School. No findings were observed.

***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 \$141,000 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%	33.89%
Percentage of Labor to Total Revenue	50-55%	62.84%
Percentage of Other to Revenue	<u>5-10%</u>	<u>6.20%</u>
	100%	102.93%

The Ending Cashbook Balance is a large negative number. Upon discussion with the business manager this needs to be corrected. The correct figure was determined for June 30, 2018 and an

adjusting entry will be made to correct this. The Cashbook Balance will be monitored and reconciled monthly.

### ***General Program Compliance***

**Civil Rights**- Lebanon Elementary School had old copies of the Justice for All Posters. New posters were left at the school and placed for public view.

**Wellness Policy**- The wellness policy was reviewed and has an active and diverse group of people working together to keep it up to date.

**After School Snack Program**- The online Annual Participation agreement for SY 2019 states Lebanon Elementary School participates in the After School Snack Program. This is not happening this school year, the online Annual Agreement needs to be corrected.

**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**

Food Service Director Tyler Goodwin does creative events to seek curiosity from the Elementary customers. He is planning a dinosaur day with dinosaur named menu items and staff with safari hats. At the High School he plans buffets where students bring him a selection of different themed items that he prepares and serves for the students. These events encourage customers to attend to see what he will do next. Kitchen staff work well with their customers and know and understand the meal pattern. Keep up the very good work.

Sincerely,



David Hartley  
Child Nutrition Consultant

