



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 23, 2025

Jane McCall
Superintendent
RSU 39
75 Glenn Street
Caribou, ME 04736

Dear Superintendent McCall:

The RSU 39 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 19, 2025 David Hartley reviewed Caribou Community School. An exit conference with you and Alisa Rector occurred on November 19, 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

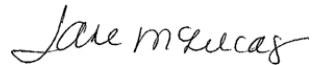
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Report

RSU 39 (1468)

Program Year 2026

RSU 39 (1468)

75 Glenn Street
Caribou, ME 04736

Food Service Contact

Ms. Alisa Rector
Food Service Director
(207) 493-4240

Executive Contact

Mrs. Jane McCall
Superintendent
(207) 496-6311

No. of Sites / Reviewed: 2 / 1
Month of Review: October 2025

Commendations

- * An exit conference was held with Superintendent Jane McCall November 19, 2025 to discuss any review findings
* Staff at Caribou Community School work well with each other and the students. Students receive a good meal and enjoy their time eating in the cafeteria. Keep up the good work.

Meal Counting & Claiming - RSU 39 (1468)

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9000: Other Finding

During the day of review two custodians received a free meal and one custodian and a teacher received two slices of pizza.

Technical Assistance:

Adults are to receive the same meal students receive. Their price for the meal is based on the average cost to prepare a student meal.

One custodian is allowed to receive a free meal on the day they provide a service for the kitchen staff that is outside their normal job activities. One example at the Caribou Community School a custodian was transporting food supplies to or from Caribou High School. A free meal is only provided if the only task being completed is for the kitchen. If transporting materials for other reasons, this would not be allowed.

General Program Compliance - RSU 39 (1468)

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: Other Finding

The School's Wellness Committee has not completed the assessment of the Local Wellness Policy within the last three years

Corrective Action:

Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into CNPweb or provide a link to this document on the district website.

Corrective Action Due: This has been completed.

1110. Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?

Finding 9010: Smart Snacks information on the Off-site Assessment Tool not validated, or deficiencies found.

The vending machine in the cafeteria contains PowerAde Zero and Minute Maid Cranberry-Apple-Raspberry Flavored Juice beverage, these products do not meet the Smart Snack guidelines for allowable products to be sold to students in grades K-7.

A la Carte items sold to students must have posted at Point of Decision the calories contained in the product. This was not being done.

SNP Administrative Review Report

RSU 39 (1468)

Program Year 2026

Corrective Action:

The unallowable items must be removed. The vending machine needs to be continually monitored to ensure the products for sale are Smart Snack compliant.

The calories sold must have a notice posted on the vending machine showing how many calories are contained in each product for sale.

Submit to the reviewer pictures of the vending machine and signage showing the calorie information for products sold.

Submit by January 26, 2026.

1215. Validate OFS #1205 - Did School Nutrition Manager meet annual training requirements?

Finding 9000: Other Finding

Based on the Maine tracking spreadsheet used training hours are not being met and contains hours from the prior school year, Maine does not allow hours to be carried over.

Corrective Action:

Submit to the reviewer a plan for continuing training hours and correcting the unallowable training hours.

Submit to the reviewer a plan of training hours as well as an updated tracking spreadsheet.

Submit by January 16, 2026. The planned training hours have been received.

1402. SFA storage of commercial food products?

Finding 9000: Other Finding

The district is currently not tracking non-domestic food 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. This is only for food components that contribute to the meal pattern

Corrective Action:

Submit 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> Date Due: January 26, 2026

Technical Assistance:

The Food Service Manager received training during the on-site review on the proper procedures for identifying and documenting non-compliant items to maintain compliance with Buy American tracking requirements.

SNP Administrative Review Report

RSU 39 (1468)

Program Year 2026

Caribou Community School (2085)

Food Service Contact

75 Glenn Street
Caribou, ME 04736

Month of Review: October 2025

Date of Onsite Review: November 19, 2025

Meal Counting & Claiming - Caribou Community School (2085)

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

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, the meal service line did not provide an accurate count at the point of service.

Students move very quickly through POS past a salad bar, students pass on both sides. Only one individual is completing meal accountability. Students will exit quickly passing the salad bar. I believe students are not being counted. Stanchions are up however they are not being used correctly. More stanchions are needed, and they need to be closer to the salad bar to close the gap so students cannot exit quickly by the salad bar.

Corrective Action:

Provide a picture of the stanchions moved as well as an explanation of the steps that will be taken to ensure a proper meal count.

Provide CA by January 26, 2026. This has been completed

Meal Components & Quantities - Caribou Community School (2085)

400. DOR – all required components available during entire meal service, all lines? Enter data.

Finding 9002: Meal components missing on Day of Review.

Not 100% juice offered during breakfast

Technical Assistance:

One of the morning juice options was not 100% juice. In order for juice to count as a component it is required to be 100% juice. These were removed from the serving window.

402. DOR - Do quantities served meet daily meal pattern requirements for age/grade groups

Finding 9000: Other Finding

Students were allowed to take two milks as part of the reimbursable meal. The meal pattern is for one 8 oz. milk. If this is to be allowed the extra milk must be charged to the student

Technical Assistance:

Students were allowed to take two milks as part of the reimbursable meal; this is an unallowable expense. If this is to be allowed the extra milk must be charged to the student or is a charge to the district. The meal pattern is for one 8 oz. milk.

General Program Compliance - Caribou Community School (2085)

1105. Foods and beverages sold to students during school day meet Smart Snacks standards

SNP Administrative Review Report**RSU 39 (1468)*****Program Year 2026***

Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.

The school includes K-7 enrollment. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school is not in compliance with this requirement.

Calories are required to be posted at the point of decision, on the vending machine.

Corrective Action:

Submit photo of the vending machine showing allowable items placed in the vending machine as well as a picture of the calories posted for the items for sale.

CA due January 26, 2026.