



**STATE OF MAINE**  
**DEPARTMENT OF EDUCATION**  
23 State House Station  
Augusta, ME  
04333-0023

**Janet T. Mills**  
Governor

**Pender Makin**  
Commissioner

March 24, 2026

Laura Columbia  
Superintendent  
RSU 58  
1401 Rangeley Road  
Phillips, ME 04966

Dear Superintendent Columbia:

The RSU 58 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 26, 2026 Michele Bisbee reviewed Day Mountain Regional Middle School. An exit conference was offered to you, Jennifer Pooler and Mikayla Lane on February 26, 2026 and again on March 3, 2026. As of this date, Michele has not received confirmation of the date or time that will work for everyone.

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

**Location:** 23 State House Station, Augusta, ME 04333-0023

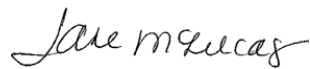
**Phone:** 207-624-6600 | **Fax:** 207-624-6700 | **TTY Users:** Call Maine Relay 711 | **Website:** [www.maine.gov/doe](http://www.maine.gov/doe)  
**An Equal Opportunity Employer**

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 Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,



Jane McLucas  
Child Nutrition Director

JM/MB/pn



SNP Administrative Review Report

RSU 58/MSAD 58 (898)

Program Year 2026

RSU 58/MSAD 58 (898)

1401 Rangeley Road  
Phillips, ME 04966

Food Service Contact

Mikayla Lane  
Food Service Coordinator  
(207) 678-2488

Executive Contact

Laura Columbia  
Superintendent  
(207) 639-2086

No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2026

General Program Compliance - RSU 58/MSAD 58 (898)

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

**Finding 9993: Non-compliance with the USDA non-discrimination statement**

The full nondiscrimination statement, including Maine's nondiscrimination statement, must be used on program materials. The statement(s) were missing from the Food Service page on the district website.

**Corrective Action:**

The SFA must update their website with the appropriate nondiscrimination statement.

Corrective Action Due: April 30, 2026

**Technical Assistance:**

The Maine DOE Child Nutrition webpage provides Civil Rights training and links to the USDA Child Nutrition Program Civil Rights Statements and Maine nondiscrimination statement.

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: 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](http://www.maine.gov/doe/schools/nutrition/programs/nslp)

**Corrective Action:**

Complete the triennial assessment and upload as corrective action.

Corrective Action Due: April 30, 2026

1211. Validate OFS #1201 - SFA employee count

**Finding 9000: Other Finding**

Two school staff members were observed completing meal service accountability at Day Mountain Regional Middle School. Staff outside the nutrition program with duties in the program are required to receive civil rights training and training on their specific duties.

**Corrective Action:**

Provide the State Agency with a list of non-nutrition staff members that perform duties within the program. Provide them with civil rights training and training on their duties. Submit documentation of this being completed.

Corrective Action Due: April 30, 2026

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

**SNP Administrative Review Report****RSU 58/MSAD 58 (898)*****Program Year 2026*****Finding 9000: Other Finding**

Clear documentation was not provided showing which trainings and how many hours of training each staff member completed. It is required that completed training hours be tracked on an annual basis.

**Corrective Action:**

Provide the state agency with a clear document outlining each employee's completed training with topics and times. Also provide a plan of completion for any employee that has not completed their annual required training hours.

The State of Maine has a tracking tool available that can be used, it can be found here:  
<https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>

Corrective Action Due: April 30, 2026

**SNP Administrative Review Report****RSU 58/MSAD 58 (898)***Program Year 2026***Day Mountain Regional Middle School Food Service Contact  
(2143)**1401 Rangeley Road  
Phillips, ME 04966

Month of Review: January 2026

Day of On-Site Review: February 26, 2026

**Meal Components & Quantities - Day Mountain Regional Middle School (2143)***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:**

Obtain the correct signage and post at the start of the service line. Submit pictures as documentation.

Corrective Action Due: April 30, 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:**

Technical assistance was provided during the on-site visit regarding the completion of production records.

Complete production record training, recording available here: <https://www.maine.gov/doe/schools/nutrition/training>

Submit complete production records for the week of March 9-13, 2026.

Corrective Action Due: April 30, 2026

**General Program Compliance - Day Mountain Regional Middle School (2143)***904. On-site monitoring review – CA required in general areas of review?***Finding 9000: Other Finding**

It was indicated on all site monitoring forms that HACCP plans were not known about. This is an area of concern.

All schools are required to have Standard Operating Procedures (SOP Books) available.

**Corrective Action:**All staff will be required to watch the required training titled "Food Safety and Standard Operating Procedures" that can be found here: <https://www.youtube.com/watch?v=IHsmTUtiYc>SOP Books will need to be developed at each school. Sample SOP's can be found here: <https://theicn.org/icn-resources-a-z/food-safety/>

**SNP Administrative Review Report**  
*Program Year 2026*

**RSU 58/MSAD 58 (898)**

Documentation of these requirements will need to be submitted for corrective action.

Corrective Action Due: April 30, 2026

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

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

It is required that the most recent health inspection be posted in public view. It was not posted at Day Mountain Regional Middle School.

**Corrective Action:**

The health inspection will need to be posted in public view, and a picture will need to be submitted for corrective action.

Corrective Action Due: April 30, 2026

Michele Bisbee  
Child Nutrition Consultant  
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207-592-6076