



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 20, 2023

Amanda Belanger
Superintendent
Princeton Public Schools
PO Box 580
Baileyville, ME 04694

Dear Superintendent Belanger:

The Princeton Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On October 31, 2023 Michele Bisbee reviewed Princeton Elementary School. An exit conference with you occurred on November 1, 2023.

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

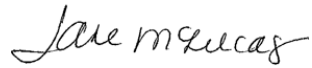
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Princeton Public Schools (389)

Program Year 2024

Princeton Public Schools (389)

63 Broadway
P.O. Box 580
Baileyville, ME 04694

Food Service Contact

Ms. Linda M MacArthur
Kitchen Manager
(207) 796-2253

Executive Contact

Ms. Amanda Belanger
Superintendent
(207) 427-6913

Princeton Elementary School (390)

63 Broadway
P.O. Box 580
Baileyville, ME 04694

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2023
Date of Onsite Review: October 31, 2023

Commendations

- * The staff at Princeton Elementary school do a wonderful job serving the children of their school. They were very receptive to the corrections that were given to them and began making adjustments during the on-site visit. It was a pleasure to work with them.
The exit meeting was held on November 1st with Amanda Belanger and it was a pleasure to meet her and discuss the Child Nutrition Program operations with her.

Technical Assistance

- * While it is early in the year and there is no concern of staff meeting professional development hours it was discussed that the staff development that took place with the school at the beginning of the year does not meet the requirements to be counted towards professional development hours in Child Nutrition Programs.
* Conversation was had about ensuring proper serving sizes. A portion control disher or spoodle is a very simple tool that can be used to ensure the correct serving sizes. Remember that meat/meat alternate and grains are credited by ounce equivalents so using a scale to determine the serving size is best practice.

No Findings during Review – Sponsor Level

Meal Components & Quantities - Princeton Elementary School (390)

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

Finding 9000: Other Finding

Production records submitted for the review period were not properly completed. Serving sizes and amounts prepared and leftover must be accurately recorded to be able to determine meal pattern compliance. Daily alternative meal options must also be included on the production record.

Corrective Action:

Production records for the week of November 27th and supporting documentation (recipes and labels) will need to be submitted for review.

Corrective Action Due: December 22, 2023

General Program Compliance - Princeton Elementary School (390)

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 theft, spoilage, and other loss. [Temperature is not appropriately maintained for [equipment] [All food is not stored at least 6 inches off the floor] [The food storage facility is unclean and/or disorderly] [Canned goods were observed with bulges, leaks and/or dents] [Chemicals are not clearly labeled and/or stored away from food and food-related supplies] [Open bags of food are not stored in containers with tight-fitting lids] [The First In, First Out (FIFO) inventory management method is not being used] [Evidence of pests were observed].

Corrective Action:

The walk in freezer needs to be cleaned and the milk in the walk in cooler must be stored properly, 6 inches off the floor. Provide pictures as part of your corrective action that this has been completed.

Corrective Action Due: December 22, 2023

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