



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

July 5, 2023

Marianne Pelletier
Superintendent
St. Thomas School
510 Ocean Avenue
Portland, ME 04103

Dear Superintendent Pelletier:

Your completed documents regarding the Administrative Review of the St. Thomas School 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

A handwritten signature in blue ink that reads 'Jane McLucas'.

Jane McLucas
Child Nutrition Director

JM/MB/pn



SNP Administrative Review Findings

St Thomas School (C1295)

Program Year 2023

St Thomas School (C1295)

510 Ocean Ave.
Portland, ME 04103

Food Service Contact

Ms. Andrea Pais
Food Service Director
(207) 324-5832

Executive Contact

Mrs. Marianne Pelletier
Superintendent
(207) 773-6471

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2023
Date of Onsite Review: April 11, 2023

No Findings during Review – Sponsor Level

Meal Components & Quantities - St Thomas School (1296)

404. *DOR - signage explaining reimbursable meal near/at beginning of service line?*

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

This was corrected and pictures were provided as documentation.

Technical Assistance:

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

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

Finding 9000: Other Finding

Technical Assistance:

Productions records did not clearly show fruit offerings at breakfast. Observation on site showed compliance and technical assistance was provided on how to clearly indicate service sizes.

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:

Andrea is doing a wonderful job in her first year as Director. She has cultivated a wonderful environment for the children in her cafeteria and developed different ways to encourage the children to try new foods. It was a pleasure to work with Andrea this year and I look forward to working with her in the future.



SNP Administrative Review Findings
Program Year 2023

St Thomas School (C1295)

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

SNP Administrative Review Findings

St Thomas School (C1295)

Program Year 2023

St Thomas School (1296)

Food Service Contact

510 Ocean Ave.
Portland, ME 04103

Month of Review: March 2023

Date of Onsite Review: April 11, 2023

Meal Components & Quantities - St Thomas School (1296)

404. *DOR - signage explaining reimbursable meal near/at beginning of service line?*

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

This was corrected and pictures were provided as documentation.

Technical Assistance:

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

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

Finding 9000: Other Finding

Technical Assistance:

Productions records did not clearly show fruit offerings at breakfast. Observation on site showed compliance and technical assistance was provided on how to clearly indicate service sizes.