



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 17, 2025

MaryEllen Day
Superintendent
Alexander Public Schools
423 US Route , Unit A
Pembroke, ME 04666

Dear Superintendent Day:

The Alexander Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 3, 2025 David Hartley reviewed Alexander Elementary. An exit conference occurred with 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

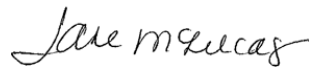
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Report

Alexander Public Schools (4)

Program Year 2026

Alexander Public Schools (4)

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

Food Service Contact

Mrs. Betty J Wallace
Food Service Director
(207) 454-2623

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 on December 1, 2025.
* A suggestion was made to offer a fruit other than Craisins at breakfast, does not need to be every day, a different option would be good.

Food Service Manger Betty Wallace does a very good job working with here customers to deliver healthy tasty meals. Thank you and keep up the good work.

Meal Counting & Claiming - Alexander Public Schools (4)

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9051: SFA's Review Period claim not validated.

There is a difference between the SFA's Review Period claim and the State agency's validated counts for breakfast for total meals served, as documented on S-1.

Corrective Action:

The claim consolidation form showed a different total for number of breakfast meals served the week of September 22, 2025. Twelve were reported on the monthly meals served form and it should have been 120. Correct the number of breakfast meals served for September 2025 on CNPweb. This must be completed by November 29, 2025.

General Program Compliance - Alexander Public Schools (4)

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 School Food Authority (SFA) must update their website with the appropriate nondiscrimination statement. Date due: January 16, 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.

The full civil rights statement must be included in 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

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?

Program Year 2026**Finding 9009: SFSP & SBP Outreach information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's SFSP & SBP Outreach procedures could not be validated during on-site observations. Discrepancies between the SFA's responses to SFA's SFSP & SBP Outreach questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Deficiencies in the SFA's SFSP & SBP Outreach procedures identified from the Off-site Assessment Tool:

Corrective Action:

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.

SNP Administrative Review Report

Alexander Public Schools (4)

Program Year 2026

Alexander Elementary (5)

Food Service Contact

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

Month of Review: September 2025

Date of Onsite Review: November 3, 2025

General Program Compliance - Alexander Elementary (5)

1408. Temperature logs available?

Finding 9000: Other Finding

Technical Assistance:

During the on-site observation, documentation of temperature readings for all refrigeration units was found to be inconsistent. Moving forward, temperature readings must be obtained and recorded daily to ensure proper food safety and equipment monitoring.

1411. Did any review of products indicate violations of the Buy American provision?

Finding 9000: Other Finding

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.

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.

Corrective Action:

Complete the Maine Buy American tracking tool for September 2025 and submit to the reviewer.

Submit by November 30, 2025.

Technical Assistance:

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products.

Recently, the USDA established a new threshold for school food authorities that use exceptions to this requirement. The limit on the percentage of total commercial food costs from non-domestic foods will be phased in over 7 school years.

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.