



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 6, 2026

John McDonald
Superintendent
RSU 13
100 Holmes Street
Rockland, ME 04841

Dear Superintendent McDonald:

The RSU 13 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 11, 2026 Nicholas Labreck and Kaitlin Fayle reviewed Oceanside High School and South School. An exit conference with you and Shane Hill occurred on December 23, 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

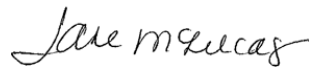
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Report

RSU 13 (1452)

Program Year 2026

RSU 13 (1452)

100 Holmes Street
Rockland, ME 04841

Food Service Contact

Mr. Shane Hill
Nutrition Services Director
(207) 593-3641

Executive Contact

Mr. John McDonald
Superintendent of Schools
(207) 596-6620

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

Commendations

The Food Service Director, Shane, and his team at the two schools visited were very accommodating and helpful when it came to gathering the required information for the review on the day of the review. Shane has a large and complex program that requires a lot of focus and vigilance to keep it running within compliance.

General Program Compliance - RSU 13 (1452)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights Training

Not all foodservice employees/non-foodservice employees who have responsibilities in the school nutrition program have completed civil rights within the last 12 months.

Corrective Action:

As corrective action, please submit documentation of the employee's completed Civil Rights training including resources used for training, date of training and employee(s) signature.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

Technical Assistance:

All staff completing tasks for the school nutrition program must complete civil rights training annually.

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9000: Other Finding

Short USDA Civil Rights Non-Discrimination statement should be added to program materials as approved by the state agency, such as school menus.

Corrective Action:

Submit a school menu for Jan 2026 showing the short statement on the menu.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

Technical Assistance:

Technical assistance provided around the Non-discrimination statement being on all school nutrition materials.

1403. Did a review of agricultural food components indicate violations of the Buy American provision?

Finding 9000: Other Finding

Currently not tracking non-domestic products for Buy American final rule. Starting SY 2025-26, schools must track purchases of non-domestic food purchases. A form used for tracking can be found on our website:

<https://www.maine.gov/doe/index.php/schools/nutrition/financial>

SNP Administrative Review Report**RSU 13 (1452)****Program Year 2026****Corrective Action:**

Submit tracking for the Month of October of non-domestic products. Include all food purchases and total cost of food only for the month of October, and the products and amount spent on non-domestic products.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

1403. *Did a review of agricultural food components indicate violations of the Buy American provision?*

Finding 9992: Technical Assistance - Buy American Provision**Technical Assistance:**

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. The limit on the percent of total commercial food costs from non-domestic foods will be phased in over 7 school years.

- Beginning in SY 2025-26, the non-domestic food purchases cap will be 10 percent.
- Beginning in SY 2028-29, the non-domestic food purchases cap will be 8 percent.
- Beginning in SY 2031-32, the non-domestic food purchases cap will be 5 percent.

Starting SY 2025-26, schools must track purchases of non-domestic food purchases. A form used for tracking can be found on our website: <https://www.maine.gov/doe/index.php/schools/nutrition/financial>

SNP Administrative Review Report

RSU 13 (1452)

Program Year 2026

Oceanside High School (1768)

Food Service Contact

100 Holmes Street
Rockland, ME 04841

Month of Review: November 2025

Meal Counting & Claiming - Oceanside High School (1768)

322. Days when F/R/P meal counts exceed number of eligibles? Enter data.

Finding 9000: Attendance Factor

A review of the CNPweb Site Information Sheets indicated that RSU 13 currently has an Attendance Factor of 100% entered for its NSLP sites. An attendance factor of 100% does not reflect actual student attendance patterns and does not align with program requirements. Each school's Attendance Factor must be calculated using the previous school year's attendance data to determine an attendance-adjusted enrollment that accurately reflects typical participation.

Corrective Action:

RSU 13 must calculate and update the Attendance Factor for each individual school using prior school year attendance data. The corrected Attendance Factors must be entered into the applicable CNPweb Site Information Sheets to reflect attendance-adjusted enrollment accurately.

This corrective action must be completed before the December claim is submitted.

