



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 15, 2019

James Stoneton  
Superintendent  
Dedham Public Schools  
19 School Street  
Orrington, ME 04474

Dear Superintendent Stoneton:

The Dedham Public Schools Nutrition Program was reviewed on October 30, 2019 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, 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

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. 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.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

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,



Walter Beesley  
Child Nutrition Director

WB/AA/pp

Enclosure

**SNP Administrative Review Findings****Dedham Public Schools (148)***Program Year 2020***Dedham Public Schools (148)**2065 Main Road  
Dedham, ME 04429**Food Service Contact**Wendy McDonald  
School Food Service Director  
2078253697No. of Sites / Reviewed: 1 / 1  
Month of Review: September 2019**Commendations**

- \* Dedham School does a great job with their production records. It is easy to confirm that meal pattern is being met.
- \* Dedham School should be commended on the great organization of their paperwork.
- \* Staff must be commended for their hard work and wonderful engagement with students. It is clear staff care about their responsibilities and the well-being of the students. Continue the excellent work.

**Technical Assistance**

- \* Technical Assistance provided on the need to consistently document the temperatures of potentially hazardous foods. The cook had logs for thermometer calibration and equipment temperatures. Staff should always reference internal thermometers when documenting equipment temperatures.
- \* Technical Assistance was provided on the need to maintain ghost trays. This is not current, consistent practice.

**Meal Counting & Claiming - Dedham Public Schools (148)***313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?***Finding: Local Charge Policy and Unpaid Meal Policy Procedures were unavailable**

Dedham School does not have a documented local charge policy nor unpaid meal policy procedures. This is a requirement.

**Corrective Action:**

Submission of the Local Charge Policy and Unpaid Meal Policy Procedures to your reviewer.

Deadline: February 28, 2020

**General Program Compliance - Dedham Public Schools (148)***1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding: Local Wellness Policy does not meet the minimum requirements**

The Local Wellness Policy is missing some required elements. In addition, the last date that documents an update is October 2014. Please see below for the missing elements.

- Measurable Goals for Nutrition Promotion: The policy mentioned that students should receive consistent nutrition messages throughout the school, including classrooms, cafeteria and school-home communications and after school activities. This can be elaborated on and/or moved to a Nutrition Promotion section of the policy.
- Nutrition standards for all foods and beverages sold to students during the school day. This section references the "EFE" policy which contains outdated information regarding Chapter 51. Chapter 51 guidelines have been replaced with Smart Snacks guidelines.
- Permit food and beverage marketing of only those foods and beverages that meet federal Smart Snack guidelines.
- A description of the plan for measuring the implementation of the wellness policy and reporting policy contention and implementation to the public, as required.
- District informs and updates the public on the content and implementation of the wellness policy including progress made in attaining the goals of the policy.
- At least once every three years, district completes an assessment of their wellness policy including progress towards policy goals.

**SNP Administrative Review Findings****Dedham Public Schools (148)*****Program Year 2020*****Corrective Action:**

Review and update the Local Wellness Policy to ensure required elements are included. It must be reviewed and updated at least once every 3 years. Submit the final, approved wellness policy to your reviewer.

Deadline: February 28, 2020

**Technical Assistance:**

Maine School Management Association has a recently updated sample policy that meets requirements. It could be helpful to reference this policy.

Adriane Ackroyd, MPH, RD  
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207-624-6726