



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

**Janet T. Mills**  
Governor

**Pender Makin**  
Commissioner

March 24, 2026

Katrina Kane  
Superintendent  
RSU 8  
22 Arcola Lane  
Vinalhaven, ME 04863

Dear Superintendent Kane:

The RSU 8 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 10, 2026 David Hartley reviewed Vinalhaven School. An exit conference with you, Keeley Philbrook and Tina Davidson occurred on March 10, 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 (including 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.

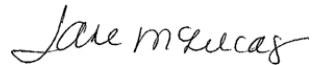
**Location:** 23 State House Station, Augusta, ME 04333-0023

**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**

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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,



Jane McLucas  
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Report

RSU 08/MSAD 08 (603)

Program Year 2026

RSU 08/MSAD 08 (603)

22 Arcola Lane
Vinalhaven, ME 04863

Food Service Contact

Keeley Philbrook
Kitchen Manager
(207) 863-4800

Executive Contact

Mrs. Katrina Kane
Superintendent
(207) 863-4800

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2026

Commendations

- \* An exit conference was held with Superintendent Katrina Kane on Tuesday, March 10,2026. The exit conference was to discuss the findings found during the review and the very good job kitchen staff does every day.
\* Keeley Philbrook and the other kitchen staff do a very good job working in the school food service on Vinalhaven, RSU 08. The students receive a healthy nutritious meal for both breakfast and lunch every day. The kitchen is kept clean and well organized. Keep up the good work.

General Program Compliance - RSU 08/MSAD 08 (603)

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:

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: May 29, 2026

The district can request an extension if needed

Technical Assistance:

The Wellness Policy Assessment can be found here: https://www.maine.gov/doe/schools/nutrition/programs/nslp

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9000: Other Finding

Food temperature thermometers are not calibrated as specified in the SOP.

Corrective Action:

For the next four weeks, March 10-31, 2026, calibrate and record the date they are calibrated.

Report to the reviewer the log by April 10, 2026

1402. SFA storage of commercial food products?

Finding 9000: Other Finding

School is currently not tracking non-domestic 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. Only food components are required to be tracked to ensure compliance with the 10% non-domestic product threshold for this program year.

Corrective Action:

Submit a tracking spreadsheet containing food component items for September 2025. The Buy American training tool can be



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**SNP Administrative Review Report**

**RSU 08/MSAD 08 (603)**

***Program Year 2026***

found here: <https://www.maine.gov/doe/schools/nutrition/financial>

Date Due: April 10, 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 08/MSAD 08 (603)**

*Program Year 2026*

**Vinalhaven School (605)**

**Food Service Contact**

22 Arcola Lane  
Vinalhaven, ME 04863

Month of Review: February 2026

**Meal Components & Quantities - Vinalhaven School (605)**

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

**Finding 9000: Other Finding**

Production records and recipes are maintained and look good. Small changes are needed as items purchased or used change.

**Technical Assistance:**

The recipes need to be reviewed and updated as changes are made. Recipes have small corrections that need to be made based on what is being made and served. This does not affect the crediting of the meal.