



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 12, 2023

Sam Critchlow  
Executive Director  
Maine School of Science & Mathematics  
95 High Street  
Limestone, ME 04750

Dear Mr. Critchlow:

The Maine School of Science & Mathematics Nutrition Program was reviewed on April 12, 2023 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

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. 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". The signature is written in black ink and is positioned above the printed name.

Jane McLucas

Child Nutrition Director

JM/DH/pn

**SNP Administrative Review Findings**

**ME School of Science & Mathematics (1067)**

*Program Year 2023*

**ME School of Science & Mathematics (1067)**

**\*\*New SFA\*\***  
95 High Street  
Limestone, ME 04750

**Food Service Contact**

Mrs. Lori Hartin  
Director of Food Service  
(207) 325-3789

**Executive Contact**

Mr. Sam Critchlow  
Executive Director  
(207) 325-3605

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

**Commendations**

- \* MSSM staff serve students from all over the State of Maine. They work hard to feed all children healthy nutritious meals. Thank you for all you do.

**General Program Compliance - ME School of Science & Mathematics (1067)**

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

**Finding 9000: Other Finding**

**Corrective Action:**

The MSSM Wellness Policy was last reviewed on August 2, 2018. Requirements are that the Wellness Policy be reviewed every three years. A plan of action to develop a Wellness team to review and revise/update as needed the Wellness Policy. Submit a plan of action to review and update the Wellness Policy by May 31, 2023.

SNP Administrative Review Findings

ME School of Science & Mathematics (1067)

Program Year 2023

ME School of Science & Math (1068) Food Service Contact

95 High Street  
Limestone, ME 04750

Month of Review: February 2023

Meal Components & Quantities - ME School of Science & Math (1068)

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

**Finding 9000: Other Finding**

The production records for the week of March 6, 2023 are incomplete. They are missing items offered to the students. Production records must list all items offered to the students, all meat/meat alternates, grains, fruits, vegetables, and milk. Also listed needs to be the condiments offered. On site review indicated all meal components are

**Corrective Action:**

Submit updated production records for the week of May 31, 2023.