



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 19, 2024

Michael Zboray  
Superintendent  
Bar Harbor Public Schools  
1081 Eagle Lake Road  
Bar Harbor, ME 04609

Dear Superintendent Zboray:

The Bar Harbor Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 5, 2024 David Hartley reviewed Conners-Emerson School. An exit conference with you occurred on December 7, 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

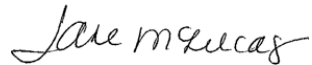
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/DH/pn



**SNP Administrative Review Findings**

**Bar Harbor Public Schools (53)**

*Program Year 2024*

**Bar Harbor Public Schools (53)**

1081 Eagle Lake Rd  
Bar Harbor, ME 04609

**Food Service Contact**

Tina Lunt  
Head cook  
(207) 288-3631

**Executive Contact**

Michael Zboray  
Superintendent  
(207) 288-5040

No. of Sites / Reviewed: 1 / 1  
Month of Review: October 2023

**Commendations**

- \* An exit conference was held with Superintendent Michael Zboray on December 7, 2024 to discuss any review findings and requested corrective action plans.
- \* Staff do a very good job providing healthy nutritious meals to their customers. Students are happy and enjoy there meal. Keep up the good work, Thank you.

**Verification - Bar Harbor Public Schools (53)**

208. Confirmation Review – documentation on file, required procedures followed?

**Finding 9000: Other Finding**

**Technical Assistance:**

The Confirming Official and Hearing Official are listed as the same person. It was explained these two individuals cannot be the same individual. A new person will need to be assigned to one of these tasks.

**General Program Compliance - Bar Harbor Public Schools (53)**

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

**Finding 9000: Other Finding**

**Technical Assistance:**

Professional standards hours are on track to be meet for SY 2024. Keep records and track the training to ensure the requirements are meet. The Kitchen Manager needs 10 hours, has 6.5 hours, full time staff need 6 hours and has 3 hours.



**SNP Administrative Review Findings**

**Bar Harbor Public Schools (53)**

*Program Year 2024*

**Conners-Emerson School (54)**

**Food Service Contact**

1081 Eagle Lake Rd  
Bar Harbor, ME 04609

Month of Review: October 2023

**Meal Components & Quantities - Conners-Emerson School (54)**

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. It was determined that more information is needed. The production records are missing information. According to the production record the meal pattern was not meet, Based on a review of documentation kept by the Kitchen Manager, the meal pattern is meet. All items offered to students must be listed on the production record.

**Corrective Action:**

Production records for lunch for the week of January 11, 2024 will need to be sent to the reviewer, this needs to include the recipes and crediting information for meats offered such as CN labels.

Submit by January 27, 2024.

**Technical Assistance:**

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