



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 9, 2026

Howard Tuttle
Superintendent
RSU 12
665 Patricktown Road
Somerville, ME 04348

Dear Superintendent Tuttle:

The RSU 12 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 18, 2025 Stephanie Stambach reviewed Whitefield Elementary School. An exit conference occurred with you on November 18, 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

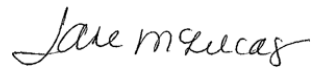
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.doefiles/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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SS/pn



SNP Administrative Review Report

RSU 12 (1451)

Program Year 2026

RSU 12 (1451)

665 Patricktown Road
Somerville, ME 04348

Food Service Contact

Mike Flynn
Director, Student Nutrition
(207) 549-3261

Executive Contact

Howard Tuttle
Superintendent
(207) 549-3261

No. of Sites / Reviewed: 5 / 1
Month of Review: October 2025

Commendations

- * Thank you to Mike Flynn and his staff for assisting with the RSU 12 Administrative Review. We appreciated the time and assistance provided by the staff. Whitefield Elementary School was selected for the review based on USDA regulations. The School Nutrition Director was quick to fix any issues that arose during the off-site and on-site portions of the review. It was a pleasure to review this program.
* RSU 12 has a robust Farm & Sea to School Program, including a greenhouse at Whitefield Elementary that is used in the nutrition program. We want to commend the district and school for their efforts to provide students with local foods that benefit both students and the community. Mike Flynn also participates regularly in local foods trainings at the Child Nutrition Culinary Classroom in Augusta.

Technical Assistance

- * The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. Beginning in SY 2025-26, the non-domestic food purchases cap will be 10 percent of total commercial food costs in the NSLP and SBP. The school nutrition program is starting to track their non-domestic products on invoices. The school will need to have a mechanism to calculate the percentage of non-domestic products to ensure the 10% cap isn't exceeded by end of school year. Technical assistance was provided on the day of review.

Resource Management Comprehensive Review - RSU 12 (1451)

765. Adult Meals

Finding 1: Adult meal price does not cover cost

The current adult meal price is \$5.00. According to the annual financial report for SY 2025, the lunch per meal cost was \$5.26. The price charged for an adult meal must be equal to or greater than the cost to produce the meal. This includes food, labor and other costs.

Corrective Action:

N/A- the adult meal price was increased to \$5.50 from the time of the off-site review to the on-site portion. No further action is needed.

General Program Compliance - RSU 12 (1451)

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

Finding 2: RSU 12 wellness policy does not meet federal requirements

The wellness policy was reviewed, and the following was found:

- Policy EFE Competitive Food Sales is outdated and has been replaced with the federal Smart Snacks standards (this law applies to all food sold during the school day on the school campus). Please remove reference to policy EFE on the current policy.
• Food and beverage marketing of foods and beverages that meet federal Smart Snacks guidelines was missing from the policy. This will need to be added to be in compliance.

Corrective Action:

Update the wellness policy to be in compliance and upload a copy to CNP web -> E-reviews -> Corrective Action Responses by January 31, 2026.

Technical Assistance:

Technical assistance was provided to the Superintendent and School Nutrition Director.

SNP Administrative Review Report
Program Year 2026

RSU 12 (1451)

Whitefield Elementary School (506) Food Service Contact
665 Patricktown Road
Somerville, ME 04348

Month of Review: October 2025

Meal Counting & Claiming - Whitefield Elementary School (506)

318. DOR - accurate meal counts by category at POS? Enter data.

Finding 3: Inaccurate meal accountability in PreK classroom

Whitefield Elementary serves breakfast in the classroom for Pre-K, K and 1st grade, and teachers complete the meal counting sheets. The breakfast meal counting process was observed and the PreK classroom was found counting meals prior to students receiving a meal. Based on federal regulations, meals must be counted at the point of service, or when a student receives a meal. Technical assistance was provided on-site to the teacher.

It was also found that there was no training documentation for this classroom on how to properly count meals. If the school continues to offer breakfast in the classroom, the appropriate staff must complete training in the areas they are responsible for, including annual civil rights training. Periodic monitoring must be conducted through the year to ensure proper procedures are being followed after training.

When meal counting takes place outside of food service there is greater potential for error. It is best practice for meal counts to take place in the cafeteria by trained food service staff that understand program regulations. This was discussed during the exit conference.

Corrective Action:

1. Conduct training with PreK teacher conducting meal counts, and upload documentation into CNPweb -> E-reviews -> Corrective Action Responses by **January 16, 2026**.
2. Create detailed plan to ensure meal counts are accurate in the future, including a monitoring plan to ensure procedures are being followed. Upload into CNPweb -> E-reviews -> Corrective Action Responses by **January 16, 2026**.

Meal Components & Quantities - Whitefield Elementary School (506)

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

Finding 4: Production records/supporting documentation indicate daily/weekly meal pattern requirements for the age/grade group(s) not met. *Repeat Finding

Menus and production records were reviewed for one week in October 2025. The following meal pattern findings were observed for lunch:

- Insufficient vegetable offered on two days
- Vegetable subgroup requirement for red/orange vegetable not met

*This was a repeat finding from the last review; however, occurred at a different school in RSU 12. In the future, repeat meal pattern findings may result in fiscal action.

Per staff interview, students can select more than 1/2 cup vegetables if only one vegetable is offered. Technical assistance was provided to record 3/4 cup on the production record, to document that enough vegetable is being offered.

Corrective Action:

Upload lunch production records for the week of December 1-5, 2025, in CNPweb -> E-reviews -> Corrective Action Responses by **January 16, 2025**.