



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 16, 2025

MaryEllen Day  
Superintendent  
RSU 85  
423 US Route 1, Unit A  
Pembroke, ME 04666

Dear Superintendent Day:

The RSU 85 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 6, 2025 David Hartley reviewed Lubec Consolidated School. An exit conference with occurred you on December 1, 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

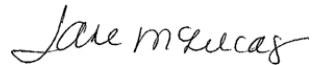
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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](mailto: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 85/MSAD 19 (662)

Program Year 2026

RSU 85/MSAD 19 (662)

423 U.S. Route 1, Unit A  
Pembroke, ME 04666

Food Service Contact

Mrs. Darlene S Wright  
Food Service Director  
(207) 733-5561

Executive Contact

Mrs. MaryEllen Day  
Superintendent  
(207) 853-2567

No. of Sites / Reviewed: 1 / 1  
Month of Review: September 2025

Commendations

\* An exit conference was held with Superintendent MaryEllen Day December 1, 2025 over Teams.

General Program Compliance - RSU 85/MSAD 19 (662)

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.

Corrective Action:

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

Corrective Action Deadline January 23, 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. <https://www.maine.gov/doe/schools/nutrition/nondiscrimination>  
The full civil rights statement must be included on all program materials, such as publications and websites. On a website, a direct link or the full statement must be on the homepage. If materials are too small for the full statement, a shortened version, "This institution is an equal opportunity provider"

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

Finding 9000: Annual Training Requirements

Currently only the Civil Rights and FFVP training has been completed by School Nutrition Staff.

Kitchen Manager is required to complete 10 hours of Professional Development training and full-time staff must complete 6 hours annually.

Corrective Action:

Submit a plan or a list of trainings Nutrition Staff plan to take to meet their annual training requirement by January 23, 2026

1402. SFA storage of commercial food products?

Finding 9000: Buy American Tracking

Corrective Action:

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.

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 85/MSAD 19 (662)****Program Year 2026**

To ensure that the tracking process is being properly implemented and maintained, the State Agency will request documentation for one complete month of non-domestic item tracking, along with the total amount of food expenditures during that same period.

- Beginning in SY 2025-26, the non- domestic food purchases cap will be 10 percent.
- Beginning in SY 2028-29, the non- domestic food purchases cap will be 8 percent.
- Beginning in SY 2031-32, the non- domestic food purchases cap will be 5 percent.

This phased-in approach will allow schools to gradually adjust to the new requirement

**Corrective Action**

Submit for Corrective Action 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>

Deadline for Corrective Action January 23, 2026

**1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?****Finding 9000: SFSP and SBP Annual Outreach Requirement**

Each School Food Authority (SFA) participating in the National School Lunch Program (NSLP) is required to conduct annual outreach for both the Summer Food Service Program (SFSP) and the School Breakfast Program (SBP)—regardless of whether the SFA itself operates the SFSP.

At a minimum, the SFA must ensure that the following information is clearly posted on the district's central website: A statement indicating that all students have access to a free breakfast and lunch meal at school during the school year; and A link to the USDA Summer Meals Site Finder so families can locate free summer meal locations during vacation months.

Families can access the Summer Meals Site Finder here:

<https://www.fns.usda.gov/summer/sitefinder>

This outreach ensures families are aware of year-round access to nutritious meals and fulfills USDA's annual outreach requirement under federal child nutrition program regulations.

**Corrective Action:**

Submit to the Reviewer a link to the website once posted

Due Date December 8, 2025



**SNP Administrative Review Report**

**RSU 85/MSAD 19 (662)**

*Program Year 2026*

**Lubec Consolidated School (663)**

**Food Service Contact**

423 U.S. Route 1, Unit A  
Pembroke, ME 04666

Month of Review: September 2025

Date of Onsite Review: November 6, 2025

**General Program Compliance - Lubec Consolidated School (663)**

*1409. Storage violations observed*

**Finding 9000: Other Finding**

On the floor in front of the cooler are tiles that have cracked and are broken. A small hole has begun to develop from the missing tiles and is creating a health hazard. This can easily cause someone to trip and fall. This must be repaired.

**Corrective Action:**

Complete the floor repair and submit to the reviewer the completed repair.

Submit a picture of the repair to the reviewer by January 23, 2026