



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 1, 2024

Michael Zboray  
Superintendent  
Southwest Harbor Public Schools  
1081 Eagle Lake Road  
Bar Harbor, ME 04609

Dear Superintendent Zboray:

The Southwest Harbor Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 28, 2024 David Hartley reviewed Pemetic Elementary School. An exit conference with you occurred on March 28, 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

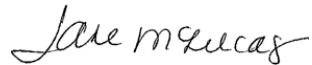
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Jane McLucas  
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Findings

Southwest Harbor Public Schools (456)

Program Year 2024

Southwest Harbor Public Schools (456)

1081 Eagle Lake Rd
Bar Harbor, ME 04609

Food Service Contact

Katherine Lawson
Head Cook
(207) 244-5502

Executive Contact

Mr. Michael Zboray
Superintendent
(207) 288-5049

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2024

Commendations

- \* An exit conference was held with Superintendent Michael Zboray on March 28, 2024, to discuss any review findings and requested corrective action plans.
\* Katherine Lawson is new and is trying hard to do a good job and she is. Staff do a very good job providing healthy nutritious meals for their customers. Students are happy and enjoy their meal. Keep up the good work, thank you for the work you do.

Meal Counting & Claiming - Southwest Harbor Public Schools (456)

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9051: SFA's Review Period claim not validated.

There are differences between the SFA's Review Period claim and the State agency's validated counts for lunch and breakfast for the review period, as documented on S-1.

When validating the claim, it was noticed on some days the number of eligible free, reduced and paid students was being exceeded by the number of students that actually took a meal. Dencie McEnroe was able to find which students this happened to and can correct the claim for reimbursement. The PowerSchool system is being used correctly; this was validated during the review. A picture was taken showing that the correct button was selected to notify about a second meal. Two meals were checked for one student and the system accepted both of them.

Corrective Action:

PowerSchool must be contacted to determine why this is happening and it is corrected.

The reviewer must be notified that PowerSchool has been contacted and the fix has been completed. This must be completed by April 30, 2024.

The claims for October 2023 through February 2024 must be corrected. Meals were overclaimed. Dencie McEnroe is determining the correct numbers that should have been paid and will send the correct figures to the reviewer.



**SNP Administrative Review Findings**  
*Program Year 2024*

**Southwest Harbor Public Schools (456)**

**Pemetic Elementary School (457)**  
1081 Eagle Lake Rd  
Bar Harbor, ME 04609

**Food Service Contact**

Month of Review: February 2024

**Meal Components & Quantities - Pemetic Elementary School (457)**

401. DOR - meals selected by students contain all required components/quantities? Enter data.

**Finding 9000: Other Finding**

Three students were noticed with breakfast sandwich and yogurt, no fruit

**Corrective Action:**

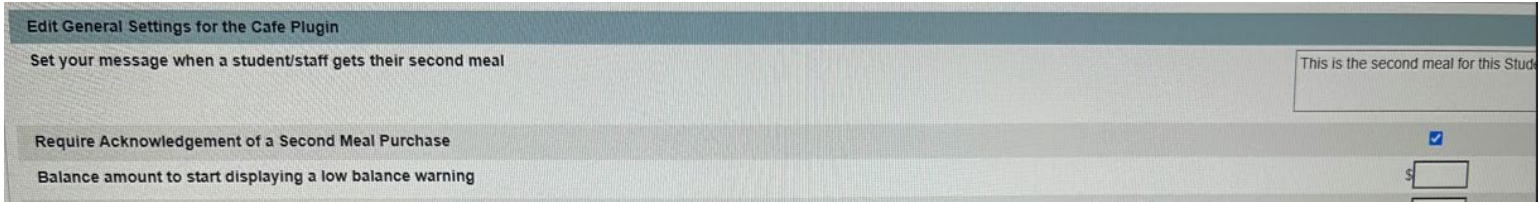
Training for all POS operators to show what a reimbursable meal is including different components.

Submit to the reviewer the date of the training, an agenda and the individuals attending. Submit by April 30, 2024.

**SNP Administrative Review Findings**  
*Program Year 2024*

**Southwest Harbor Public Schools (456)**

The following image shows that the correct option has been selected to be notified if a student attempts a second meal.



The following image shows a student having been checked as receiving a second meal. No notice was displayed that this would be a second meal.

Name	Time	Item Price	Item	Action
Dugas, Ella Marie	11:14 AM	\$0.00	Lunch	Delete
Dugas, Ella Marie	11:13 AM	\$0.00	Lunch	Delete