



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 4, 2024

Bonnie Levesque
Superintendent
RSU 59
486 Main Street
Madison, ME 04950

Dear Superintendent Levesque

The RSU 59 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 6, 2024 Stephanie Stambach reviewed Madison Elementary School. An exit conference with Ryan Arnold occurred on November 6, 2024.

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 by the deadline(s) listed. 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

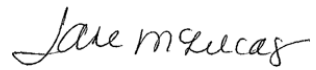
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.doefiles/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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SS/pn



SNP Administrative Review Findings

RSU 59/MSAD 59 (905)

Program Year 2025

RSU 59/MSAD 59 (905)

486 Main Street
Madison, ME 04950

Food Service Contact

Mrs. Doris Lindblom
Food Service Adm Asst
(207) 696-3381

Executive Contact

Mrs. Bonnie Levesque
Superintendent
(207) 696-3323

No. of Sites / Reviewed: 3 / 1
Month of Review: October 2024
Date of on-site review: November 6, 2024

Commendations

- * Thank you to Doris Lindblom for assisting with the RSU 59 Administrative Review. We appreciated the time and assistance provided by the staff. Doris was quick to fix any issues that arose during the review.

Technical Assistance

- * Madison Elementary School utilizes breakfast carts in the hallway. Reimbursement meal signage, explaining to students how to select a reimbursement meal was not posted on the carts, as required. This was corrected on-site; however, lunch signage was used for breakfast. Examples of breakfast meal signage were emailed to Doris Lindblom.
* Civil rights training was not completed by the teachers doing the meal counts for breakfast in the hallway. This was completed after the on-site review and documentation of training was received by the reviewer.
* Technical assistance was provided for a student with a documented disability requiring meal accommodations. The doctor's note did not specify the type of milk the child was allowed to have. A milk substitution request form was given to the parent and updated information has been provided to the school.
* At Madison Elementary School, it was noted that students are provided all components on their tray for lunch. According to MES's annual agreement, the school is utilizing "offer vs. serve" where students have the option to decline two meal components. Either MES must update their application, or institute OVS. There was food waste noted with the vegetable offered, and one option that was recommended was to have students pre-order their fruit or vegetable, like the main entrée.
* Breakfast was observed at Madison Elementary School. Breakfast carts are placed in hallways of the school, and teachers are responsible for meal counting and ensuring students have a reimbursable meal. On the day of review, a hot breakfast was offered in the cafeteria and the students took the additional cold items from the breakfast carts in the hallway, including fruit/juice and milk. Some issues were noted with this set up, including confusion amongst the teachers checking off students on what constitutes a reimbursable meal, as some students did not take the required 1/2 cup fruit/juice. There were also students observed not stopping at the cart in their wing and going directly to their classroom, which could lead to a loss in meal reimbursement.

In order to ensure that all meals are reimbursable, the school should strongly consider implementing a grab and go breakfast set up in the cafeteria where students are checked off by trained food service staff before going to their classroom to eat. If teachers are to continue doing meal counts, food service staff should ensure that students have all components needed for a reimbursable meal prior to being checked off. If the school continues with the same practice and teachers are responsible for meal counts and ensuring reimbursable meals, then annual meal pattern training is required.

General Program Compliance - RSU 59/MSAD 59 (905)

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

Finding 1: RSU 59 local wellness policy does not meet federal requirements

The RSU 59 local wellness policy was reviewed to ensure compliance with federal requirements. The policy was missing language that food and beverage marketing must meet federal smart snacks regulations.

Corrective Action:

Revise current policy and add missing language regarding food and beverage marketing. Upload the school board approved policy to CNP web E Reviews: Corrective Action Responses and notify reviewer.

Corrective Action Deadline: December 20, 2024.



SNP Administrative Review Findings

RSU 59/MSAD 59 (905)

Program Year 2025

Madison Elementary School (2204) Food Service Contact
486 Main Street
Madison, ME 04950

Month of Review: October 2024

Meal Components & Quantities - Madison Elementary School (2204)

409. Review period production records and supporting documentation - were required meal components offered and daily/weekly requirements met? Enter data.

Finding 2: Lunch meal pattern errors found at Madison Elementary School

One week of menus, production records, and supporting documentation was reviewed in October 2024. The following meal pattern errors were found:

1. The weekly 1/2 cup legume vegetable subgroup was not met due to a four-bean salad, which included vegetables from a different subgroup. A recent week of production records showed that the legume requirement was met.
2. 80% weekly whole grain rich requirement was not met. This was due to a non-whole grain rich pizza dough being used.

Corrective Action:

The four-bean salad will not be used in the future. A whole grain rich version of pizza dough will be used in the future to ensure the 80% whole grain rich requirement is met. No further action is needed.

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437