



**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

November 22, 2019

Mrs. Adrianna Butler  
Gestalt Community Schools  
2650 Thousand Oaks Blvd, Suite 1400  
Memphis, TN 38118-2449

Dear Mrs. Butler:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Gestalt Community School's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 18, 2019, with the exit date of November 21, 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 December 23, 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 Gestalt Community School'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,

A handwritten signature in cursive script that reads "Dr. Sandy Dawes".

Sandy Dawes  
State Director

**REVIEW SUMMARY**

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

1000 - Local School Wellness Policy	V-1000	Observed that the SFA did not have a wellness policy.	Provide a wellness policy with all required components and upload. Explain how the local wellness policy will be available to the public (web address is appropriate).
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**Site - Level Findings: Power Center Academy High School (8206)**

1400 - Food Safety	V-1400	Observed apples, a ready-to-eat food item, touched by an ungloved hand.	Retrain staff on proper handling of ready-to-eat foods and follow Standard Operating Procedure (SOP) in the Hazard And Critical Control Point Plan (HACCP). Upload a sign-in sheet of the completed training with topic covered and dated.
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