



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 15, 2024

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

Dear Superintendent Zboray

The Tremont Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 12, 2024 David Hartley reviewed Tremont Consolidated School. An exit conference with you occurred on March 13, 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

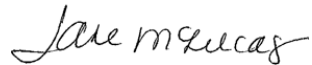
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Tremont Public Schools (466)

Program Year 2024

Tremont Public Schools (466)

1081 Eagle Lake Rd
Bar Harbor, ME 04609

Food Service Contact

Ms. Susan C McIsaac
Office Manager
(207) 244-7777

Executive Contact

Mr. Michael Zboray
Superintendent
(207) 244-5040

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

Commendations

- \* March Madness-Vegetables: During the month of March kitchen staff will prepare two different vegetables, cooked with spices or raw. A sample is offered to students as they get their lunch. Julie the Kitchen Manager then goes around and asks which one they preferred. The list is being narrowed down and a final vegetable will be the winner of Vegetable March Madness.
\* An exit conference was held with Superintendent Michael Zboray on March 13, 2024, to discuss any review findings and requested corrective action plans.

Kitchen staff do a good job preparing good nutritious meals for their customers. The staff is new and still learning and wants to learn to run the best possible program. Keep up the good work.

General Program Compliance - Tremont Public Schools (466)

1215. Validate OFS #1205 - Did School Nutrition Manager meet annual training requirements?

Finding 9000: Other Finding

Food Service Manager has not completed the required 10 hours of Professional Standards training hours. 4 hours have been completed.

None of the Food Service workers has completed the annual required Child Nutrition Civil Rights Training.

Corrective Action:

Submit to the reviewer the plan of action to complete the required 10 hours of Professional Standards training and Civil Rights Training.

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by 04/16/24

1217. Frequency of tracking training hours

Finding 9000: Other Finding

The completed Professional Training hours are not tracked. They must be tracked to show the hours completed. This needs to include certificates, written notice of the training completed, hours and date completed, and who was in attendance.

Technical Assistance:

A plan must be developed and available for review.

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

Finding 9143: A copy of the written food safety plan is not available at each school.

SOP's (Standard Operating Procedures) are not available for review. A two-page document is available however it does not cover most of the areas needed in a SOP.

Corrective Action:

SOP's need to be developed. They must address food safety and how tasks are completed to ensure food safety.



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

**Tremont Public Schools (466)**

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by 04/16/24

**SNP Administrative Review Findings**

**Tremont Public Schools (466)**

*Program Year 2024*

**Tremont Consolidated School (467)      Food Service Contact**

1081 Eagle Lake Rd  
Bar Harbor, ME 04609

Month of Review: February 2024

**Meal Components & Quantities - Tremont Consolidated School (467)**

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

**Finding 9000: Other Finding**

The breakfast meal pattern requires each breakfast served to contain 1/2 cup of fruit or vegetable. This can be either 100% juice or a whole fruit. Four students were noticed without the required 1/2 serving of a fruit.

**Corrective Action:**

A plan must be developed to improve breakfast meal accountability to ensure each meal contains all items in order to claim the meal for reimbursement. Options were discussed with staff.

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by April 16, 2024.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

**Corrective Action:**

Signage must be posted to show what the meal pattern is and explain that a half cup fruit of vegetable is required at each meal. Submit a picture when and where posted.

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by April 16, 2024.

**General Program Compliance - Tremont Consolidated School (467)**

1404. Food safety plan - written, copy available?

**Finding 9145: A copy of the written food safety plan was not available at the reviewed school.**

No Standard Operating Procedures (SOP) are available. This is a requirement of the USDA School Nutrition Programs.

**Corrective Action:**

Submit to the reviewer the plan of action to create SOPs for Tremont Elementary School

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by April 16, 2024.

1406. Most recent Food safety inspection posted, visible to public?

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent DHHS health inspection must be posted for public view, this was not being done. Posted at Managers desk.

**Corrective Action:**

Submit to the reviewer a picture when the health inspection is posted for public view to include the ability to see the location.

**SNP Administrative Review Findings**  
*Program Year 2024***Tremont Public Schools (466)**

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by April 16, 2024.

1409. *Storage violations observed, on-site, off-site?*

**Finding 9000: Other Finding**

When the reviewer arrived, he noticed food service worker Sam Anderson preparing items for the salad bar. He was not wearing a beard restraint as required by the 2013 Maine Food Code.

**Corrective Action:**

What steps will be taken for beard restrains to be available for use when needed.

Submit requested corrective action in CNPweb - E-reviews - Corrective Action Responses by April 16, 2024.

1409. *Storage violations observed, on-site, off-site?*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against spoilage, and other loss. Not all food is stored at least 6 inches off the floor. Items were stored on the freezer floor.

**Technical Assistance:**

Deliveries are received then kitchen staff do not have the time to store product correctly. As soon as possible items must be stored correctly to allow proper air circulation for food safety.