



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 12, 2026

Karen Smith
Superintendent
RSU 38
45 Millard Harrison Drive
Readfield, ME 04355

Dear Superintendent Smith:

The RSU 38 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 13 & 14, 2026 Stephanie Stambach reviewed Maranacook Community High School and Maranacook Community Middle School. An exit conference with you occurred on January 14, 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 (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

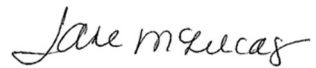
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SS/pn

SNP Administrative Review Report**RSU 38 (1467)***Program Year 2026***RSU 38 (1467)**45 Millard Harrison Drive
Readfield, ME 04355**Food Service Contact**Jen Hall
School Nutrition Director
(207) 685-4923**Executive Contact**Karen Smith
Superintendent
(207) 685-3336No. of Sites / Reviewed: 6 / 2
Month of Review: December 2025**Commendations**

- * Thank you to Jen Hall and her staff for assisting with the RSU 38 Administrative Review. We appreciated the time and assistance provided by the staff. Maranacook Community High School and Maranacook Community Middle School were selected for the review based on USDA regulations. The School Nutrition Director was quick to fix any issues that arose during the off-site and on-site portions of the review, and many have already been corrected, as noted in this report.
- * Excellent customer service was noted at Maranacook Community High School by the cashiers. They were friendly and knew each student by name. This makes a difference in the cafeteria environment, and it was a pleasure to observe.
- * As the School Nutrition Director, Jen Hall also plays an active role in the kitchen at Maranacook Community High School. Doing this on top of her regular nutrition director's duties is commendable.

Technical Assistance

- * Technical assistance was provided on Offer vs. Serve (OVS) to the cashiers at Maranacook Community Middle School. OVS is the process where students are offered five meal components (grain, meat/meat alternate, fruit, vegetable, and fluid milk) and students must select three including a 1/2 cup fruit/vegetable. The school nutrition staff have been trained on OVS and would benefit from more training on this topic.
- * Technical assistance was provided on-site to ensure the medical statement used to accommodate students with special dietary needs is complete and has sufficient detail. If more information is needed the school can follow up with the family or medical professional.

General Program Compliance - RSU 38 (1467)*810. The USDA non-discrimination statement is on appropriate Program materials***Finding 1: Non-discrimination statement missing from program materials**

The full non-discrimination statement, including federal and state, must be on all program materials. This was missing from the district website and required annual press release.

Corrective Action:Submit documentation that non-discrimination statement has been added to the district website.
Submit a copy of the press release with the non-discrimination statement added.Upload to CNPweb -> E-reviews -> Corrective Action Responses by **March 18, 2026**.*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?***Finding 2: 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 corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by **March 18, 2026**.

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

Finding 3: Buy American tracking

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. Beginning in SY 2025-26, the non-domestic food purchases cap is 10 percent of total commercial food costs in the NSLP and SBP. The school nutrition program has not been tracking its non-domestic products and will need to implement a process.

At Maranacook Community High School the canned pineapple and olives were non-domestic.; therefore, these products can be added to the tracking tool.

Corrective Action:

Submit a copy of the tracking tool to CNPweb -> E-reviews -> Corrective Action Responses by **March 18, 2026**.

Technical Assistance:

Technical assistance was provided on the Buy American tracking tools that can be used to track non-domestic products. They can be found on the Child Nutrition website here: <https://www.maine.gov/doe/index.php/schools/nutrition/financial>.

**Maranacook Community High Sch
(1043)**

45 Millard Harrison Drive
Readfield, ME 04355

Food Service Contact

Month of Review: December 2025

Meal Components & Quantities - Maranacook Community High Sch (1043)

404. *Day of Review - signage explaining the reimbursable meal was posted near/at beginning of service line*

Finding 4: No signage explaining what constitutes a reimbursable meal at beginning of service line.

Signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line.

Corrective Action:

This was corrected while the reviewer was on-site. No further action is required.

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 5: Daily grain requirement not met at lunch

The menu and production records were reviewed for the week of December 8-12, 2025. The minimum daily grain requirement of 2 oz for grades 9-12 was not met on three days. This was due to some entrée choices that were planned with 1 oz of grain, including fish sticks, parfaits and garden salad with croutons. During the on-site review it was discussed how to increase the amount of grain to equal 2 oz equiv. grain.

Corrective Action:

A plan is in place to meet the requirement, and the crediting sheet has been updated. No further action is needed.

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Program Year 2026

RSU 38 (1467)

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

Finding 6: Portion sizes missing on production records

A review of breakfast production records showed that serving sizes were missing for grain and fruit items. The fat content of milk choices was also not indicated on the production records. A review of lunch production records showed that portion sizes were missing for entrees and hot vegetables. Technical assistance was provided.

Corrective Action:

Production records have been updated to include portion sizes with a copy sent to the reviewer. No further action is needed.

General Program Compliance - Maranacook Community High Sch (1043)

1104. Foods sold to students – complete chart of locations, responsible entity.

Finding 7: Calories were not posted for a la carte items

It is a state law to post calories at the point of decision for all a la carte and vending machine items. These were not posted as required.

Corrective Action:

Calories were posted while the reviewer was on-site. No further action is needed.

Maranacook Community Middle Sch Food Service Contact
(1044)

45 Millard Harrison Drive
Readfield, ME 04355

Month of Review: December 2025

Meal Components & Quantities - Maranacook Community Middle Sch (1044)

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

Finding 8: Production records missing information

A review of breakfast production records showed that serving sizes were missing for grain and fruit items. The fat content of milk choices was also not indicated on the production records. A review of lunch production records showed that portion sizes were missing for entrees and hot vegetables. Technical assistance was provided.

Corrective Action:

Production records have been updated to include portion sizes with a copy sent to the reviewer. No further action is needed.

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

Finding 9: Weekly grain requirement not met for lunch

The menu and production records were reviewed for the week of December 8-12, 2025. The weekly grain requirement of 8

SNP Administrative Review Report**RSU 38 (1467)*****Program Year 2026***

ounces was not met for grades 6-8. This was due to some entrees only containing 1 oz of grain. It is recommended to plan each meal with 2 oz grain, and 2 oz meat/meat alternate to ensure weekly requirements are met.

Corrective Action:

A plan is in place to meet the requirement, and the crediting sheet has been updated. No further action is needed.

General Program Compliance - Maranacook Community Middle Sch (1044)

1406. Most recent Food safety inspection posted, visible to public?

Finding 10: Most recent food safety inspection report is not posted in a publicly visible location.

The most recent health inspection report was not posted for public viewing, despite staff being reminded of this requirement.

Corrective Action:

The report was posted while the reviewer was on-site. No further action is needed.