



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 25, 2019

Susan Pratt
Superintendent
Andover Public Schools
PO Box 70
Andover, ME 04216

Dear Superintendent Pratt:

The Andover Public Schools Nutrition Program was reviewed on October 16, 2019 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

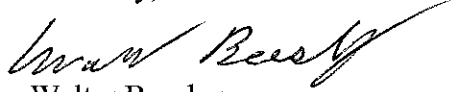
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 624-6708 or email michele.bisbee@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Walter Beesley
Child Nutrition Director

WB/MB/pp

Enclosure



SNP Administrative Review Findings

Andover Public Schools (1734)

Program Year 2020

Andover Public Schools (1734)
85 Pine Street
Andover, ME 04216

Food Service Contact
Cindy Snell
Foodservice manager
2073924381

Executive Contact

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2019

Commendations

- * Andover Elementary School has gone through a major transition over the last year and has made major gains in the nutrition program. Cindy Snell, the new food service director has been gradually taking on more tasks, being able to become proficient in each task before taking on the next. With the support of the administration and Andrew Hutchins, foodservice director from RSU 9, I believe she will be a great asset to this school.
- * Brenda Bouchard has done a wonderful job taking on extra tasks to help ensure the growth of the nutrition program. She has taken on meal benefits and verification, along with other administrative duties, and has done all of these jobs wonderfully.

Technical Assistance

- * While there has been a great improvement in cost control since last year Andover Elementary School will need to continue to pay close attention to their food cost because they are such a small school.

General Program Compliance - Andover Public Schools (1734)

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

Finding 9000: Other Finding

The Wellness Policy that Andover Public Schools has provided is not yet approved by the school board.

Corrective Action:

Once the policy is approved by the school board documentation must be submitted to the State Agency

Corrective Action Due: 12/20/2019

Michele Bisbee
Child Nutrition Consultant
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207-624-6708