



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

PAUL R. LEPAGE
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COMMISSIONER

November 15, 2018

Mark Gendron
Superintendent
Sebago Public Schools
283 Sebago Road
Sebago, ME 04029

Dear Superintendent Gendron:

Thank you for supporting the Administrative Review of the Sebago School Nutrition Program, conducted on November 7, 2018 by Department of Education staff David Hartley. We appreciated your hospitality and cooperation during our visit.

Findings during the review indicate that your program meets the food service criteria.

The review process identified only minor corrections to the program were needed. Your staff addressed and corrected these during the review.

If you have any questions or if we can be of any assistance, please call David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Joanne Allen', written in black ink.

Joanne Allen
Acting Deputy Commissioner

JA/DWH/sjs

Enclosure

cc: Barbara Nichols

**Administrative Review Report
Sebago School Nutrition Program
November 7, 2018**

Introduction

The Sebago School Nutrition Programs were reviewed. Sebago 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- No findings.

Verification- Verification is in the process and should be completed on time.

Meal Counting and Claiming- No problems were observed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- No problems were found.

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 completed correctly.

Day of Review: No findings.

Resource Management

Only milk and juice and the occasional adult meal are sold. No findings.

Meal Charging - The School Nutrition Program is developing a charging policy/procedure.

General Program Compliance

Records and Record Keeping- Sebago School District is new. The first claim for reimbursement was filed late. A plan of action needs to be developed to file the claim on time.

Food Safety and Sanitation- No findings.

Civil Rights- No findings.

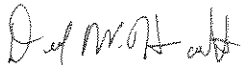
Wellness Policy- Sebago School District has adopted the MSMA policy and will revise it to fit their school.

Training/Professional Standards – No findings. Staff are well on their way to meet the required hours.

Summary

Esther Chase, the kitchen manager does a very good job. The kitchen is clean and well maintained; the customers are treated very well. This is the first year for Sebago Elementary School as a self-operating school. Barbara Nichols is the Food Service Director and her years of experience makes the transition easier. Keep up the good work ladies. Sebago Elementary School offers recess before lunch allowing students to develop an appetite before lunch.

Sincerely,

A handwritten signature in black ink, appearing to read "David M. Hartley", written in a cursive style.

David Hartley
Child Nutrition Consultant