



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

March 24, 2023

Dr. Elaine Swafford
Chattanooga Girl's Leadership Academy
1802 Bailey Avenue
Chattanooga, TN 37404-3530

Dear Dr. Swafford:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Chattanooga Girl's Leadership Academy National School Lunch Program and School Breakfast Program. This review was conducted the week of March 20, 2023, with the exit date of March 23, 2023. The attached summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director must provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the district improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than April 28, 2023. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me, to discuss next steps. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required, corrective actions within the allotted timeframe may result in fiscal action.

Upon receipt of Chattanooga Girl's Leadership Academy's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

Sincerely,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Chattanooga Girls Leadership Academy (C095)

Review ID: 3588

Exit Conference Date: 3/23/2023

Review Year: 2022-2023

Month of Review: February

Lead Reviewer: Gary Gluch

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

| | | | |
|-------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1200 - Professional Standards | V-1200 | Observed the Food Service Management Company (FSMC) school nutrition program director, program manager and cafeteria staff members have not met the training requirements. | Complete trainings to meet the required training hours by job category. Upload agendas and sign-in sheets as proof of compliance. |
| 1200 - Professional Standards | V-1200 | Observed the School Food Authority is not tracking training hours. | Implement a tracking system that appropriately demonstrates compliance. Upload the completed training tracker to establish that training requirements are met for all staff. |

Site - Level Findings: Chattanooga Girls Leadership Academy (8001)

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|-------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 500 - Offer versus Serve | V-0500 | Observed that the cafeteria staff had not been trained on Offer Versus Serve (OVS) during lunch for high school students. | Provide Offer Versus Serve training for the lunch meal pattern to cafeteria staff and upload an agenda and sign in sheet for documentation of compliance. |
| 1400 - Food Safety | V-1400 | Observed the SFA's food safety plan was not properly implemented. | Upload agenda and sign-in sheets to demonstrate compliance has been trained in the areas of cleaning and sanitizing of food contact surfaces, calibrating thermometers, and handwashing/gloves. |
| 1400 - Food Safety | V-1400 | Observed on-site storage violations. | Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained. |
| 1400 - Food Safety | V-1400 | Observed the school reviewed did not have written food safety plan in the cafeteria. | Upload a copy of a revised comprehensive food safety plan to include regulatory items required by 7 CFR 210.13. Include Standard operating procedures, menu items grouped according to process categories, critical control points, critical control points and critical limits, monitoring procedures, corrective actions procedures, recordkeeping procedures, and periodic program review. |
| 1100 - Smart Snacks in School | V-1100 | Observed Smart Snacks (Zero Calorie Sports Drink) sold in the cafeteria area vending machine does not meet Smart Snack standards. | Demonstrate how all Smart Snacks sold meet compliance. To verify compliance, upload an image of the items sold in the vending machine to reflect the sale of bottled water only since it is accessible to middle school students or provide documentation from the vendor that the machine is on a timer during the school day. |
| 1700 - Afterschool Snack | V-1700 | Observed that snacks served in the Review Period did not meet meal pattern requirements. Production records showed that each snack claimed for reimbursement did not meet the 2 component per student requirement. | Upload two weeks of production records that indicate the required components were served to demonstrate compliance. |
| 1700 - Afterschool Snack | V-1700 | Observed that the School Food Authority's After School Snack Program was not monitored within the first 4 weeks of operation. | Complete the monitoring form in the After School Snack Toolkit. Upload a copy of the completed form to demonstrate compliance. |