



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 18, 2023

Dr. Terri Cooper
Superintendent
RSU 21
177 Alewife Rd.
Kennebunk, ME 04043

Dear Superintendent Cooper:

The RSU 21 Nutrition Program was reviewed on November 8, 2022 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative 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 must 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

A handwritten signature in black ink that reads "Jane McLucas". The signature is written in a cursive style with a large initial "J" and "M".

Jane McLucas
Child Nutrition Director

JM/MB/pp

Enclosure

SNP Administrative Review Findings

RSU 21 (1460)

Program Year 2023

RSU 21 (1460)
177 Alewife Road
Kennebunk, ME 04043

Food Service Contact
Ms. Ellen M Demmons
Food & Nutrition Director
(207) 985-9966

Executive Contact
Dr. Terri I Cooper
Superintendent of Schools
(207) 985-1100

No. of Sites / Reviewed: 6 / 2
Month of Review: October 2022

Technical Assistance

- * The staff at Sea Road School were reminded of the importance of not only checking the calibration on the thermometers but also recording the date they are checked. This is a very simple step to help ensure food safety.

General Program Compliance - RSU 21 (1460)

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Finding 9000: Wellness Policy Deficiencies
Current Wellness Policy references outdated rules.

Corrective Action:
Update wellness policy to remove policy EFE reference. Ensure that the Wellness Policy states that any foods sold during the school day will meet Smart Snack Standards.

Corrective Action Due: March 31, 2023

General Program Compliance - Kennebunk High School (964)

1406. *Most recent Food safety inspection posted, visible to public?*

Finding 9147: The most recent food safety inspection report is not posted in a publicly visible location.
The most recent health inspection was posted in the kitchen. It must be posted in a publicly visible location.

Corrective Action:
Relocate the inspection and upload a picture to document the new location.

General Program Compliance - Sea Road School (965)

No Findings



SNP Administrative Review Findings
Program Year 2023

Additional Notes:

Local Wellness Policy Triennial Assessment

A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. If the triennial assessment has not yet been completed, the deadline is June 2023.

Commendations:

Ellen is a very experienced food service director with a wonderful staff. She has built a successful program and I look forward to working with RSU 21 in the future.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076