



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 22, 2025

Peter Hallen  
Superintendent  
Waterville Public Schools  
25 Messalonskee Avenue  
Waterville, ME 04901

Dear Superintendent Hallen:

The Waterville Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On April 8, 2025 Sarah Platt reviewed George J Mitchell School. An exit conference with John Hersey occurred on April 18, 2025. The SY 2025 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 Sarah Platt at 592-2410 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/SP/pn



## SNP Administrative Review Report

## Waterville Public Schools (480)

### Program Year 2025

#### Waterville Public Schools (480)

25 Messalonskee Ave  
Waterville, ME 04901

#### Food Service Contact

John Hersey  
Food Service Director  
(207) 873-2751

#### Executive Contact

Peter Hallen  
Superintendent  
(207) 873-4281

No. of Sites / Reviewed: 4 / 1

Month of Review: February 2025

Date of Onsite Review: April 8, 2025

### Commendations

- \* The Waterville School Nutrition Program is operating very well. John Hersey and his staff have done an excellent job adhering to the complex program requirements. He was organized and well-prepared for the review. John's knowledge and experience in the food service industry is an asset to the program. We appreciate the assistance throughout the process. Keep up the great work!
- \* The Community Eligibility Provision (CEP) is an option for schools that have at least 25% enrolled students on the direct certification (DC) list from DHHS. The benefits include reduced administrative burden by eliminating free/reduced applications and the verification process. It also streamlines meal counting and claiming as only a total count is needed, rather than tracking by student name. It is in the Waterville School Nutrition Program's best interest to assess their eligibility for this program. Any questions can be directed to the Child Nutrition office.

### General Program Compliance - Waterville Public Schools (480)

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

#### Technical Assistance - Local Wellness Policy

##### Technical Assistance:

Competitive Foods during the School Day - This section should specifically mention the federal Smart Snack Guidelines as all food sold to students during the school day must comply with these guidelines. It is recommended to make this revision during the next policy review.

*1403. Did a review of agricultural food components indicate violations of the Buy American provision?*

#### Technical Assistance - Buy American Provision

##### 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 percent 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



## SNP Administrative Review Report

Waterville Public Schools (480)

Program Year 2025

### George J Mitchell School (483)

25 Messalonskee Ave  
Waterville, ME 04901

Month of Review: February 2025

Date of Onsite Review: April 8, 2025

### Meal Components & Quantities - George J Mitchell School (483)

410. Review period - planned menu quantities meet the meal pattern requirements

#### Technical Assistance: Serving Size of Vegetables for Lunch

##### Technical Assistance:

For grades k-8 the minimum serving size of vegetable to be offered at lunch is 3/4 cup however a student is allowed to only take 1/2 cup. On some days during the review period, 1/2 cup was recorded on the production record as the serving size. Technical assistance was provided about the minimum amount to be offered versus the minimum amount a student must select.

### Other Federal Programs - George J Mitchell School (483)

1900. FFVP: School on track to spend no more than 10% of grant on administrative costs?

#### Technical Assistance: FFVP

##### Technical Assistance:

The FFVP is running well at George J Mitchell School. On the day of review, students were offered yellow plums and teachers were provided with a fact sheet to provide nutrition education for students. Up to 10% of the FFVP grant funds can be spent on administrative costs. These are documented expenses for planning the Program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables.