



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 29, 2023

Elaine Boulier  
Superintendent  
RSU 42  
35 Pleasant Street  
Mars Hill, ME 04758

Dear Superintendent Boulier

The RSU 42 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 1, 2023 David Hartley reviewed Fort Street School. An exit conference with you occurred on November 1, 2023.

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

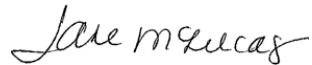
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

**RSU 42/MSAD 42 (780)**

*Program Year 2024*

**RSU 42/MSAD 42 (780)**

35 Pleasant Street  
Mars Hill, ME 04758

**Food Service Contact**

Cathy Miller  
Food Service Director  
(207) 429-8464

**Executive Contact**

Elaine Boulier  
Superintendent  
(207) 425-3771

No. of Sites / Reviewed: 2 / 1  
Month of Review: September 2023

**Commendations**

- \* An Exit Conference was held on Wednesday, November 1, 2023, with Superintendent Elaine Boulier. The findings from the School Nutrition Administrative review were discussed.
- \* Staff do a very good job providing healthy nutritious meals to their customers. The students are happy and well fed. Thank you for what you do.

**No Findings during Review**

SNP Administrative Review Findings

RSU 42/MSAD 42 (780)

Program Year 2024

Fort Street School (781)

Food Service Contact

35 Pleasant Street  
Mars Hill, ME 04758

Month of Review: September 2023

Meal Components & Quantities - Fort Street School (781)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

Monday, August 28th the meal contained a sausage patty. The CN label shows this contributing .75 oz. to the meal pattern. The required meat/meat alternate is 1 oz. daily. This was not met.

The required meat/meat alternate offering for 6 grade students is 9 oz. over the week. The weekly offering totaled 8 oz.

On Friday, the vegetable offered was baked beans. The daily required offering of a vegetable is .75 cups, the baked beans were offered in a .5 cup serving.

**Corrective Action:**

What plans will be taken to address the lack of meeting the meat/meat alternative and how will the shortage of vegetable offering be corrected. Corrective action due date is December 15, 2023.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

General Program Compliance - Fort Street School (781)

1408. Temperature logs available?

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Thermometers are not being calibrated/checked for accuracy. The SOP on site states the calibration of thermometer's is to happen at least once a week. Temperature calibrate will be conducted each one, the first day of the week.

**Corrective Action:**

Submit to the Child Nutrition office copies of the documents being completed to maintain thermometer calibration.

This has been completed. Remember to calibrate the thermometers at the beginning of each week as specified int the SOP.