



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 9, 2019

William Richards  
Superintendent  
RSU 78  
43 Mendolia Road  
Rangeley, ME 04970

Dear Superintendent Richards:


An Administrative Review of the RSU 78 School Nutrition Program was conducted on March 26 & 27, 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 May 9, 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,



Walter Beesley  
Child Nutrition Director

WB/DH/pn

Enclosure

**Administrative Review Report  
RSU 78 School Nutrition Program  
March 26 & 27, 2019**

***Introduction***

The RSU 78 School Nutrition Program was reviewed. Rangeley Lakes Regional 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-** No findings. All applications were reviewed and approved correctly.

**Verification-** No findings. Verification was completed correctly.

**Meal Counting and Claiming-** A review of the November 2018 and February 2019 claim for reimbursement was reviewed. The February 2019 claim had an error, the lunch meal count was entered incorrectly and a revised claim needs to be completed. Reduced lunch meals were underclaimed. A revised February 2019 claim has been submitted.

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

**Meal Components and Quantities**

**Production Records:** Production records were reviewed for the week of January 28, 2019

Production records need to be corrected. The production record for students in grades K-8 for fruits states – grapes and cantaloupes, one each. The production record for the high school students indicates cup measure, which is correct. Leftovers are not recorded. When reviewing recent production records this has been corrected.

Recipes need to be clarified. They do not include number of servings and the serving size.

***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 \$43,500.00 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%	51.69%
Percentage of Labor to Total Revenue	50-55%	96.49%
Percentage of Other to Revenue	<u>5-10%</u>	<u>12.83%</u>
TOTAL	100%	161.01%

## ***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-** Products in the two vending machines were not Smart Snack compliant. Rangeley Lakes Regional School is a K-12 building. The vending machines in the cafeteria and near the gym contain flavored waters and sport drinks that can only be sold to high school students. Corrective action is required.

**Food Safety and Sanitation-** Health Inspection reports were not displayed for public view. They were moved during the review. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file, however need adjustments to reflect current practices.

**Civil Rights-** Older Civil Rights poster was on display. New posters were given to staff and have been posted.

**Training/Professional Standards-** A new individual was hired in February. This individual only needs to meet half the required training hours. Six is the normal however only 3 hours are required this School Year. Suggested areas of training are the lunch and breakfast meal pattern. Webinars can be found on the Maine Child Nutrition web page.

**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**

RSU 78 Kitchen Manager Lori Muzzy makes most of the entrees from scratch. Students are fed healthy homemade meals. The kitchen is kept clean. Production records need a little improvement, otherwise it is a well-run program.

Sincerely,

David Hartley  
Child Nutrition Consultant



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

**Local Education Agency:** RSU 78

**Local Education Official:** William Richards

*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 – Meal Counting and Claiming:** An error was noted on validating the February 2019 Claim for reimbursement. The wrong number was entered for reduced price lunches served.

Corrective Action: Submit a revised school detail and claim for reimbursement.

Date Due: Corrected  
Estimated Fiscal Action: N/A

**Finding 2 – General: Smart Snacks -** Some items in the vending machine at Rangeley Lakes Regional School were not smart snack compliant for a K-12 school building.

Corrective Action: Submit to the reviewer a picture of the vending machine to reflect the change, or explain the operational hours if the items in the machine are not corrected.

Date Due: May 9, 2019  
Estimated Fiscal Action: N/A

Reviewer's Signature Paul M. [Signature] Date 4-9-19

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

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

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

_____ Signature of Local Education Agency Official	_____ Superintendent	_____ Date
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