



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 20, 2023

Sharon Littlefield  
Superintendent  
RSU 53  
182 School Street  
Pittsfield, ME 04967

Dear Superintendent Littlefield:

The RSU 53 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On October 11, 2023 Michele Bisbee reviewed Vickery School. An exit conference with you and Patricia Roy occurred on October 11, 2023. The enclosed review report describes findings that were discovered during the review. At the time of this report, all Corrective Action has been received. The SY 2024 School Nutrition Program Administrative Review has been completed.

This is to notify you that this is the final action and the Administrative Review is now closed. Should you have any questions, please contact Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/MB/pn



**SNP Administrative Review Findings**

**RSU 53/MSAD 53 (854)**

*Program Year 2024*

**RSU 53/MSAD 53 (854)**

182 School Street  
Pittsfield, ME 04967

**Food Service Contact**

Patricia Roy  
Food service director  
(207) 487-5201

**Executive Contact**

Sharon Littlefield  
Superintendent  
(207) 487-5107

No. of Sites / Reviewed: 3 / 1  
Month of Review: September 2023  
Date of Onsite Review: October 11, 2023

**Commendations**

- \* The review of the RSU 53 went very well. Patricia is working very hard to get things back to the way they were prior to covid. Two claims were validated and everything looked great. An exit meeting was held at the end of the onsite visit with Patricia Roy and the Sharon Littlefield to go over how the review went. Overall, it was a wonderful review with few corrections that needed to be made.

**Technical Assistance**

- \* Technical assistance was provided in regards to the approved short non-discrimination statement being on the menus. This was corrected prior to the on-site review.

**No Findings during Review**

**Meal Components & Quantities - Vickery School (857)**

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?  
Enter data.

**Finding 9000: Other Finding**

Production records from the review period were not filled out appropriately, it appeared as though there was insufficient vegetable served. Another week of production records will be reviewed.

**Corrective Action:**

Production records for the week of October 23rd will need to be submitted for review.

Corrective action due: Completed

Michele Bisbee  
Child Nutrition Consultant  
[Michele.bisbee@maine.gov](mailto:Michele.bisbee@maine.gov)  
207-592-6076