



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 10, 2023

Steve Connolly  
Superintendent  
RSU 75  
50 Republic Ave.  
Topsham, ME 04086

Dear Superintendent Connolly:

The RSU 75 Nutrition Program was reviewed on October 25, 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

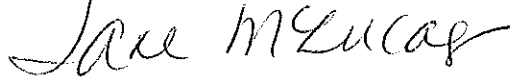
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas". The signature is written in black ink and is positioned below the word "Sincerely,".

Jane McLucas  
Child Nutrition Director

JM/MB/pp

Enclosure

**SNP Administrative Review Findings**

**RSU 75/MSAD 75 (984)**

*Program Year 2023*

**RSU 75/MSAD 75 (984)**

50 Republic Avenue  
Topsham, ME 04086

**Food Service Contact**

Mr. Paul Milliken  
Food Service Director  
(207) 729-9961

**Executive Contact**

Mr. Steve Connolly  
Superintendent  
(207) 729-9961

No. of Sites / Reviewed: 7 / 2  
Month of Review: September 2022

**Technical Assistance**

- \* It was recommended that Paul, the Director, utilize the Maine Professional Standards Tracking Tool to streamline the tracking of training for his many staff members throughout the district. Paul was very grateful for the resource and looks forward to using it moving forward.
- \* Discussion was had with Wayne, the manager at the high school, to be sure to indicate on his production records for both meals that a milk variety is being offered. Upon observation it is very clear that all meal components including milk are offered at every meal. The adjustment will be made on the master production record to ensure that it is always listed.

**General Program Compliance - RSU 75/MSAD 75 (984)**

1110. Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?

**Finding 9000: Other Finding**

One beverage for sale was found to be non-compliant.

**Technical Assistance:**

Technical assistance was provided and the item was pulled immediately. Resources and documentation tips were provided to ensure that all items being sold are Smart Snack compliant.

**Meal Components & Quantities - Bowdoin Central School (986)**

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

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of 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).

**Corrective Action:**

Pictures showing that signs have been placed in the serving areas will need to be uploaded.

Due Date: 2/10/2023

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

**SNP Administrative Review Findings**

RSU 75/MSAD 75 (984)

*Program Year 2023***Meal Components & Quantities - Mt Ararat High School (991)***404. DOR - signage explaining reimbursable meal near/at beginning of service line?***Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of 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).

**Corrective Action:**

Pictures showing that signs have been placed in the serving areas will need to be uploaded.

Due Date: 2/10/2023

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

**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:**

Paul and his staff were absolutely wonderful to work with, very responsive on making corrections and wanting to do things correctly. With continued training and the positive attitudes, I have no doubt they will continue to have a successful program.

Michele Bisbee  
Child Nutrition Consultant  
[Michele.bisbee@maine.gov](mailto:Michele.bisbee@maine.gov)  
207-592-6076