



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

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

March 10, 2020

Kevin Jordan
Superintendent
Athens Public Schools
8 Fox Hill Road
Athens, ME 04912

Dear Superintendent Jordan:

Thank you for supporting the Administrative Review of the Athens Public Schools Nutrition Program, conducted on February 2, 2020 by Department of Education staff Sarah Platt. We appreciated your hospitality and cooperation during our visit.

There were no findings during the review and Technical Assistance was provided for minor incidents. Your staff addressed and corrected these during the review.

If you have any questions or if we can be of any assistance, please call Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter Beesley', written over a light blue horizontal line.

Walter Beesley
Director of Child Nutrition

WB/SDP/pp

Enclosure

cc: Nancy Martin



SNP Administrative Review Findings

Athens Public Schools (1629)

Program Year 2020

Athens Public Schools (1629)
8 Fox Hill Road
Athens, ME 04912

Food Service Contact
Nancy Martin

Maine DOE Reviewer
Sarah Platt, RD, SNS
207.624.6879
Sarah.d.platt@maine.gov

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2020
Onsite Review: February 2, 2020

Commendations

- * Nancy Martin was well organized and knowledgeable about program requirements. Stephanie Hayden is new to the program this year. She was receptive to feedback and has done a nice job learning all of the requirements.

We appreciate the time and assistance provided throughout the review process.

Technical Assistance

- * Legislation was recently passed which would require Athens Community School to implement an alternative breakfast program. This was discussed with Nancy Martin and Stephanie Hayden. Information is available on our website: <https://www.maine.gov/doe/schools/nutrition/programs/breakfast>

General Program Compliance - Athens Public Schools (1629)

810. *Non-discrimination on appropriate Program materials?*

Non-discrimination Statement - short version

Technical Assistance:

The short non-discrimination statement used on menus should read: This institution is an equal opportunity provider.

1400. *Food safety plan – contain required elements, copy available at each school?*

Food Safety Plan

Technical Assistance:

A Food Safety plan was available however needs review and updating. A sample can be found online through the Institute of Child Nutrition and can be customized to reflect the practices of the program. The 2013 Maine Food Code should be used as a reference.



SNP Administrative Review Findings

Athens Public Schools (1629)

Program Year 2020

Athens Community School (906)
8 Fox Hill Road
Athens, ME 04912

Food Service Contact
Nancy Martin
Secretary
2076542561

Month of Review: January 2020

Meal Components & Quantities - Athens Community School (906)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Grains at Breakfast

Technical Assistance:

The Kix cereal did not meet the minimum daily quantity. Students were instructed to take two cereal bowls. Moving forward, this item will be discontinued.

Technical assistance was provided on ensuring the minimum weekly amount of 8 ounce equivalents of Grain is offered for breakfast by allowing students to take 1 or 2 cereal bowls or both main choices such as a muffin and a cereal.

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

Product Documentation

Technical Assistance:

Documentation must be available for all items on how they contribute toward the meal pattern. With processed food items, such as meatballs, either a CN label (child nutrition label) or a PFS (product formulation statement) must be available. The meatballs served during the review period did not have proper documentation. At the time of the on-site review, Stephanie Hayden had found a compliant product that will be used moving forward.