



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 23, 2024

Michael Zboray  
Superintendent  
Mt. Desert CSD  
1081 Eagle Lake Road  
Bar Harbor, ME 04609

Dear Superintendent Zboray

The Mt. Desert CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 7, 2024 David Hartley reviewed Mt. Desert Elementary. An exit conference with you occurred on December 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

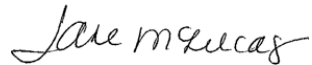
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Mt Desert CSD (1036)

Program Year 2024

Mt Desert CSD (1036)

1081 Eagle Lake Rd
Bar Harbor, ME 04609

Food Service Contact

Ms. Lorie Merchant
Cafeteria Manager
(207) 288-5011

Executive Contact

Mr. Michael Zboray
Superintendent
(207) 288-5011

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2023

Commendations

- \* An Exit Conference was held on Thursday, December 7, 2023, with Superintendent Michael Zboray. The findings from the School Nutrition Administrative review were discussed.
\* Staff at Mount Desert High School present good meals to their customers. Multiple entrees are offered every day, students have a nice selection of choices. Keep up the good work. Thank you.

Certification and Benefit Issuance - Mt Desert CSD (1036)

128. Correct conversion factors used for applications with more than one income frequency?

Finding 9019: Incorrect conversion factors used when processing applications.

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

Technical Assistance:

The application income conversion factors are shown on the free/reduced price meal benefit application. It was used incorrectly for applications. During the review the conversions were done correctly, it did not change any of the current eligible students. The correct process was explained to the approving official.

General Program Compliance - Mt Desert CSD (1036)

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

Finding 9000: Other Finding

Professional Standards training hours have not been completed. Kitchen Manger needs 10 hours; full time staff need 6. The current training needs a plan to complete the requirements by the end of the School Year.

Corrective Action:

Submit to the reviewer the plan to compete Professional Standards training by the end of the School Year. Submit the plan to the reviewer by February 8, 2024



**SNP Administrative Review Findings**

**Mt Desert CSD (1036)**

*Program Year 2024*

**Mt Desert Island High School (1037) Food Service Contact**

1081 Eagle Lake Rd  
Bar Harbor, ME 04609

Month of Review: October 2023

**Meal Components & Quantities - Mt Desert Island High School (1037)**

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) not met.**

Based on a review of production records and other supporting food crediting documentation for one week during the Review Period October 18, 2023, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed on Wednesday, October 18, 2023, a Chicken Fajita was offered. Based on the recipe there was insufficient chicken in the fajita. The required offering each day for this grade group is 2 oz. each day. The recipe indicated the fajita had 1.75 oz. of chicken.

Production records need more information. Each day "veggies" are listed. This needs to be more specific as to what the "veggie" is.

Serving sizes must be included to show the meal pattern is being met.

**Corrective Action:**

Submit production records for the week of January 8, 2024.

Submit to the reviewer by February 8, 2024.

**Technical Assistance:**

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