



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

June 12, 2024

Margaret White  
Superintendent  
RSU 84  
31A Houlton Road  
Danforth, ME 04424

Dear Superintendent White:

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 2, 2023, December 1, 2023 and June 7, 2024 Michele Bisbee reviewed East Grand School. An exit conference with you and Carrie Oliver occurred on November 2, 2023. 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 2024 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](mailto:michele.bisbee@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/MB/pn



**Follow Up Findings**

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

*Program Year 2024*

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

31A Houlton  
Danforth, ME 04424

**Food Service Contact**

Ms. Carrie L Oliver  
Food Service Director  
(207) 448-2260

**Executive Contact**

Ms. Margaret White  
Superintendent  
(207) 448-2260

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

**Commendations**

\* The Administrative Review of RSU 84's School Nutrition Program has been a long process with a lot of hard work put into getting this program back on the right track. Carrie Oliver has put in a lot of time ensuring that the program is back to a place where they are no longer in danger of losing funds due to mismanagement. It has been a wonderful experience working with Carrie and seeing how far this program has come throughout this school year. I am confident that this program will begin to thrive moving forward.

An exit meeting was held after the initial on-site visit on 11/2/2023 with Carrie Oliver and Superintendent Margaret White

Follow up visits occurred on December 1, 2023 and June 7, 2024

**Resource Management - RSU 84/MSAD 14 (633)**

709. SFA sell nonprogram foods?

**Finding 9000: Other Finding**

Students getting just milk were not being tracked and the milks were not being paid for.

**Corrective Action:**

Start tracking the milk only purchases and show how these are being paid for.

Corrective action for this has been met. East Grand School is now tracking all milks and billing the district on a monthly basis for these.

Follow Up Findings

RSU 84/MSAD 14 (633)

Program Year 2024

East Grand School (634)

31A Houlton  
Danforth, ME 04424

Month of Review: September 2023

Meal Components & Quantities - East Grand School (634)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) were not met.**

Based on a review of production records and other supporting documentation for the week of November 13, 2023, some meals served did not meet the meal pattern requirements for the age/grade group(s) being served.

**Corrective Action:**

Corrective action was to look at the November menu and production records. During the follow up it was discovered that this problem was repeated. Two weeks' worth of lunches were not allowed to be claimed because of this. The fiscal impact of this is estimated between \$4,000 and \$5,000.

For the next 5 month menus were sent to the child nutrition office for approval before the beginning of each month. Production records were also sent at the end of each week to ensure the meal pattern was being met. During an additional follow up visit it has been determined that the problems with meeting the meal pattern have been corrected.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit and for the following 5 months.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

**Finding 9000: Other Finding**

On the day of review it was observed that students are being made to take more than what is required and what they need. This is directly resulting in high food costs and high food waste.

**Technical Assistance:**

Technical assistance was provided during the initial on-site visit about over serving and the financial effects this can have on the program. Through ongoing technical assistance and the follow up on-site visit it was determined that this has been corrected.

General Program Compliance - East Grand School (634)

1407. SFA written food safety plan implemented?

**Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.**

Proper HACCP principles not observed: Food being held for service was not held properly. The hot foods were placed on a cart rather than in the steam table and then were placed into the oven that was turned off between services. This is a food safety risk as food will quickly enter the temperature danger zone.

**Corrective Action:**

Hot foods need to be held in the steam table during meal service and placed into the warmer in between serves to ensure proper temperatures are maintained from start to finish.

The steam table has been moved into a usable location and is now being utilized during meal service time. Corrective action has been met.



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

**Finding 9000: Other Finding**

It was observed that there were multiple cases of frozen broccoli from Mexico.

**Technical Assistance:**

Technical assistance was provided during the initial on-site visit about this not being allowed. Since the on-site visit Carrie Oliver has taken over ordering and corrected this problem. During the follow up visit it was validated that the problem has been corrected with proper communication with the distributor and sales representative.

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