



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 17, 2023

Phillip Potenziano  
Superintendent  
Brunswick Public Schools  
46 Federal St.  
Brunswick, ME 04011

Dear Superintendent Potenziano:

A Procurement Review of the Brunswick Public Schools 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 Stephanie Stambach at 215-9437 or email [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/SS/pp

Enclosure



JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

**Procurement Review Report  
Brunswick School Nutrition Program  
SY 2023**

A review of the Brunswick School Nutrition Department procurement practices from SY2022 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**- Policy DBJ-R, the federal procurement manual policy, is referenced in the district's procurement procedures; however, it could not be located.

**Required Corrective Action**- Email the reviewer a copy of the federal procurement manual when available.

**Due Date** – February 10, 2023

**Micro-Purchases**- No findings.

**Formal Purchases**- The Brunswick School Nutrition Department is a member of the Merrymeeting buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed. There are no findings.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov) or 207-215-9437.

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/SS/pp

CC: Scott Smith