



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
Mount Desert Public Schools
1081 Eagle Lake Road
Bar Harbor, ME 04609

Dear Superintendent Zboray:

The Mount Desert Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 6, 2024 David Hartley reviewed Mt. Desert Elementary 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

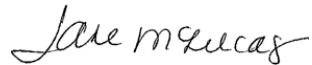
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Findings

Mount Desert Public Schools (311)

Program Year 2024

Mount Desert Public Schools (311)

1081 Eagle Lake Road
Bar Harbor, ME 04609

Food Service Contact

Tasha Higgins
Head Cook
(207) 276-3348

Executive Contact

Mr. Michael Zboray
Superintendent
(207) 288-5011

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 their meal. Keep up the good work, Thank you.

Meal Benefit Applications: Desert Public Schools (311)

Finding: Child Nutrition Meal Benefit applications:

Child Nutrition Meal Benefit Applications were distributed late, not until October 2024. These documents are required to be submitted at the beginning of the school year to supply students with the correct meal benefit.

Corrective Action: what plan of action will be implemented to ensure the Meal Benefit Applications are distributed at the beginning of the new School Year? Who will be responsible this is done on time?

Verification - Mount Desert Public Schools (311)

211. Verification notification letter?

Finding 9000: Other Finding

Copies of letters starting the process and ending the process where not maintained

Corrective Action:

What process will be instituted to ensure copies of letters notifying the family about the process and ending the process will be maintained.

Please submit by January 27, 2024.

General Program Compliance - Mount Desert Public Schools (311)

1214. Validate OFS #1204 - Did the School Nutrition Director meet annual training requirements?

Finding 9000: Other Finding

No Professional Standards training hours have been completed and no plan for completion is available.

Corrective Action:

Submit to the reviewer a plan of action to complete the required training hours for SY 2024. The Director is required to complete 12 hours, additional full time staff must complete 6 hours annually.

Submit the plan of action to the reviewer by January 27, 2024

SNP Administrative Review Findings

Mount Desert Public Schools (311)

Program Year 2024

Mt Desert Elementary School (312) Food Service Contact

1081 Eagle Lake Road
Bar Harbor, ME 04609

Month of Review: October 2023

Meal Counting & Claiming - Mt Desert Elementary School (312)

318. DOR - accurate meal counts by category at POS? Enter data.

Finding 9000: Other Finding

At the beginning of the breakfast and lunch meal service the reviewer noticed the individual completing accountability was entering students into the POS system while the students were in line prior to receiving the meal. Meal accountability is competed when the student has received a reimbursable meal.

Technical Assistance:

This was immediately explained the individual's completing accountability and corrected.

Meal Components & Quantities - Mt Desert Elementary School (312)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period October 16, 2023, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Serving sizes were changed depending on the grade level of the students. Younger students received a smaller portion size to reduce waste. It was explained all students have a minimum serving size based on USDA rules.

Technical Assistance:

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

General Program Compliance - Mt Desert Elementary School (312)

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

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

The most recent Health Inspection must be posted for public view. This was not being done. This was explained to Tasha Higgins, the Food Service Director.

Corrective Action:

Submit to the reviewer a picture of the most recent Health Inspection were posted for public view.

Submit by January 27, 2024

Ghost Tray: Maine Child Nutrition requires a ghost tray be maintained. A ghost tray is a sample of each meal component offered to the students for each meal, each day. They are required to be kept for 48 hours. The reason for the ghost tray is for testing if a food borne illness is suspected.



Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for review.

Technical Assistance:

Submit to the reviewer the December 2023 temperature logs.

Submit by January 27, 2024.