



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 23, 2023

Nichole Pothier
Superintendent
Otis Public Schools
105 Otis Road
Otis, ME 04605

Dear Superintendent Pothier:

The SY 2023 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 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

Otis Public Schools (345)

Program Year 2023

Otis Public Schools (345)

105 Otis Road
Otis, ME 04605

Food Service Contact

Ms. Vanessa L Ellington
Food Service Director
(207) 537-2203

Executive Contact

Ms. Vanessa Ellington
Food Service Director
(207) 537-2203

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

Technical Assistance

- * The teacher that is completing accountability is frequently having their attention pulled elsewhere. Thankfully every child leaves the window with a reimbursable meal and students that take only juice or milk are instructed to check in so that the teacher knows to charge them for that item. There is a risk of missing meals in this case and should be looked at to maybe have another teacher around to help with student needs during breakfast.
- * During the review it was observed that while Vanessa was printing some paperwork a student ventured into the kitchen and was helping themselves to a snack. The kid was stopped and referred to the principal for disciplinary action. Access to the kitchen should be limited to food service personal only. Not only for integrity reasons but for major safety reasons as well. It was discussed that the door to the kitchen will be closed even if only gone for a couple of minutes and also a sign will be hung up on the door reiterating this.

No Findings during Review

Beech Hill School (346)

105 Otis Road
Otis, ME 04605

Month of Review: February 2023
Date of Onsite Review: March 8, 2023

No Findings during Site 346 Review

Additional Notes:

Local Wellness Policy Triennial Assessment

A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. If the triennial assessment has not yet been completed, the deadline is June 2023.

Commendations:

Vanessa is doing a great job as a new director and I look forward to working with her in the future.

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