



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 16, 2025

Kevin Jordan  
Superintendent  
Harmony Public Schools  
175 Fern Road, Suite 1  
Dexter, ME 04930

Dear Superintendent Jordan

The Harmony Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 21, 2025 Michele Bisbee reviewed Harmony Elementary. An exit conference occurred with you on November 24, 2025.

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

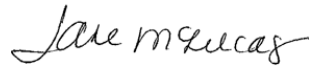
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.

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.do/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 Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto: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****Harmony Public Schools (217)****Program Year 2026****Harmony Public Schools (217)**

175 Fern Rd Suite 1  
Dexter, ME 04930

**Food Service Contact**

Mrs. Laurie Mckenney  
Food Service Director  
(207) 683-2211

**Executive Contact**

Mr. Kevin T Jordan  
Superintendent  
(207) 924-6000

**Harmony Elementary (218)**

175 Fern Rd Suite 1  
Dexter, ME 04930

No. of Sites / Reviewed: 1 / 1

Month of Review: October 2025

Day of On-site: November 21, 2025

**Technical Assistance**

- \* Technical assistance was provided to Laurie about allowable purchases with FFVP. Laurie expressed that the kids are getting the same things repetitively and aren't really consuming it. Because this program is funded by a grant the items offered do not need to be Buy American compliant. It was suggested to go to local grocery stores and buy different fruits and vegetables to introduce the students to some new things.

A virtual exit meeting was held with Kevin Jordan on November 24, 2025

**Meal Counting & Claiming - Harmony Public Schools (217)****313. On-site observation - validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions****Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

Discrepancies between the SFA's responses to Meal Counting & Claiming questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Currently a staff member goes around after all meals have been served and checks off the groups by classroom that have meals. Each individual meal must be checked off. This can be done by either using a tic sheet because they are CEP or a student roster.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: Harmony Elementary School Will need to decide which method they would like to use and switch immediately. Meal count sheets from the month of December will need to be submitted for validation.

All persons potentially responsible for meal counting must watch our recorded training on meal accountability, this can be found here: <https://www.youtube.com/watch?v=FbJCVHWSrtg>

Corrective Action Due: January 16, 2026

**Technical Assistance:**

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool:

**General Program Compliance - Harmony Public Schools (217)****1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?****Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Deficiencies in the SFA's Local School Wellness Policy identified:

- Current policy references policy EFE, competitive food sales. When looking at this policy it was noted that it still references Chapter 51. This rule was replaced with smart snack standards.

**SNP Administrative Review Report****Harmony Public Schools (217)*****Program Year 2026*****Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified: Either policy EFE will need to be edited to replace Chapter 51 with Smart Snacks or the wellness policy can be updated to remove policy EFE and reference Smart Snacks. MSMA has a compliant sample policy available. Once this is corrected and board approved the new policy will need to be uploaded into CNPWeb.

Corrective Action Due: January 16, 2026

***1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?*****Finding 9000: Other Finding**

Along with required training hours there are a couple specific trainings that must be completed each year.

Laurie has completed civil rights training but has not completed procurement 101.

Noelle will need to complete trainings that are applicable to her duties. This includes Child Nutrition Civil Rights training and Meal Accountability training.

**Corrective Action:**

Please submit documentation of completion to your reviewer.

Corrective Action Due: January 16, 2026

***1402. SFA storage of commercial food products?*****Finding 9000: Buy American Tracking**

School is currently not tracking non-domestic purchases

Beginning in School Year 2026, School Food Authorities (SFAs) are required to track all meal component items purchased through the nonprofit school food service account that are not Buy American compliant. Only food components are required to be tracked to ensure compliance with the 10% non-domestic product threshold for this program year.

**Corrective Action:**

Submit for Corrective Action a tracking spreadsheet containing food component items for September 2025. The Buy American training tool can be found here: <https://www.maine.gov/doe/schools/nutrition/financial>

Corrective Action Due: January 16, 2026

**SNP Administrative Review Report**  
*Program Year 2026***Harmony Public Schools (217)****Meal Components & Quantities - Harmony Elementary (218)**

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

**Finding 9053: Milk variety not offered throughout serving period on Day of Review.**

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. It was communicated that Sysco was out of fat free milk.

**Technical Assistance:**

Technical assistance was provided to Laurie. An effort needs to be made to provide a second milk choice. This can be done by ordering low fat chocolate milk or by going to the store and buying a gallon of skim and having cups on hand for those that prefer it.

404. Day of Review - signage explaining the reimbursable meal was posted 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.

**Corrective Action:**

Submit pictures of signage being displayed.

Corrective Action Due: January 16, 2026

**Technical Assistance:**

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

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:**

Attend production records training and an additional week of production records will be looked at.

Production record training was completed on December 4, 2025.

Corrective Action Due: Completed

**Technical Assistance:**

Technical assistance was provided during the pre-review phone call and the on-site visit regarding the completion of production records.

Michele Bisbee  
Child Nutrition Consultant  
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207-592-6076