



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 15, 2024

Robert Kahler  
Superintendent  
Georgetown Public Schools  
51 Emery Lane  
Boothbay Harbor, ME 04538

Dear Superintendent Kahler:

The Georgetown Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 16, 2024 Sarah Platt reviewed Georgetown Central School. An exit conference with Heidi Stevens occurred on February 15, 2024.

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

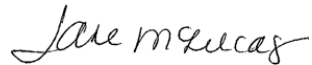
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 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 Findings**

**Georgetown Public Schools (188)**

*Program Year 2024*

**Georgetown Public Schools (188)**

51 Emery Drive  
Boothbay Harbor, ME 04538

**Food Service Contact**

Heidi Stevens  
Food Service Director  
(207) 633-7131

**Executive Contact**

Robert Kahler  
Superintendent  
(207) 633-2874

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2023

**Commendations & Notes**

- \* The School Nutrition Program at Georgetown Central School is operating very well. The kitchen manager is knowledgeable, organized and interacts positively with students. Review paperwork was submitted on time and the efforts of Heidi Stevens, Food Service Director, are appreciated.
- \* Georgetown Central School is operating under Special Provision 2. In the base year, SY2023, meal benefit applications were collected. For the next three years, through SY2026, no meal benefit applications are to be collected.

**Resource Management Comprehensive Review - Georgetown Public Schools (188)**

*753. Internal Controls*

**Finding 9000: Oversight of School Nutrition Financial Transactions is Needed**

Internal controls to maintain effective oversight over federal funds is needed. The Food Service Director needs to review the Food Service Detail General Ledger on a regular basis to ensure only allowable costs are paid from the account and school nutrition revenues are credited.

**Corrective Action:**

Describe what internal controls have been established to maintain proper oversight of the federal school nutrition financial account.

Submit corrective action documentation in CNPweb - E-reviews - Corrective Action Responses by 3/18/2024.

Date Due: 3/18/2024



**SNP Administrative Review Findings**

**Georgetown Public Schools (188)**

*Program Year 2024*

**Georgetown Central School (189)**

51 Emery Drive  
Boothbay Harbor, ME 04538

Month of Review: December 2023

Date of Onsite Review: January 16, 2024

**Meal Components & Quantities - Georgetown Central School (189)**

*400. DOR – all required components available during entire meal service, all lines?*

**No Finding.**

**Technical Assistance Provided:**

Technical assistance was provided to Heidi Stevens, Food Service Director, on the crediting of foods to comply with meal pattern requirements. Further training may be helpful.

It was recommended to plan 2 ounce equivalents of Grain and Meat/Meat alternate each day to ensure weekly meal requirements are met.