



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 2, 2021

Richard Green  
Superintendent  
Lisbon Public Schools  
19 Gartley St.  
Lisbon, ME 04250

Dear Superintendent Green:

Your completed documents regarding the October Administrative Review of the Lisbon 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](mailto:sarah.d.platt@maine.gov).

Sincerely,

DocuSigned by:

*Adriane Ackroyd*

5CBAE29ADC524AC...

Adriane Ackroyd  
Child Nutrition Assistant Director

AA/SP/pp



## Maine Department of Education

### SNP Administrative Review

Lisbon Public Schools (266)

### Findings

#### *Program Year 2022*

#### **Lisbon Public Schools (266)**

19 Gartley Street  
Lisbon, ME 04250

#### **Food Service Contact**

Mrs. Allison Leavitt  
Nutrition Director  
(207) 353-3044

#### **Executive Contact**

Mr. Richard Green  
Superintendent  
(207) 353-6711

No. of Sites / Reviewed: 3 / 1  
Month of Review: October 2021

### Commendations

- \* Thank you to Allison Leavitt, Food Service Director for providing all of the documentation that was needed to complete the Administrative Review Off-Site. We appreciate how organized the information was and Ms. Leavitt's assistance with completing this review. Thank you for all you're doing to feed your students during this challenging year. Keep up the great work!

### Technical Assistance

- \* The Wellness Policy contains all of the required elements however the reference to policy EFE, Competitive Food Sales under the Nutrition Standards section should be deleted. Policy EFE is outdated as it references Chapter 51 which has been replaced with Federal Smart Snack standards.
- \* 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 2022.

### Meal Components & Quantities – Lisbon Community School

*410. Review period menus and production records – Quantities and meal pattern requirements met?*

#### **Finding: Insufficient quantity of fruit offered at breakfast**

On 10/19/2021, the amount of fruit offered at breakfast was less than the required amount. The Food Service Director caught the error and proactively re-trained staff. A corrected Production Record was submitted with the review documents.

#### **Corrective Action:**

Corrective Action was completed during the review process. No further Corrective Action is necessary.