



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 1, 2023

Dr. Shelley Lane
Superintendent
Millinocket Public Schools
199 State Street
Millinocket, ME 04462

Dear Superintendent Lane:

Your completed documents regarding the November 30, 2022 Administrative Review of the Millinocket Public Schools Nutrition Program have been received. We appreciate your response to the review findings.

This is to notify you that this is the final action closing the Administrative Review. Should you have any questions regarding the review, please 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

Millinocket Public Schools (298)

Program Year 2023

Millinocket Public Schools (298)

199 State Street
Millinocket, ME 04462

Food Service Contact

Mia Charette
Food Service Manager
(207) 447-6565

Executive Contact

Dr. Shelley Lane
Superintendent
(207) 723-6430

No. of Sites / Reviewed: 2 / 1
Month of Review: October 2022

Commendations

- * Staff does very well preparing and serving healthy nutritious meals to their customers. Federal requirements are being met, keep up the good work.

Verification - Millinocket Public Schools (298)

211. *Verification notification letter?*

Finding 9000: Other Finding

individual letters notifying families of the verification process not kept.

Final letters notifying family of the results of Verification have not been sent

Corrective Action:

Submit in CNPweb copies of final notices to families of for Verification.

Technical Assistance:

Copies of all correspondence sent to families must be saved and kept on file.

General Program Compliance - Millinocket Public Schools (298)

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

Finding 9000: Other Finding

Technical Assistance:

The Wellness Policy will be due for review in SY 2024 as part of the triannual assessment requirement for this policy

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

Finding 9000: Other Finding

Technical Assistance:

The Standard Operating Procedures need updating to be in agreement with the procedures currently being completed each day.



SNP Administrative Review Findings

Millinocket Public Schools (298)

Program Year 2023

Granite Street School (299)

Food Service Contact

199 State Street
Millinocket, ME 04462

Month of Review: October 2022

No Findings during Site 299 Review