



February 13, 2023

Dr. Wesley Shipley
Superintendent
Ellwood City Area School District
501 Crescent Avenue
Ellwood City, Pennsylvania 16117-0000

Dear Dr. Shipley:

As previously stated in the Announcement Letter sent on December 12, 2022, the on-site portion of your review will be conducted in March 2023. The month of review (often referred to as the test month) is January 2023.

The on-site portion of the Administrative Review of Ellwood City Area School District has been scheduled for March 1, 2023. I will arrive at approximately 7:00 am.

The following buildings were previously identified for meal observations and a review of menus for the day of review and for one week during the test month. The specific meal types that will be observed at each building are indicated below.

- North Side Primary School – Observation of breakfast and lunch

All required documentation must be available for assessment on the first scheduled day of the review at the arrival time specified in this letter. We are not permitted to accept documentation after the review; therefore, failure to provide all required documentation may result in the reclaim of all meals served during the test month and the review rescheduled for a later date. A list of required documentation was sent via email on January 17, 2023.

On the first scheduled day of the review, I will meet with all applicable School Food Authority (SFA) staff for an entrance conference at which time the purpose, scope, and methodology of the review will be discussed. I will conduct a review at the SFA level. I will visit one or more schools to observe the meal service of lunch and breakfast and to meet with the food service staff. If applicable, a meal observation of the After School Snack Program, Special Milk Program, and the Fresh Fruit and Vegetable Program may also be conducted.

At the close of the review, I will discuss the review findings with you at an exit conference. The purpose of the exit conference is to discuss the results of the review and to make recommendations for improvement, if any are needed. You may want to invite other appropriate staff to attend the exit conference.

Thank you again for your cooperation and assistance in providing adequate workspace while in your district. If you have any questions, you may contact me via email or at 717-775-9984.

Sincerely,

Beth May
Field Services Adviser
Division of Food and Nutrition
Bureau of Budget and Fiscal Management

CC: CN PEARS Primary Contact