



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 8, 2018

Karla Michaud
Superintendent
Woodland Public Schools
843 Woodland Center Road
Woodland, ME 04736

Dear Superintendent Michaud:

An Administrative Review of the Woodland School Nutrition Program was conducted on October 24, 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 the dates given on the Corrective Action form.** 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 Michele Bisbee at 624-6708 or email michele.bisbee@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/MB/sjs

Enclosure

**Administrative Review Report
Woodland School Nutrition Program
October 24, 2018**

Introduction

The Woodland School Nutrition Programs were 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- All applications were reviewed, one application was found to be incomplete; a phone call was made to the parent and this was corrected immediately. An application for a new student had been submitted on behalf of DHHS. It was explained that this was not sufficient documentation and an individual student search was conducted and they were found on the direct cert list. Corrective action will be required.

Verification- Has been completed correctly and on time.

Meal Counting and Claiming- No problems were observed. During meal service, it was observed that students write their name on a list before they are handed their meal. This practice is acceptable because this is a serve only school. A suggestion is that a responsible person should be there to assist the younger students as some of them struggle and because of this slow down the flow of service.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Meus and production records were reviewed for the week of October 15-19, 2018. Productions records and labels from lunch showed that on Monday there was not a whole grain served and on Wednesday not enough vegetable was served. Corrective action will be required.

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 not completed correctly. Technical assistance was provided on site on how to complete a production record.

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 \$6,000 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	49.94%
Percentage of Labor to Total Revenue	50-55%	50.20%
Percentage of Other to Revenue	<u>5-10%</u>	<u>7.43%</u>
	100%	107.58%

During the resource management portion of the review it was observed that even though they are reporting unpaid bills in NEO this is not being tracked. Corrective action will be required.

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

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

General Program Compliance

Reports and Recordkeeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

Food Safety and Sanitation- Health Inspection reports were not displayed correctly, this was corrected immediately. A sample meal was available. Written food safety Standard Operating Procedures were on file but it was observed that they had not been customized or reviewed.

Civil Rights- No findings.

Wellness Policy- The wellness policy was reviewed and meets the requirements. The school is aware that it is due for assessment this year and is in the process of doing so.

Training/Professional Standards – Training hours have not yet been met but it is still early in the year and a plan is in place to complete this.

Fresh Fruit and Vegetable Program (FFVP)- Woodland has not yet started their Fresh Fruit and Vegetable program. They plan to start this in November and I suggested that they call our office for any support that they may need.

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.

Findings- Findings from the review must be posted and made available to the public by federal law. This is part of the Healthy, Hunger Free Kids Act of 2010. They can be posted on the school website or made available at a public hearing or school board meeting

Summary

Overall, the foodservice program at Woodland Consolidated School is working towards doing the right thing. Jamie is very receptive to help and I believe with continued training she will succeed within this program.

Sincerely,



Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Woodland Public Schools

Local Education Official: Karla Michaud

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 – Incomplete application approved.

Corrective Action 1: Complete training on determining eligibility for student meal benefits. There is a link to our recorded webinar on our website. Submit documentation once this is complete.

Date Due: November 21, 2018

Person Responsible: Belinda McLaughlin

Estimated Fiscal Action: None

Finding 2 – Performance Standard 2: Meal Pattern, Review Period – Non-Whole Grain Rich Item (repeat finding)

Corrective Action 1: Submit the label of the replacement product to the reviewer. Because this claim has not yet been filed, the November claim will not be able to claim the 80 lunches served on Monday, October 15, 2018.

Date Due: November 21, 2018

Person Responsible: Jamie Skidgel

Estimated Fiscal Action: \$202.40

Finding 3 - Performance Standard 2: Meal Pattern, Review Period – Insufficient Amount of Vegetables Served. Only a total of 5/8 cup creditable vegetable was served on Wednesday, October 17, 2018.

Corrective Action 1: Complete training on meal pattern and production records, recorded webinars for both are available on our website.

Corrective Action 2: Submit production records for the week of November 26-30, 2018 for review.

Date Due: December 7, 2018

Person Responsible: Jamie Skidgel

Estimated Fiscal Action: \$194.42

Finding 4 - General: Resource Management – Unpaid bills that are being reported in NEO are not being tracked.

Corrective Action 1: A method of tracking unpaid bills monthly will need to be developed. Please submit 2 months' worth of these to the reviewer for review.

Date Due: January 11, 2019
Person Responsible: Laurie Christie
Estimated Fiscal Action: None

Finding 5 - General: Food Safety and Sanitation – Standard Operating Procedures (SOP's) not customized, reviewed or followed.

Corrective Action 1: SOP's will need to be customized and reviewed by Jamie and Roland. The reviewer will need to be notified when this has happened.

Date Due: December 21, 2018
Person Responsible: Jamie Skidgel
Estimated Fiscal Action: None

Reviewer's Signature Michelle Bisbee Date 11.7.18

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

X 1st Review _____ Revisit

Date Mailed to School/Institution Official 11/8/18

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

Send Response no later than dates given above with individual Corrective Action items

Superintendent

Signature of Local Education Agency Official

Title

Date