



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 28, 2023

Leza Packard  
Head of School  
Ecology Learning Ctr  
230 Main St.  
Unity, ME 04988

Dear Ms. Leza Packard:

A Procurement Review of the Ecology Learning Ctr Nutrition Department was conducted.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates required. 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.

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/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

If you should have any questions, or if we can assist in any way please feel free to 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/pp

cc: Chris McGee; Katherine Gaillard

Enclosure



**Procurement Review Report  
Ecology Learning Center School Nutrition Program  
SY 2023**

A review of the Ecology Learning Center School Nutrition Department procurement practices from SY2023 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

**Code of Conduct**- No findings.

**Procurement Procedures**- No findings.

**Micro-Purchases**- Micro-purchase procedures were followed. Federal law requires that micro-purchases be reasonable and distributed among qualified suppliers. Receipts must be kept as documentation. No findings.

**Small Purchases**- N/A

**Formal Purchases**- N/A

**Supply Chain Assistance Funds** – Ecology Learning Center received supply chain assistance funds (SCA) in the amount of \$6296.75 in school year 2022. These funds must be monitored for allowable use and tracking as agreed to by the school.

***Required Corrective Action*** –review food invoices from March 2022 to present and highlight allowable items. Allowable items include unprocessed or minimally processed American products. Milk, vegetables, fruit, flour, eggs, raw meat, rice, and cheese are all examples of allowable items if they are a product of the United States. Add up the cost of allowable items until \$7,290.36 is reached. Maintain these invoices in a Supply Chain Assistance file. Provide a sample of invoices totaling at least \$629 (10% of the allocation) with highlighted items to your reviewer.

Deadline: March 31, 2023

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov) or 207-592-2410.

Sincerely,

A handwritten signature in black ink that reads "Jane McLucas". The signature is written in a cursive, flowing style.

Jane McLucas  
Child Nutrition Director

JM/SP/pp

cc: Chris McGee  
Katharine Gaillard