



**STATE OF MAINE**  
**DEPARTMENT OF EDUCATION**  
23 State House Station  
Augusta, ME  
04333-0023

**Janet T. Mills**  
Governor

**Pender Makin**  
Commissioner

May 5, 2026

Richard Modery  
Superintendent  
Glenburn Public Schools  
983 Hudson Road  
Glenburn, ME 04401

Dear Superintendent Modery:

The Glenburn 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, 2026 Kate Fayle reviewed Glenburn Elementary. An exit conference with Jenny Worster occurred on April 10, 2026.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report by the deadline(s) listed. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, and must address the following:

- How the finding was corrected (including who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

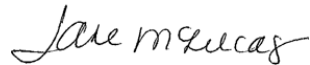
**Location:** 23 State House Station, Augusta, ME 04333-0023

**Phone:** 207-624-6600 | **Fax:** 207-624-6700 | **TTY Users:** Call Maine Relay 711 | **Website:** [www.maine.gov/doe](http://www.maine.gov/doe)  
**An Equal Opportunity Employer**

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way, please feel free to contact Kate Fayle at 592-4198 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,



Jane McLucas  
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Report

Glenburn Public Schools (191)

Program Year 2026

Glenburn Public Schools (191)

983 Hudson Rd
Glenburn, ME 04401

Food Service Contact

Jenny Worster
Food Services Director
(207) 942-4405

Executive Contact

Richard Modery
Superintendent
(207) 942-4405

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2026

Commendations

\* Overall, the School Lunch Program at Glenburn Elementary is operating well. Jenny Worster, who was newly hired as the district's director this year, has demonstrated a strong understanding of program expectations and requirements, along with a clear commitment to learning and managing this complex program effectively.

Thank you for the time and effort dedicated to this review—we truly appreciate the work that went into it, and we look forward to working with you in the future.

Technical Assistance

\* Consider relocating the washer and dryer from the dry food storage area, as this may pose a risk to stored food. The pantry door should remain locked when not in use to ensure food safety and security.

Verification - Glenburn Public Schools (191)

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

Finding 9042: Selected applications not verified correctly.

Documentation was not available that the verification process was completed for the application that was selected.

Corrective Action:

Change the eligibility of the student to 'paid'.

Completed by Jenny Worster on April 22, 2026. No further action is required.

General Program Compliance - Glenburn Public Schools (191)

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 triennial assessment of the Local Wellness Policy has not been completed as required.

A Triennial Assessment Template is available on the Maine DOE Child Nutrition webpage:

www.maine.gov/doe/schools/nutrition/programs/nslp

Corrective Action:

Submit for corrective action the completed Wellness Policy Triennial Assessment.

By June 8, 2026

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

Finding 9000: Other Finding

It was identified that one program staff member is not on track to meet the required annual Professional Standards training hours. Additionally, staff who assist with breakfast and lunch service outside of the kitchen have not consistently completed the required annual Child Nutrition Civil Rights training.

**SNP Administrative Review Report**

**Glenburn Public Schools (191)**

*Program Year 2026*

**Corrective Action:**

Please submit the following documentation:

1. Professional Standards Training

Documentation demonstrating completion of the remaining required training hours for the identified staff member to meet annual Professional Standards requirements for the current school year.

2. Civil Rights Training

Documentation showing completion of Civil Rights training for all staff who assist with meal service, including those outside of the food service department.

3. Written Procedures

A written procedure outlining how the School Food Authority will ensure:

All staff meet annual Professional Standards training requirements; and

All staff involved in meal service (including non-food service staff) complete the required Civil Rights training prior to participating in program operations each year.

The procedure submitted for corrective action must include:

A clear timeline for training completion in future years; and

The method used to track and maintain documentation of all required training.

Due Date: June 8, 2026

**Technical Assistance:**

Civil Rights Training:

All staff involved in the administration of the Child Nutrition Programs are required to complete annual civil rights training prior to the start of the school year. This training must be specific to Child Nutrition Programs. While school staff may complete general civil rights training at the beginning of the year, this does not satisfy the requirement for nutrition program staff or for any staff assisting with meal service or meal counts outside the nutrition program.

Professional Standards - Training Documentation

Documentation must be maintained to demonstrate that all staff meet the minimum annual training requirements:

- Directors: At least 12 hours annually
- Managers: At least 10 hours annually
- All other staff (20+ hours/week): At least 6 hours annually
- Part-time staff (<20 hours/week): At least 4 hours annually



**SNP Administrative Review Report**  
*Program Year 2026*

**Glenburn Public Schools (191)**

**Glenburn Elementary School (192)**

**Food Service Contact**

983 Hudson Rd  
Glenburn, ME 04401

Month of Review: March 2026

Date of Onsite Review: April 10, 2026

**No Findings during Site 192 Review**