



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 17, 2025

Patrick Manuel  
Superintendent  
RSU 1  
34 Wing Farm Parkway  
Bath, ME 04530

Dear Superintendent Manuel:

The RSU 1 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 5 & 6, 2025 Stephanie Stambach reviewed Fisher Mitchell School and Morse High School. An exit conference with Debra Clark occurred on November 6, 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

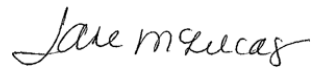
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.doefiles/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 Stephanie Stambach at 215-9437 or email [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/SS/pn



SNP Administrative Review Report

RSU 01 - LKRSU (1438)

Program Year 2026

RSU 01 - LKRSU (1438)

34 Wing Farm Parkway
Bath, ME 04530

Food Service Contact

Mrs. Melissa Cole
Food Service Director
(207) 443-6601

Executive Contact

Mr. Patrick Manuel
Superintendent
(207) 443-6601

No. of Sites / Reviewed: 6 / 2
Month of Review: October 2025

Commendations

- \* Thank you to Melissa Cole and her staff for assisting with the RSU 1 Administrative Review. We appreciated the time and assistance provided by the staff. Fisher Mitchell School and Morse High School were selected for the review based on USDA regulations. Staff are well trained, which is evidenced by this great review. Both schools offered a variety of menu choices and students and staff were seen enjoying the meals.
\* The Fresh Fruit and Vegetable Program (FFVP) was observed at Fisher Mitchell School. This program is operating well, and students are enjoying a wide variety of produce that meets the intent of the program including gum drop grapes, Sungold kiwi, pink pineapple, as well as familiar items. A fun fact sheet is provided with each FFVP item and the students in one classroom were seen reading the fact sheet aloud to their peers. This is a great way of incorporating nutrition education into the program in an effective way.
\* Morse High School has students that help in the kitchen and earn credit hours. We commend the school and kitchen manager for this great partnership as it is teaching students a valuable life skill and future career, while benefiting the kitchen.

Technical Assistance

- \* RSU 1 uses Health E Pro menu planning software to plan their menus, generate production record reports, and determine meal pattern compliance. It was found during the review that the meal pattern was met for both schools during the review week; however, some fine tuning of the software is needed to document that the meal pattern is being met. For example, on two days at Fisher Mitchell School, it appeared that only 1/2 cup vegetable was offered in the system, when in reality the 3/4 cup offering was met. At Morse High School, the salad bar recipe includes all items that are offered on the salad bar on any given day. There needs to be a way to record only the items that were served and to verify that vegetable subgroup requirements are met.
\* An outdated "And Justice for All" non-discrimination poster was posted at Morse High School. The most current version will be posted for public viewing.

General Program Compliance - RSU 01 - LKRSU (1438)

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

Finding 9000: RSU 1 Local Wellness Policy does not meet the federal requirements

The wellness policy was reviewed and found to be missing the following elements:

- Nutrition promotion goals- goals are found throughout the policy; however, a separate section is needed.
- Goals for other school-based activities to promote student wellness- goals are found throughout the policy; however, a separate section is needed.
- Permit food and beverage marketing of only those foods and beverages that meet federal Smart Snacks guidelines- missing from policy.
- The current policy references the RSU 1 healthy snack list, which is allowable for classroom parties; however, any food sold must meet the federal Smart Snacks standards. The list will need to be removed from the foods sold section of the policy.

Corrective Action:

Update the wellness policy to be in compliance and upload a copy to CNP web -> E-reviews -> Corrective Action Responses by January 31, 2026.

Technical Assistance:

Technical assistance was provided to the Food Service Director with sample language provided.



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: Local Wellness Policy triennial assessment not completed**

The SFA has a wellness policy in place. 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](http://www.maine.gov/doe/schools/nutrition/programs/nslp).

**Corrective Action:**

Submit completed triennial assessment in CNP web -> E-reviews -> Corrective Action Responses by **January 31, 2026**.

**Morse High School (60)**

34 Wing Farm Parkway  
Bath, ME 04530

**Food Service Contact**

Month of Review: October 2025

**Meal Counting & Claiming - Morse High School (60)**

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Non-reimbursable breakfasts observed at Morse High School**

On the day of review, four non-reimbursable meals were observed at breakfast. This was due to students not selecting the required 1/2 cup fruit/juice component. Technical assistance was provided and per staff interview, a bowl of fruit/dried fruit is usually placed at the register; however, it was not on the day of the review.

**Corrective Action:**

N/A- a bowl of fruit/dried fruit will be placed at the register in the future. No further action is needed.

**Fiscal Action:** will be waived

**Technical Assistance:**

Having a cheat sheet of how to count breakfast items towards a reimbursable meal may be helpful for the person at the register. For example, some cereals qualify as 2 grain items and others qualify as 1 grain item. The cheat sheet could help with ease of identifying reimbursable meals.

Sincerely,

Stephanie Stambach MS, RD, SNS  
Child Nutrition Supervisor  
[stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov)  
207-215-9437