



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 21, 2025

Jeffrey Burroughs  
Head of School  
Lincoln Academy  
81 Academy Hill Road  
Newcastle, ME 04553

Dear Mr. Burroughs:

The Lincoln Academy Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 11, 2025 David Hartley reviewed Lincoln Academy. An exit conference with Wendy Corlett and Russell Brackett occurred on February 11, 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/doe/files/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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/DH/pn



**SNP Administrative Review Findings**

**Lincoln Academy (1213)**

*Program Year 2025*

**Lincoln Academy (1213)**

81 Academy Hill Road  
Newcastle, ME 04553

**Food Service Contact**

Wendy Corlett  
Chief Financial/Operations Officer  
(207) 563-3596

**Executive Contact**

Jeffrey Burroughs  
Head of School  
(207) 563-3596

No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2025

**Commendations**

- \* An exit conference was held on February 11, 2025, with Wendy Corlett, CFO and Russell Brackett, Food Service Director to review any findings and observations.
- \* A review of the Lincoln Academy School Nutrition Program showed students are receiving healthy nutritious meals. Students have plenty of time to enjoy their meals. Staff do a very good job preparing, serving and interacting with their customers. Keep up the good work.

**Certification and Benefit Issuance - Lincoln Academy (1213)**

*123. On-site observation - validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions*

**Finding 9000: Other Finding**

Lincoln Academy started the school year on September 2, 2024. During the review the reviewer was notified that for students that have not submitted new benefit documents the carryover period is 30 calendar days, which was October 1, 2024. The required carryover period is 30 school days. This would take the date to the middle of October.

**Technical Assistance:**

This was explained to staff during the review.

**Verification - Lincoln Academy (1213)**

*208. Confirmation Review – documentation on file, required procedures followed?*

**Finding 9000: Other Finding**

The application approving official for Lincoln Academy is Wendy Corlett. The verifying official is Lori Wright, and the confirming official for verification is Wendy Corlett. Since Wendy Corlett is the approving official, she cannot also be the confirming official. This task must be assigned to a different individual than the approving official.

**Technical Assistance:**

This was explained to staff. A change will be made moving forward.

**General Program Compliance - Lincoln Academy (1213)**

*1214. Validate OFS #1204 - Did the School Nutrition Director meet annual training requirements?*

**Finding 9000: Other Finding**

One employee, David Waskiewicz did not appear to have received any Professional Standards training hours. David is a part time employee and is only required to complete 4 hours of training.

**Corrective Action:**

What is the plan for David Waskiewicz to complete his Professional Standards Training hours.

Please submit by March 14, 2025



**SNP Administrative Review Findings**

**Lincoln Academy (1213)**

*Program Year 2025*

**Technical Assistance:**

Lincoln Academy uses a system called Vector Solutions to complete training hours. Tracking needs to include what the subjects trained on are, not just state Vector Solutions.



**SNP Administrative Review Findings**

**Lincoln Academy (1213)**

*Program Year 2025*

**Lincoln Academy (1214)**

**Food Service Contact**

81 Academy Hill Road  
Newcastle, ME 04553

Month of Review: January 2025

Date of Onsite Review: February 11, 2025

**Meal Components & Quantities - Lincoln Academy (1214)**

*402. DOR - Do quantities served meet daily meal pattern requirements for age/grade groups*

**Finding 9000: Other Finding**

Production records submitted showed the amount of food used in undeterminable amounts. For instance, one day stated Rice – amount of food prepared 2 hotel pans, amount left over – 1. Another day stated 2 cases of chicken tender, amount of food leftover - .25 cases. These items must be reported in servings. This shows that enough food was used to meet the meal pattern.

Fruit is offered every day, how the production records only state "Unlimited Fresh Fruit", this needs to include a count to once again be able to determine that the meal pattern has been meet.

**Corrective Action:**

Submit to the reviewer production records for the week of March 3, 2025, including both breakfast and lunch.

Submit no later than March 14, 2025.