



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 23, 2023

Nichole Pothier  
Superintendent  
Otis Public Schools  
105 Otis Road  
Otis, ME 04605

Dear Superintendent Pothier:

A Procurement Review of the Otis Public Schools School 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 Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

A handwritten signature in black ink that reads "Jane McLucas".

Jane McLucas  
Child Nutrition Director

JM/MB/pn



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

A review of the Otis 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**- Otis Public Schools currently does not have compliant Procurement Procedures. A compliant policy will need to be approved and submitted for corrective action.

Corrective Action Due: June 30, 2023

**Micro-Purchases**- No findings.

**Small Purchases**- No findings.

**Formal Purchases**- No Findings.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov) or 207-592-6076.