



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 13, 2024

Dominic DePatsy  
Superintendent  
Islesboro Public Schools  
PO Box 118  
Islesboro, ME 04848

Dear Superintendent DePatsy:

The Islesboro Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On May 7, 2024 David Hartley reviewed Islesboro Central School. An exit conference with Peter Anderson and Melissa Burns occurred on May 7, 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

Islesboro Public Schools (229)

Program Year 2024

Islesboro Public Schools (229)

159 Alumni Drive
Islesboro, ME 04848

Food Service Contact

Peter Anderson
Food Service Director
(207) 734-2251

Executive Contact

Melissa Burns
Admin Assistant
(207) 734-2251

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

Commendations

\* The reviewer discussed any findings and corrective actions with Food Service Manager Pete Anderson and Melissa Burns, Administrative Assistant on the day of review, May 7, 2024.

School nutrition staff do a very good job preparing and serving healthy nutrition meals. New entrees are offered to help expand students tastes. Good job, keep up the good work.

Verification - Islesboro Public Schools (229)

206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?

Finding 9006: Verification information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Verification procedures could not be validated during on-site observations. Deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool: No written correspondence was completed for the verification process between the SFA and the family selected. Written correspondence is required notifying the family they have been selected and notifying the family of the results. Also no copies of the documents submitted showing proof of income where maintained.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool: Complete the Verification webinar on the Maine DOE Child Nutrition Web page. Once this has been completed notify the reviewer.

Complete by June 10, 2024.

Technical Assistance:

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool:

General Program Compliance - Islesboro Public Schools (229)

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. SFA Food Service workers are required to complete, annually, USDA Child Nutrition Civil Rights Training. The Civil Rights training completed was a District training.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: USDA Child Nutrition Civil Rights training must be completed.

**SNP Administrative Review Findings**

**Islesboro Public Schools (229)**

*Program Year 2024*

Submit by June 10, 2024 when the training was completed and who attending the training.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool:

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

**Finding 9000: Other Finding**

Child Nutrition personal are required to complete Professional Standards training that relates to the jobs completed in this program. Kitchen Manager Pete Anderson has completed half of his required hours. Additional staff have not completed any Professional Standards training hours this School year.

Hours do not carry from year to year, this must be completed during each school year.

The required hours are: Managers-10 hours

Full time staff-6 hours

Part time staff-4 hours, if started after January 1st- 2 hours.

Documentation must be maintained to be able to verify and track the required training hours.

**Corrective Action:**

Complete the required training hours by June 10, 2024, and submit the training completed, date, who attending, and hours completed.



**SNP Administrative Review Findings**

**Islesboro Public Schools (229)**

*Program Year 2024*

**Islesboro Central School (230)**

**Food Service Contact**

159 Alumni Drive  
Islesboro, ME 04848

Month of Review: March 2024

**Meal Components & Quantities - Islesboro Central School (230)**

409. *Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.*

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) were not met.**

Based on a review of production records and other supporting documentation for the week of March 11, 2024, some meals served did not meet the meal pattern requirements for the age/grade group(s) being served.

March 12, 2024 the entrée was Pasta alfredo. The Alfredo did not have enough cheese to count as a meat/meat alternative. The required offering of a meat/meat alternative for grades k-8 is 1 ounce and for 9-12 is 2 ounces per day, this days offering was .75 ounces.

Offerings of vegetable subgroups were not meet. Vegetables are required to be offered each day. This is separated into vegetable sub-groups. They are dark green, red/orange, legume, starch and other. The production records submitted for the week of March 12, 2024 did not include red/orange, legume, or starch.

These meal pattern findings are both repeat findings from the review in SY 2019 and could lead to fiscal action.

**Corrective Action:**

Production records and recipes must be submitted for the week of May 20, 2024. Check the meat/meat alternate offering to be sure it is a minimum of 2 ounces each day. The salad bar recipe has been adjusted to reflect more offerings.

Please submit by June 10, 2024.