



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 28, 2025

Karla Michaud
Superintendent
Woodland Public Schools
843 Woodland Ctr Rd, Suite 3
Woodland, ME 04736

Dear Superintendent Michaud:

The Woodland Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 12, 2025 Michele Bisbee reviewed Woodland Consolidated School. An exit conference with you, Donna Thomas and Laurie Christie occurred on March 12, 2025. The enclosed review report describes findings that were discovered during the review. At the time of this report, all Corrective Action has been received. The SY 2025 School Nutrition Program Administrative Review has been completed.

This is to notify you that this is the final action and the Administrative Review is now closed. Should you have any questions, please contact Michele Bisbee at 592-6076 or email 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
Program Year 2025

Woodland Public Schools (532)

Woodland Public Schools (532)

843 Woodland Ctr Rd
Suite 3
Woodland, ME 04736

Food Service Contact

Ms. Donna Thomas
Cook
(207) 496-2981

Executive Contact

Mrs. Karla C Michaud
Superintendent
(207) 498-8436

Woodland Consolidated Sch (533)

843 Woodland Ctr Rd
Suite 3
Woodland, ME 04736

No. of Sites / Reviewed: 1 / 1

Month of Review: February 2025

Date of Onsite Review: March 12, 2025

Technical Assistance

- * Technical assistance was provided on site in regards to their meal counting system. On-site it was observed that they were using a student roster which significantly slowed down service at breakfast. Because Woodland is CEP it was suggested to them that it would be more efficient to use a tic sheet. This will create a smoother meal service time and make counting and claiming meals easier. A sample tic sheet was also provided for use.

No Findings during Review

SNP Administrative Review Report**Woodland Public Schools (532)***Program Year 2025***Meal Components & Quantities - Woodland Consolidated Sch (533)**

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. One week of complete production records from the week of 3/17/25 will need to be submitted for corrective action.

Corrective action received on 3/24/2025

500. DOR - OVS properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the day of review, a clear understanding of Offer versus Serve (OVS) requirements were not demonstrated. Students were made to take all of the components offered.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Information was provided on how to utilize their salad bar to make OVS easier to implement.

At breakfast, schools must offer at least four food items in minimum quantities from three required components (fruit, grains, fluid milk) and students must select at least three food items, one of which is 1/2 cup fruit and/or vegetable.

At lunch, schools must offer all five meal components (meat/meat alternate, grains, fruit, vegetable, milk) and students must select minimum quantities of at least three different components, one of which is 1/2 cup fruit and/or vegetable.

Michele Bisbee
Child Nutrition Consultant
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