



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

Christian Elkington  
Superintendent  
Sedgwick Public Schools  
272 Snow's Cove Road  
Sedgwick, ME 04676

Dear Superintendent Elkington:

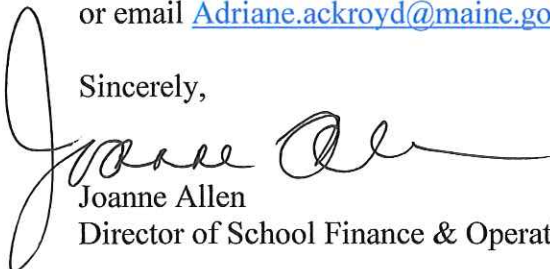
An Administrative Review of the Sedgwick Public Schools Nutrition Program was conducted on January 17, 2019.

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 31, 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 Adriane Ackroyd at 624-6726 or email [Adriane.ackroyd@maine.gov](mailto:Adriane.ackroyd@maine.gov).

Sincerely,



Joanne Allen  
Director of School Finance & Operations

JA/AA/pn

Enclosure

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Sedgwick Public Schools

**Local Education Official:** Christian Elkington

*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 – Performance Standard 1: Certification and Benefit Issuance –** *Households receiving free meal benefits due to Direct Certification were not being notified of the benefit.*

Corrective Action: Submit a template letter or method that will be used in the future.

Date Due: May 31, 2019

Estimated Fiscal Action: None

**Finding 2 – Performance Standard 1: Verification –** *Verification was not done properly.*

Corrective Action: Follow-up with the household and confirm with reviewer that appropriate changes were made if required. Staff members responsible for verification must receive verification training.

Date Due: May 31, 2019

Estimated Fiscal Action: TBD

**Finding 3 – Performance Standard 2: Meal Components and Quantities -** *Menu documentation from the review period did not meet meal pattern requirements. Documentation indicated that legumes were not offered at lunch.*

Corrective Action: Submit production records for the week of February 11 – 15<sup>th</sup>, 2019

Date Due: May 31, 2019

Estimated Fiscal Action: None at this time.

**Finding 4 – General: Civil Rights –** *Program materials contained an outdated full non-discrimination statement.*

Corrective Action: Send a sample template than includes the current full statement.

Date Due: May 31, 2019

Estimated Fiscal Action: None

**Finding 5 – General: Buy American – *Magellan Sliced Peaches were a product of China.***

Corrective Action: For any item that can credit as a meal component, Sedgwick Elementary School must purchase American products or maintain documentation on why the non-American product was obtained.

Date Due: May 31, 2019  
Estimated Fiscal Action: None

**Finding 6 - General: Local Wellness Policy – *District does not have an approved, compliant wellness policy.***


Corrective Action: Submit a compliant policy that has been approved by the school board.

Date Due: May 31, 2019  
Estimated Fiscal Action: None

**Finding 7 - General: Professional Standards – *Kitchen staff at Sedgwick Elementary School have not met their professional standards training requirements.***

Corrective Action: Submit plan and tracking tool showing that professional standard hours have been met.

Date Due: May 31, 2019  
Estimated Fiscal Action: None

Reviewer's Signature  Date 11/31/19

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

1<sup>st</sup> Review  Revisit

Date Mailed to School/Institution Official \_\_\_\_\_

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

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

**Administrative Review Report  
Sedgwick School Nutrition Program  
January 17, 2019**

***Introduction***

The Sedgwick School Nutrition Program was reviewed 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-** Corrective action is required.

- Households that receive free meal benefits as a result of Direct Certification must be notified that they are receiving the benefit.
- Direct Certification lists must be maintained on file after being checked. This acts as documentation to show how students receiving free benefits were qualified due to direct certification.

**Verification-** Was not completed correctly. Corrective Action is required.

- Net income was used for calculations rather than gross income. In addition, the household submitted two bi-weekly paystubs. One included overtime. If the overtime pay is typical income, then the benefit must be changed to reduced income. If it is not typical, the family will likely stay at the free status. The School Union 76 central office is confirming typical bi-weekly income with the household.

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

**Meal Components and Quantities-**

- Menus from the review period showed that legumes were not offered. Per staff, this may have been an error in documentation. Corrective Action is required.
- Non-whole grain rich pasta was observed in the storeroom. Whole grain rich pasta was also observed and staff believes this was an error with the supplier. Technical Assistance was provided on the need to ensure correct items are provided.

**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. When December production records were reviewed, it was found that some information was not completed correctly. Please ensure production records are thoroughly completed. Technical Assistance was also provided on the need to ensure milk types offered are listed.

***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 \$26,679 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%	41.85%
Percentage of Labor to Total Revenue	50-55%	93.9%
Percentage of Other to Revenue	<u>5-10%</u>	<u>4.19%</u>
	100%	139.94%

Food costs are slightly above the recommended range and other costs are slightly below. Labor costs are high. Increasing participation in the program can help bring the costs into recommended ranges. Sedgwick Elementary School is considering alternative breakfast models to increase participation in the breakfast program. This would be a good use of staff time to help provide additional revenue. Other schools that have tried alternative serving methods or times for breakfast have been successful in reaching more students.

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

**Food Safety and Sanitation**- Written food safety Standard Operating Procedures (SOP) were on file but should be customized to meet the schools needs and reviewed annually.

A few students help in the kitchen after service is over. This is a great practice and benefits both students and staff. Technical Assistance was provided on the need for these students to wear hair restraints and gloves.

**Civil Rights**- Program materials contained an outdated full non-discrimination statement. Corrective Action is required.

**Buy American** – The Magellan brand sliced peaches are a product of China. Corrective Action is required.

**Wellness Policy**- The wellness policy was reviewed and the following elements were missing:

- Standards and nutrition guidelines for all foods and beverages available during the school day that are consistent with Federal regulations
- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising

Corrective action is required.

**Training/Professional Standards**- Rose Kane, Head Cook, and Sarah Duffy, Assistant Cook, must receive training/professional standards hours. Staff with manager level duties are required to receive 10 hours annually and other full-time kitchen staff must receive 6 hours annually. For SY 2019, Rose had received 8.5 hours and Sarah 0.5 hours. If Rose has manager level responsibilities, she must receive an additional 1.5 hours prior to the end of this school year. Sarah must receive 5.5 more hours. These hours must be tracked. A sample tracking tool was provided. Per staff, no hours were obtained last year. Maine Department of Education Child Nutrition has a variety of training options online. In addition, a schedule of upcoming events can

be found on the website. The Institute of Child Nutrition website is another good resource. Corrective Action is required.


**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

Rose and Sarah clearly care for the students and want to be sure they receive good nutrition. The salad bar available on the day of review was colorful and the homemade bean salad was delicious. Staff would like to incorporate more produce into their meals and should consider grant opportunities to purchase equipment to assist in this effort.

Staff in the School Union 76 central office was helpful and paperwork was well organized. Amy Billings has done an excellent job learning the federal and state regulations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriane Ackroyd', written in a cursive style.

Adriane Ackroyd  
Child Nutrition Consultant