



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 16, 2025

Maria Libby
Superintendent
Five Town CSD
7 Lions Lane
Camden, ME 04843

Dear Superintendent Libby:

The Five Town CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 26, 2025 Michele Bisbee reviewed Camden Hills Regional High School. An exit conference with Mikael Anderson occurred on February 26, 2025. The enclosed review report describes findings that were discovered during the review. At the time of this report, all Corrective Action has been received. The SY 2025 School Nutrition Program Administrative Review has been completed.

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 Report

Five Town CSD (1065)

Program Year 2025

Five Town CSD (1065)

7 Lions Lane
Camden, ME 04843

Food Service Contact

Mikael Andersson
food service director
(207) 230-1666

Executive Contact

Maria Libby
Superintendent
(207) 236-7800

Camden Hills Regional H S (1066)

7 Lions Lane
Camden, ME 04843

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2025
Date of Onsite Review: February 26, 2025

Commendations

* Mikael is doing a wonderful job providing students with many options to choose from including delicious scratch made options daily.

An exit meeting was held after the completion of the on-site visit, present for the meeting were Mikael Andersson, Michele Bisbee and Nicholas LaBreck.

General Program Compliance - Five Town CSD (1065)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?

Finding 9994: LWP Triennial assessment

The SFA has a wellness policy in place that meets the minimum requirements. Technical assistance was provided to the Food Service Director regarding the need to complete the triennial assessment. A Triennial Assessment Template is available on the Maine DOE Child Nutrition webpage: www.maine.gov/doe/schools/nutrition/programs/nslp

Corrective Action:

The SFA must complete the Triennial Assessment and submit in CNPWeb.

Corrective action completed and submitted to reviewer on 2/28/2025

Meal Components & Quantities - Camden Hills Regional H S (1066)

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met

Finding 9998: Production Records

The following issues were noted with production records:

- production records were incomplete

Corrective Action:

Technical assistance was provided during the on-site visit regarding the completion of production records. Submit one week of complete production records.

Corrective action completed and submitted to reviewer on 3/10/2025

SNP Administrative Review Report
*Program Year 2025***Five Town CSD (1065)****General Program Compliance - Camden Hills Regional H S (1066)***1105. Foods and beverages sold to students during school day meet Smart Snacks standards***Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day do not meet Smart Snacks standards. Sun Chips for sale were removed prior to meal service

Corrective Action:**Technical Assistance:**

The reviewer provided technical assistance while on-site during the review. While the Sun Chips do not meet Smart Snacks standards they can be used to meet the grain requirement of a reimbursable meal. The Alliance for a Healthier Generation has an online calculator available as a resource to assess compliance with smart snack compliance.

*1404. Food safety plan - written, copy available***Finding 9997: Technical Assistance - Food Safety Plan**

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Technical Assistance:

The school has a food safety plan. However, it has not been updated/reviewed in a few years. It is recommended that the food safety plan be reviewed annually with staff and updated as needed.

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