



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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PENNY SCHWINN
COMMISSIONER

September 20, 2019

Dr. Linda Gilbert
Murfreesboro City Schools
2552 South Church Street
Murfreesboro, TN 37127-7135

Dear Director Gilbert:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Murfreesboro City's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 8, 2019, with the exit date of April 12, 2019. 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 17, 2019. During this timeframe, if you find 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 potential fiscal action.

Upon receipt of Murfreesboro City'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,

Sandy Dawes
State Director
School Nutrition Program

Murfreesboro City (751)

Review ID: 1033

Exit Conference Date: 4/12/2019

Review Year: 2018-2019

Month of Review: February

Lead Reviewer: Gary Gluch

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Revenue from nonprogram food requirements were not met. The adult meal price for breakfast and lunch was not sufficient to cover the overall cost of the meal.	Raise the adult breakfast and lunch meal price in accordance with FNS Instruction 782-5, and upload a screen shot from the POS that reflects the price change.
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Site - Level Findings: Cason Lane Academy (0015)

1400 - Food Safety	V-1400	The Standard Operating Procedure (SOP) for receiving, FF-SOP2, was not followed. Items in dry storage, reach-in freezers, walk-in refrigerator, and walk-in freezer were not dated, and first in, first out (FIFO) inventory management could not be confirmed.	Retrain staff on proper receiving and storage procedures. Upload a copy of the agenda and training roster for proof of compliance.
1400 - Food Safety	V-1400	The Standard Operating Procedure (SOP) for Manual Dish and Utensil Washing, FE-SOP7 and FE-SOP7a, was not implemented. No water temperature's or sanitizer test strip readings were documented.	Retrain staff on proper dish and utensil washing procedures. Upload a copy of the agenda, training roster, and completed monitoring log for proof of compliance.

500 - Offer versus Serve	V-0500	Offer versus serve requirements were not met. No incomplete meals were observed, but the leftover food returned to the cafeteria after breakfast in the classroom was not reasonable compared to the meals served on the day of review. The leftovers were excessive and indicated that students were not receiving a complete reimbursable meal.	Retrain teachers and educational aides administering breakfast in the classroom on proper offer versus serve procedures, including recognizing a reimbursable meal and reconciliation procedures. Upload a copy of the training agenda and roster of attendees to demonstrate compliance.
1700 - Afterschool Snack	V-1700	Afterschool snack requirements were not met. The program had not been monitored within the first four weeks of operation.	Monitor afterschool snack program, and upload the completed forms as proof of compliance.

Site - Level Findings: Scales Elementary School (0150)

1700 - Afterschool Snack	V-1700	Afterschool snack requirements were not met. The program had not been monitored within the first four weeks of operation.	Monitor afterschool snack program, and upload the completed forms as proof of compliance.
1400 - Food Safety	V-1400	The food safety plan was not properly implemented. Multiple spices in the dry storage area and kitchen were out-of-date.	Discard any expired items, and upload a copy of the discard log to demonstrate compliance with the food safety plan.