



**BILL HASLAM**  
GOVERNOR

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

**CANDICE MCQUEEN**  
COMMISSIONER

April 13, 2017

Mr. Lynn Watkins, Director  
McKenzie Special School District (SSD)  
114 West Bell Avenue  
McKenzie TN 38201-1503

Dear Mr. Watkins:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of McKenzie SSD's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 20, 2017 with the exit date of March 24, 2017. The 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 will 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 system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions for McKenzie SSD shall be documented, supported, and listed in the "Compliance" section in TMAC no later than April 28, 2017. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 potential fiscal action.

Upon receipt of McKenzie SSD'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.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

**Mckenzie SSD (094)**  
**Review ID: 564**  
**Exit Conference Date: 3/24/2017**

Review Year: 2017

Month of Review: January

Lead Reviewer: Peter McNeilly

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

**Site - Level Findings: McKenzie High School (0010)**

1400 - Food Safety	V-1400	The school food authority (SFA) did not keep cooling logs for all foods that were cooled for later consumption.	Maintain cooling logs and ensure records are kept for all food that will be cooled for later consumption. Retrain staff to ensure that they follow the correct cooling procedure.  Upload one week of cooling temperature logs to demonstrate that staff is following the correct procedure for cooling left over food items.
400 - Meal Components and Quantities - Lunch	V-0400	On the production records and six- cent worksheets supplied by the SFA for the week of review, some vegetables were not in their appropriate subgroup or were deemed unspecified.	Correct the production records and ensure vegetables are inserted into their correct subgroup classification on production records per the technical assistance provided on site.  Upload the corrected production record for the week of review as evidence of compliance.