



**STATE OF MAINE**  
**DEPARTMENT OF EDUCATION**  
23 State House Station  
Augusta, ME  
04333-0023

**Janet T. Mills**  
Governor

**Pender Makin**  
Commissioner

May 19, 2026

David Dodge  
Board President  
Lee Academy  
4 Winn Road  
Lee, ME 04455

Dear Mr. Dodge:

The Lee Academy Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On October 22, 2025 David Hartley reviewed Lee Academy. An exit conference with Juli Dickison occurred on October 22, 2025. The SY 2026 School Nutrition Program Administrative Review has been completed. There were no findings.

This is to notify you that this is the final action, and the Administrative Review is now closed. Should you have any questions, please contact David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

Jane McLucas  
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Report

Lee Academy (1197)

Program Year 2026

Lee Academy (1197)

4 Winn Road  
Lee, ME 04455

Food Service Contact

Kristen Pardoe  
Food Service Director  
(207) 738-2252

Executive Contact

David Dodge  
Board President  
(207) 738-2252

No. of Sites / Reviewed: 1 / 1  
Month of Review: September 2025

Commendations

- \* On the day of review, October 22, 2025, an exit conference was held with Juli Dickison, Head of School. The review findings were discussed as well as suggestions to help improve the program.
- \* David Dodge, Head of the Alumni Association, and Jenn Dodge, office personnel, do a very good job working to feed students good healthy breakfast meals. Suggestions were made about providing warm meals as winter approaches and using the USDA foods allocation to help save money. Students go to RSU 30 Mt Jefferson Jr. High School for the lunch meals and receive good meals there as well. Thank you and keep up the good work.

Certification and Benefit Issuance - Lee Academy (1197)

123. On-site observation - validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions

**Finding 9000: Other Finding**

Meal Benefit Applications are required to be reviewed and approved within 10 calendar days of receipt.

**Technical Assistance:**

This was explained to the Application approving official.

133. Direct Certifications correctly certified?

**Finding 9024: Some students directly certified for free meals were not certified correctly.**

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

**Technical Assistance:**

The eligibility of students qualifying based on the Direct Certification list was further explained to the Approving Official.



**SNP Administrative Review Report**

**Lee Academy (1197)**

*Program Year 2026*

**Lee Academy (1198)**

**Food Service Contact**

4 Winn Road  
Lee, ME 04455

Month of Review: September 2025  
Date of Onsite Review: October 22, 2025

**Meal Counting & Claiming - Lee Academy (1198)**

325. *Review Period meal counts by category correctly used in the claim? Enter data.*

**Finding 9000: Other Finding**

Two days meal counts for August 2025 were included in the September 2025 claim for reimbursement. Each month is claimed separately; there is no combining of claim months.

**Technical Assistance:**

This was explained during the onsite review and will be corrected moving forward.

**Meal Components & Quantities - Lee Academy (1198)**

410. *Review period - planned menu quantities meet the meal pattern requirements*

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

**Corrective Action:**

The Kitchen Manager was contacted prior to the onsite review about this finding and made the necessary corrections prior to the on-site review.