



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 4, 2025

MaryEllen Day
Superintendent
Pembroke Public Schools
423 US Route 1, Unit 1
Pembroke, ME 04666

Dear Superintendent Day:

The Pembroke Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 4, 2025 Kaitline Fayle reviewed Pembroke Elementary School. 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

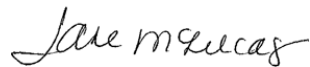
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.do/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 Kate Fayle at 592-4198 or email kaitlin.fayle@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Report

Pembroke Public Schools (349)

Program Year 2026

Pembroke Public Schools (349)

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

Food Service Contact

Mrs. Susan Ward
Food Service Director
(207) 726-5564

Executive Contact

Mrs. MaryEllen Day
Superintendent
(207) 853-2567

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

Commendations

- * Thank you for the time and effort you put into preparing for the Administrative Review. It was a pleasure spending time at Pembroke Elementary and seeing firsthand that not only the kitchen staff, but also the school faculty, are well-versed in program requirements and truly care for students during mealtime.

Paperwork was organized, well-maintained, and personalized to your operations. The food service staff regularly prepare menu items from scratch, giving students a positive experience with school meals. Thank you for providing great service to students.

Technical Assistance

- * At Pembroke, meal accountability is recorded by student name or roster. Because Pembroke operates under the Community Eligibility Provision (CEP), the Food Service Department also has the option to use tick sheets as an approved method of meal accountability. This method may be beneficial for lunch monitors responsible for recording meal counts, as well as for the Food Service Director when compiling and submitting monthly claims for reimbursement.
- * It was discovered that the annual training hour requirement was not fully met during the previous program year.
Recommendation:
To ensure compliance with the annual four-hour training requirement moving forward, it is recommended that staff complete one 15-minute Child Nutrition training video each week. This schedule will allow all staff to meet or exceed the required annual training hours in manageable increments throughout the year.

General Program Compliance - Pembroke Public Schools (349)

810. The USDA non-discrimination statement 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 and website.

Corrective Action:

The 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 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".

SNP Administrative Review Report
Program Year 2026**Pembroke Public Schools (349)**

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?

Finding 9000: Local School Wellness Policy Triannual Assessment

The School's Wellness Committee has not completed the assessment of the Local Wellness Policy within the last three years.

Corrective Action:

Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into CNPweb or provide a link to this document on the district website

Date: April 3rd, 2026

The district can request an extension if needed.

Technical Assistance:

The Wellness Policy Assessment can be found here: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>

1402. SFA storage of commercial food products?

Finding 9000: Buy American Tracking

School is currently not tracking non-domestic purchases.

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.

Corrective Action:

Submit a 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>

Date due: January 16, 2026

Technical Assistance:

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.

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.

Corrective Action:

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.

Date due January 16, 2026



SNP Administrative Review Report

Pembroke Public Schools (349)

Program Year 2026

Pembroke Elementary School (350)

Food Service Contact

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

Month of Review: September 2025

Date of Onsite Review: November 4, 2025

Meal Components & Quantities - Pembroke Elementary School (350)

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met

Finding 9998: Production Records

The current practice at Pembroke School is to document breakfast items served using an inventory report. While this captures quantities used, it does not track the information required to validate that the daily and weekly breakfast meal pattern requirements are met. Inventory records alone do not document the planned serving sizes, meal pattern crediting, amounts prepared, amounts leftover, or verification that all required components were offered to every student.

Corrective Action:

Going forward, Pembroke School must implement and consistently use a standard breakfast production record that includes:

- Menu items offered
- Component contribution/meal pattern crediting
- Planned serving size and quantity prepared
- Actual number of servings offered and served
- Leftovers to support forecasting and weekly vegetable/fruit compliance
- Documentation that all required meal components were available to all students

Please submit five (5) consecutive days of fully completed breakfast production records for the week of November 17th

Date Due: January 16, 2026

Technical Assistance:

Kitchen staff received technical assistance emphasizing that a standard breakfast production record must be completed each day to accurately document all required elements at the time of the onsite visit.

Corrective Action can be uploaded and submitted by logging into CNPweb>E-Reviews> Corrective Action Responses