



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 19, 2025

Barbara Mazzeo
Superintendent
Fryeburg Academy
745 Main Street
Fryeburg, ME 04037

Dear Ms. Mazzeo:

The Fryeburg Academy Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 12, 2025 Michele Bisbee reviewed Fryeburg Academy. An exit conference with Jonathan Anderson occurred on February 12, 2025.

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

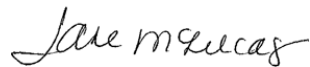
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/doe/sites/maine.gov.do/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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/MB/pn



SNP Administrative Review Findings

Program Year 2025

Fryeburg Academy (1180)

Fryeburg Academy (1180)

745 Main Street
Fryeburg, ME 04037

Food Service Contact

Jonny Anderson
Food Service Director
(207) 935-2001

Executive Contact

Barbara Mazzeo
Budget and Finance Director
(207) 935-2001

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2024
Date of Onsite: February 12, 2025

Commendations

- * Jonny is doing a wonderful job providing his students with scratch cooked food and is working hard towards providing his students with locally sourced foods as much as possible. Katie Knowles, Child Nutrition Farm and Sea to School Coordinator, joined us during this review and was able to prove Jonny with an abundance of resources to help him continue to source local foods.

An exit meeting was held with Jonny Anderson on 2/12/2025, and a summary email was sent along as well.

General Program Compliance - Fryeburg Academy (1180)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9993: Non-compliance with the USDA non-discrimination statement

The full nondiscrimination statement, including Maine's nondiscrimination statement, must be used on program materials. The statement(s) were missing from the website.

Corrective Action:

The SFA must update their website with the appropriate nondiscrimination statement.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 4/18/2025.

Technical Assistance:

The Maine DOE Child Nutrition webpage provides Civil Rights training and links to the USDA Child Nutrition Program Civil Rights Statements and Maine nondiscrimination statement.

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?

Finding 9994: LWP Triennial assessment

The SFA has a wellness policy in place that meets the minimum requirements. Technical assistance was provided to the Food Service Director regarding the need to complete the triennial assessment. A Triennial Assessment Template is available on the Maine DOE Child Nutrition webpage: www.maine.gov/doe/schools/nutrition/programs/nslp

Corrective Action:

Corrective Action Received: 2/26/2025



SNP Administrative Review Findings
Program Year 2025

Fryeburg Academy (1180)

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

Finding 9000: Other Finding

Annual training requirements have not been met at this time.

Corrective Action:

A plan on how training is going to be completed needs to be submitted.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 4/18/2025.

Meal Components & Quantities - Fryeburg Academy (1181)

404. Day of Review - signage explaining the reimbursable meal was posted 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:

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 4/18/2025.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076