



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 25, 2025

Scott Richardson  
Interim Superintendent  
RSU 84  
31A Houlton Road  
Danforth, ME 04424

Dear Superintendent Richardson:

The RSU 84 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 6, 2025 Michele Bisbee reviewed East Grand School. An exit conference with you, Carrie Oliver, Darlene Gilman and Sheena Mailman occurred on November 6, 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

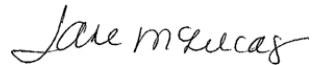
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/MB/pn



**SNP Administrative Review Report**

**RSU 84/MSAD 14 (633)**

*Program Year 2026*

**RSU 84/MSAD 14 (633)**

31A Houlton  
Danforth, ME 04424

**Food Service Contact**

Ms. Carrie L Oliver  
Food Service Director  
(207) 448-2882

**Executive Contact**

Mr. Scott Richardson  
Interim Superintendent  
(207) 448-2882

**East Grand School (634)**

31A Houlton  
Danforth, ME 04424

No. of Sites / Reviewed: 1 / 1  
Month of Review: September 2025  
Day of On-Site Review: November 6, 2025

**Commendations**

- \* The nutrition program at RSU 84 has greatly improved over the last few years. Thank you to Carrie Oliver and the kitchen staff for all your hard work and providing your students with nutritious meals.

An exit meeting was held after the on-site portion of the review on 11/6/2025 with interim superintendent Scott Richardson, Carrie Oliver and the nutrition staff.

**Technical Assistance**

- \* Technical assistance was provided during the exit meeting to address concerns about food waste and labor costs.

For the younger grades RSU 84 currently uses the serve only method. It was strongly suggested that work be put towards moving to offer vs serve to reduce food costs and food waste.

Labor costs were also a concern during the review. Both kitchen employees are contracted for a maximum of 7 hours but most days they work around 8 hours. Establishing systems and daily plans for each employee can help keep tasks on schedule and work towards a more efficient kitchen.

**General Program Compliance - RSU 84/MSAD 14 (633)**

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

**Finding 9000: Racial Ethnic Data Collection**

Enrollment forms do not collect the correct racial/ethnic data

**Corrective Action:**

Correct and submit an updated enrollment form that will be used.

Corrective Action Due: December 30, 2025

Michele Bisbee  
Child Nutrition Consultant  
[Michele.bisbee@maine.gov](mailto:Michele.bisbee@maine.gov)  
207-592-6076