



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 22, 2024

Eric Waddell  
Superintendent  
Kittery Public Schools  
200 Rogers Road  
Kittery, ME 03904

Dear Superintendent Waddell:

The Kittery Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On April 10, 2024 Sarah Platt reviewed Shapleigh School. An exit conference with Wendy Collins occurred on April 10, 2024. The SY 2024 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 Sarah Platt at 592-2410 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads 'Jane McLucas'.

Jane McLucas  
Child Nutrition Director

JM/SP/pn



**SNP Administrative Review Findings**

**Kittery Public Schools (242)**

*Program Year 2024*

**Kittery Public Schools (242)**

200 Rogers Road  
Kittery, ME 03904

**Food Service Contact**

Wendy Collins  
Director  
(207) 439-4846

**Executive Contact**

Eric Waddell  
Superintendent  
(207) 475-1334

No. of Sites / Reviewed: 3 / 1  
Month of Review: March 2024  
Date of Onsite Review: April 10, 2024

**Commendations & Notes**

- \* The Kittery School Nutrition Program is running very well. Wendy Collins, School Nutrition Director, and her staff take pride in offering nutritious choices to the students. Documentation for this review was in excellent order and staff were knowledgeable and well trained. We acknowledge the amount of effort it takes to prepare for this review, and we appreciate your assistance. There were no findings with this review! Keep up the good work!
- \* The Kittery School Nutrition Program is operating under Special Provision 2. In the base year, SY2023, meal benefit applications were collected. For the next three years, through SY2026, no meal benefit applications are to be collected.

**No Findings during Review**