



**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

December 13, 2022

Mr. Jacob Sorrells  
Marshall County Schools  
700 Jones Circle  
Lewisburg, TN 37091-2427

Dear Director Sorrells:

Please find the attached summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Marshall County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of December 5, 2022, with the exit date of December 7, 2022. 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 January 13, 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 Marshall County'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 our office at (800) 354-3663.

Sincerely,

Bill Byford  
State Director of School Nutrition  
School Nutrition Program

**Marshall County (590)**

**Review ID: 3599**

**Exit Conference Date: 12/7/2022**

**Review Year: 2022-2023**

**Month of Review: October**

**Lead Reviewer: Lindsay Baldwin**

Area	Findings ID	Finding Description	Required Corrective Action
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**Site - Level Findings: Chapel Hill Elementary (0007)**

1400 - Food Safety	V-1400	Observed that the school did not have thermometer calibration logs available.	Record thermometers that are calibrated in the calibration log. Upload two weeks' worth of logs to demonstrate compliance.
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**Site - Level Findings: Delk-Henson Intermediate School (0065)**

1400 - Food Safety	V-1400	Observed that the school did not have thermometer calibration logs available.	Record thermometers that are calibrated in the calibration log. Upload a copy of two weeks' worth of completed calibration logs to demonstrate compliance.
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