



**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

April 29, 2022

Mr. James Griffin  
Millington Municipal Schools  
5020 Second Avenue  
Millington, TN 38053-9998

Dear Director Griffin:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Millington Municipal Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of April 25, 2022, with the exit date of April 27, 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 May 18, 2022. 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 Millington Municipal 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,

Sandy Dawes  
State Director  
School Nutrition Program

**Millington (798)**

**Review ID: 1841**

**Exit Conference Date: 4/27/2022**

**Review Year: 2021-2022**

**Month of Review: March**

**Lead Reviewer: Michael Bishop**

Area	Findings ID	Finding Description	Required Corrective Action
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**Site - Level Findings: Millington Primary (0123)**

1400 - Food Safety	V-1400	Standard operating procedures were not followed for cooling food.	Chicken tenders were not cooled properly according to temperature log from 3.21.2022. Use the standard operating procedure for cooling food in the food safety/HACCP plan to retrain staff. Upload an agenda and sign-in sheet in the Corrective Action Document to demonstrate compliance.
1400 - Food Safety	V-1400	Temperature logs were not maintained for milk coolers.	Maintain temperature logs for each milk cooler. Upload one week of milk cooler temperature logs in the Corrective Action Document to demonstrate compliance.