



**BILL LEE**  
GOVERNOR

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

**LIZZETTE REYNOLDS**  
COMMISSIONER

April 18, 2024

Mrs. Jean Luna-Vedder  
Clarksville-Montgomery County Schools  
621 Gracey Avenue  
Clarksville, TN 37040-4012

Dear Mrs. Luna-Vedder:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Clarksville-Montgomery County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of April 8, 2024, with the exit date of April 11, 2024. 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 May 19, 2024. 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 Clarksville-Montgomery County Schools 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 our office at (800) 354-3663.

Sincerely,

Joshua Nunnally  
State Director of School Nutrition  
School Nutrition Program

**Montgomery County (630)**

**Review ID: 3639**

**Exit Conference Date: 4/11/2024**

**Review Year: 2023-2024**

**Month of Review: March**

**Lead Reviewer: Gary Gluch**

Area	Findings ID	Finding Description	Required Corrective Action
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**SFA - Level Findings**

200 - Verification	V-0200	Observed that one status was not changed correctly in the benefit issuance system during the verification process.	Create a standard operating procedure that details how to change the status correctly in the benefit issuance system when there is a reduction in benefits. Upload copy of new procedure as proof of compliance.
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**Site - Level Findings: Kenwood High School (0019)**

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented regarding thermometer calibration.	Identify each thermometer, either by an alpha or numeric system, and retrain the cafeteria staff on proper thermometer calibration. Upload copy training agenda, sign-in sheet and completed calibration log.
1400 - Food Safety	V-1400	Observed storage violations in walk-in freezer and dry storage.	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.

**Site - Level Findings: Clarksville High School (0030)**

1400 - Food Safety	V-1400	Observed that the thermometer calibration logs were not recorded correctly.	Identify each thermometer, either by an alpha or numeric system, and retrain the cafeteria staff on proper thermometer calibration. Upload copy training agenda, sign-in sheet and completed calibration log.
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