323. Days when F/R/P lunch counts exceed number of attendance adjusted eligibles? Enter data.

Finding 9000: Other Finding

325. Review Period meal counts by category correctly used in the claim? Enter data.

Finding 9000: Meal Count Consolidation Process

It was found that meal count reports were pulled from the point-of-sale (POS) system after each meal service period and then manually recorded and consolidated by staff. Final meal counts were reported to the Food Service Director for monthly claiming. This manual consolidation process resulted in discrepancies, including both weekly overclaiming and underclaiming, when compared to official reports generated directly from the District's POS system. Manual transcription and consolidation of meal counts outside the POS system increased the risk of data entry errors and inconsistencies.

Corrective Action:

The District must revise September, October and November claims for all schools to align with the official monthly reports generated directly from the POS system.

The District must identify at least one staff person external to the Food Service Department who will be responsible for independently validating monthly meal counts before claim submission.

The District must submit documentation for the revised claims as part of corrective action that includes POS-generated monthly meal count reports used to support the corrected claims.

SNP Administrative Review Report**RSU 13 (1452)***Program Year 2026***Meal Components & Quantities - Oceanside High School (1768)**

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

Finding 9075: Production records/supporting documentation indicate daily/weekly meal pattern requirements for the age/grade group(s) not met.

The NSLP and SBP meal pattern has both daily and weekly requirements that must be for all meal components. During the review of planned NSLP and SBP menus for the menu review week, the following insufficiencies were noted:

The minimum weekly Meat/Meat alternate requirement was not met for lunch due to the recipes not accounting for ounce equivalents for the required 2 ounces for grades 9-12

*Some recipes lacked information necessary to determine meal pattern compliance. Recipes must be standardized, including details about ingredients, equipment, procedures, # of portions, portion sizes, total yields and crediting of food components.

Corrective Action:

As corrective action, provide:

Revised menus and completed production records showing the meal pattern is met for the daily and weekly requirements for Oceanside HS for the week of January 12th

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

410. *Review period - planned menu quantities meet the meal pattern requirements*

Finding 9991: Production Records Incomplete

Production records are used to support the claiming of meals and, therefore, must document all items that are offered and quantities served as part of the reimbursable meal. Production records for the week of review were missing serving sizes for each item offered, amounts prepared and served and leftovers for each item, milk offering and salad bar offering.

It was found that salad bar production records at Oceanside High school did not include amounts prepared and leftovers of items offered.

Corrective Action:

Submit five consecutive days of salad bar production records for the week of January 12th, 2026

Submit documents in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026.

General Program Compliance - Oceanside High School (1768)

901. *On-site monitoring review(s) were completed prior to February 1*

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

Corrective Action:

Conduct on-site monitoring again for all schools, breakfast and lunch service. Document the monitoring, the State Agency provided form is located here: <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20-%20School%20Nutrition%20Program%20On-Site%20Monitoring%20Form%20-%20209.16.2025.pdf>

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026.

1407. *SFA written food safety plan implemented?*

Finding 9000: Other Finding

SNP Administrative Review Report**RSU 13 (1452)*****Program Year 2026*****Technical Assistance:**

SOPs are dated 2009 and are missing signatures for updating or reviewing, originally produced by Charles Butler (2 food service directors ago). Technical assistance is that SOPs be updated this year, and training with Staff be completed (see finding for training).

1409. Storage violations observed**Finding 9150: Storage violations were observed.**

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The following violations were noted during the onsite review:

1. Temperature is not appropriately maintained for equipment.
2. The food storage facility is unclean and/or disorderly.

Corrective Action:

For corrective action, provide documentation of how each finding(s) has been corrected.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

Technical Assistance:

A Food Safety Checklist is a useful way to conduct an internal review of the kitchen. It is recommended this be completed monthly. A sample checklist can be found from the Institute of Child Nutrition: <https://theicn.org/resources/599/food-safety-sop-logs/105679/food-safety-checklist.docx>

SNP Administrative Review Report

RSU 13 (1452)

Program Year 2026

South School (583)

Food Service Contact

100 Holmes Street
Rockland, ME 04841

Month of Review: November 2025

Meal Components & Quantities - South School (583)

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.

