



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

June 6, 2019

Robert Moody  
Superintendent  
Glenn Stratton Learning Center  
PO Box 159  
Hinckley, ME 04944

Dear Superintendent Moody:

A Procurement Review of the Glenn Stratton Learning Center School Nutrition Department was conducted.

Please find enclosed the *Review Report* and *Findings and Required Corrective Action*. Return a signed copy of the *Findings and Required Corrective Action* when submitting the requested documentation. **Corrective action documentation is due by July 6, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable.

If you should have any questions, or if we can assist in any way please feel free to contact Michele Bisbee at 624-6708 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley".

Walter Beesley  
Child Nutrition Director

WB/MB/pp

Enclosure

**Procurement Review Report**  
**Good Will Hinkley School Nutrition Department**  
**6/4/2019**

***Introduction***

The Glenn Stratton Learning Center and Maine Academy of Natural Sciences School Nutrition Department received a procurement review based on Federal Regulations and Maine Department of Education, Child Nutrition policies and procedures.

**Code of Conduct**- GSLC has a code of conduct but upon review it does not provide for disciplinary actions. Corrective action is associated with this finding.

**Procurement Procedures**- The School Nutrition Department does have documented Procurement Procedures. However, they are missing the following:

- Steps to ensure that small, minority, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]

**Micro-Purchases**- No findings.

**Corrective Action**- Corrective action is required. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Sincerely,



Michele Bisbee  
Child Nutrition Consultant

**School Nutrition Procurement Review  
Findings and Required Corrective Action**

**Local Education Agency: Good Will Hinkley (Glenn Stratton Learning Center and Maine Academy of Natural Sciences)**

**Local Education Official: Robert Moody**

**The review will remain open until this form has been signed by the Local Education Agency Official and submitted along with the requested documentation that the review finding(s) has been corrected. Failure to return completed documentation within 30 days from the corrective action deadline date may result in the withholding of reimbursement payments.**

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**Finding 1 – Code of Conduct**

Written code of conduct does not provide for disciplinary action.

**Corrective action:** Revise the written code of conduct and send a copy to the reviewer.

Date Due: July 6, 2019

Estimated Fiscal Action: None at this time

**Finding 2 – Procurement Procedures**

Documented procurement procedures do not have steps to ensure that small, minority, and women's businesses enterprises and labor surplus firms are used when possible.

**Corrective action:** Revise written procurement and send a copy to the reviewer.

Date Due: July 6, 2019

Estimated Fiscal Action: None at this time

**Reviewer's Signature** Michelle Bisbee Date 6/10/19

**You may be subject to a revisit if the error tolerance level was exceeded.**

1<sup>st</sup> Review     Revisit

Submit to:    Maine Department of Education  
                  Child Nutrition  
                  136 State House Station  
                  Augusta, ME 04333-0023

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Signature of Local Education Agency Official

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Title

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Date