



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 24, 2020

Kenneth Kunin
Superintendent
South Portland Public Schools
130 Wescott Road
South Portland, ME 04106

Dear Superintendent Kunin:

The South Portland Public Schools Nutrition Program was reviewed on January 11, 2020 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.doel/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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/DH/pp

Enclosure



Follow Up Findings

South Portland Public Schools (444)

Program Year 2020

South Portland Public Schools (444)

Food Service Contact

Executive Contact

130 Wescott Road
South Portland, ME 04106

No. of Sites / Reviewed: 8 / 1
Month of Review: December 2019

Commendations

- * The program has improved. The production records used to validate the daily meal requirements are easier to follow, and determining a reimbursable meal now is possible to complete.

Recipes have been updated to reflect the correct amounts used, number of servings and portion sizes.

South Portland High School offers a breakfast cart in the hall by the entrance. This helps make it easier for students arriving to get a meal. The cart is also available between the first two periods. Many students utilize the cart which increases overall breakfast participation.

The breakfast cart is an excellent method to serve more breakfast meals to students. Staff interaction with the students is very good. They treat each other good and enjoy working with each other. Keep up the improvements to the program.

Technical Assistance

- * The calories for A la Carte prepackaged items offered must be posted at point of decision. There was no signage on the breakfast cart for the A la Carte items. The A la Carte signage in the cafeteria needs to be updated.

No Findings during Review



Follow Up Findings

South Portland Public Schools (444)

Program Year 2020

South Portland High School (451)
130 Wescott Road
South Portland, ME 04106

Food Service Contact
Martha Spencer
Director, School Nutrition Program
2077673266

Month of Review: December 2019
Date of Onsite Review: January 14, 2020

Meal Components & Quantities - South Portland High School (451)

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9055: No signage explaining what constitutes a reimbursable meal at the beginning of the service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Technical Assistance:

The District was provided technical assistance during the on-site visit. The calories for A la Carte items offered must be posted at the point of decision. Signage was not available for the Breakfast cart located in the hall way. Signage in the cafeteria needs to be updated to reflect all items offered in that current location.

David Hartley
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cc: spencema@spsdme.org Martha Spencer-FSD