Corrective Action:

Two varieties of milk need to be offered at both breakfast and Lunch, every day. Please upload an invoice showing two varieties of milk, and production records from a week of breakfast showing two milk varieties offered every day.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

Technical Assistance:

The school was advised and given the opportunity to add another type of milk to meal service line(s) when it was observed that only one type of milk was being offered.

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(s).

Corrective Action:

Print and hang signage for on what constitutes a reimbursable meal at all service lines, including in the classroom here breakfast service happens. Submit pictures of the signage hanging in at least one classroom, where meal service is provided for breakfast in the classroom.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

Technical Assistance:

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

406. DOR - meal service structured to meet specific meal pattern requirements for multiple menus, multiple age/grade groups served?

Finding 9058: Age/grade group meal pattern requirements not being met for multiple menus and/or multiple age/grade groups served.

As observed on the Day of Review, when the school is serving multiple menus and/or age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each menu type and/or age/ grade group being served.

Corrective Action:

Produce a menu for PreK that meets the PreK meal pattern and upload that menu in CNPWeb. Consult the meal patterns for CACFP Pre-K at the USDA website: <https://www.fns.usda.gov/cacfp/nutrition-standards>

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

SNP Administrative Review Report

RSU 13 (1452)

Program Year 2026

Technical Assistance:

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

410. Review period - planned menu quantities meet the meal pattern requirements

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. It was determined that both the meat/meat alternate and grain component were insufficient for lunch during the week of review.

Corrective Action:

Submit 5 days of lunch production records for corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026.

Technical Assistance:

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

Planned weekly menu for November 3rd was found to be insufficient in grains and meat/meat alternate. The legume vegetable subgroup was also missing for the week of review

410. Review period - planned menu quantities meet the meal pattern requirements

Finding 9991: Production Records Incomplete

Production records are used to support the claiming of meals and therefore, must document all items that are offered and quantities served as part of the reimbursable meal. Production records for breakfast during the week of review were missing serving sizes for each item offered.

Corrective Action:

Submit five (5) consecutive days from a school week of completed production records. Submit documents in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026.

500. DOR - OVS properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, [one or more cashiers did not demonstrate a clear understanding of Offer versus Serve (OVS) requirements.] [where a student selected a reimbursable meal, the student was made to select an additional item(s).] [meals were counted as reimbursable under OVS when a meal was incomplete due to meal components being selected in insufficient portion sizes.] [meals were counted as reimbursable under OVS when a meal was incomplete due to missing the minimum number of required meal components.]

Corrective Action:

For corrective action, school staff at all POS (including classroom) in OVS requirements for breakfast and lunch. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet for attendees.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026.

Technical Assistance:

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

At breakfast, schools must offer at least four food items in minimum quantities from three required components (fruit, grains, fluid milk) and students must select at least three food items, one of which is 1/2 cup fruit and/or vegetable.

At lunch, schools must offer all five meal components (meat/meat alternate, grains, fruit, vegetable, milk) and students must select minimum quantities of at least three different components, one of which is 1/2 cup fruit and/or vegetable.

SNP Administrative Review Report
*Program Year 2026***RSU 13 (1452)**

501. Cafeteria staff have been trained on Offer Versus Serve (OVS)

Finding 9000: Other Finding

Teaching staff have not been adequately trained on requirements and implementation of OVS, they offer breakfast in the classroom, so accountability is done in the classroom.

Corrective Action:

Conduct training on offer v. serve for the classroom teachers. This can be done as a presentation or individually, however please document that all teachers have been trained and submit the roster with date of training, topic of training (offer versus serve), and signatures of the staff that has been trained.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 2 Feb 2026

General Program Compliance - South School (583)

1407. SFA written food safety plan implemented?

Finding 9000: Other Finding**Technical Assistance:**

SOPs are dated 2009 and are missing signatures for updating or reviewing, originally produced by Charles Butler (2 food service directors ago). Technical assistance is that SOPs be updated this year, and training with Staff be completed (see finding for training).