



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
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JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 17, 2022

James Hodgkin
Superintendent
Winthrop Public Schools
17A Highland Ave
Winthrop, ME 04364

Dear Superintendent Hodgkin:

The December 2021 Administrative Review of the Winthrop Public School Nutrition Program has been completed. There were no findings. Technical Assistance was provided.

This is to notify you that this is the final action closing the Administrative Review. Should you have any questions regarding the review, please contact Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Walter B. Beesley'.

Walter B. Beesley
Child Nutrition Director

WBB/SS/pp

SNP Administrative Review Findings**Winthrop Public Schools (524)***Program Year 2022***Winthrop Public Schools (524)**17A Highland Avenue
Winthrop, ME 04364**Food Service Contact**Ms. Erin I. Weeks
Chef/School Nutrition Director
(207) 377-2296**Executive Contact**Mr. James Hodgkin
Superintendent of Schools
(207) 377-2296No. of Sites / Reviewed: 3 / 1
Month of Review: December 2021**Commendations**

- * We appreciate the assistance given by Erin Weeks, Food Service Director, for providing all of the information needed to complete the Administrative Review Off-Site. It was noted that due to staffing challenges, Erin has had to fill in for her staff multiple times so there is no disruption in meal service to students, which is commendable. As a working director, this has likely taken time away from her normal director duties. Erin also attends DOE training on a regular basis and stays current with the ever-changing requirements. Thank you for all of your efforts to feed students during this challenging year!

Technical Assistance

- * A week of December menus was reviewed for Winthrop Grade School to ensure meal pattern requirements were met. At lunch, a minimum of 1/2 cup starchy vegetable must be offered over the week. Based on the reviewed week, the weekly starchy vegetable subgroup was missing. It was evident that this was a menu planning oversight as a starchy vegetable was offered all other weeks in December 2021.
- * At lunch, a minimum of 3/4 cup vegetable must be offered each day for grades K-8. On the reviewed week, insufficient vegetable was offered with a bagged lunch meal at Winthrop Grade School. Because students do not have the option to decline the fruit or vegetable component with the bagged lunch, they must be given the full portion size of vegetables (3/4 cup) and fruit (1/2 cup). If there is a mechanism for students to decline the fruit or vegetable, they only need to take 1/2 cup fruit or vegetable.
- * Erin Weeks, Food Service Director, conducts verification for the school district and is listed as the hearing official on the verification notification letter. This letter notifies families of the results of the verification process and a hearing official is listed in case the family would like to appeal the decision. The hearing official must be someone outside of the verification process and cannot be the Food Service Director. The letter has since been revised to include another individual.
- * Feedback was provided on the local wellness policy, which was updated in September 2021. The USDA wellness policy requirements, requires that goals for nutrition promotion, education and physical education be included in the policy. The Winthrop policy has sections for each topic area and technical assistance was provided on how goals could be incorporated into the policy. These goals will be evaluated during the 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 2022.
- * Meal counts were verified for December 2021 for all Winthrop schools. At Winthrop Grade School, five breakfasts were underclaimed on 12/10/21. Meals counts are taken by classroom for breakfast and a math error was found. The December claim can be revised to reflect the correct number of breakfasts; however is optional.

No Findings during Review