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JANET T. MILLS
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COMMISSIONER

April 7, 2023

Rob Liebow
Superintendent
Hancock Public Schools
66 Main Street, Suite 201
Ellsworth, ME 04605

Dear Superintendent Liebow:

Your completed documents regarding the March 29, 2023 Administrative Review of the Hancock Public Schools Nutrition Program have been received. We appreciate your response to the review findings.

This is to notify you that this is the final action closing the Administrative Review. Should you have any questions regarding the review, please contact Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in black ink that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SP/pn

**School Nutrition Follow Up
Administrative Review
Program Year 2023****Hancock Public Schools (1664)****Hancock Public Schools (1664)**
66 Main Street Suite 201
Ellsworth, ME 04605**Food Service Contact**
Stacy Gray**Executive Contact**
Rob Liebow
Superintendent of Schools
(207) 266-4599No. of Sites / Reviewed: 1 / 1
Month of Review: February 2023**Review Notes & Commendations**

- * This Administrative Review was a follow-up from the findings during the school year 2022 Administrative Review. As a result, meal pattern compliance and accountability of reimbursable meals were the areas of focus.

Accountability of reimbursable meals - The process has improved from last year however still is an area of concern as multiple staff are responsible for counting reimbursable meals. A couple teachers did an excellent job with this process (breakfast and last lunch period) but others were less systematic. When comparing the number of lunches served from the kitchen with the number reported by Mosaic POS, it appears six reimbursable meals were not accounted for resulting in a loss of revenue for the school nutrition program. Options for improvement include having one or two well-trained adults responsible for this duty or having students place their id card in a basket after receiving a complete meal and kitchen staff would enter counts in Mosaic after service.

Meal Pattern Compliance - Technical assistance on the meal pattern was provided to Stacy Gray prior to the start of the review. Improvements were made and there were no meal pattern findings during the review.

Stacy Gray is new to this position, starting mid-year. There is much to learn about the rules and regulations of school nutrition programs, and I strongly encourage him to attend our New Director Bootcamp at our office in Augusta on August 17 & 18, 2023.

We appreciate the assistance provided during the review process.

No Findings during Review