



**BILL HASLAM**  
GOVERNOR

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

**CANDICE MCQUEEN**  
COMMISSIONER

May 8, 2017,

Dr. Elaine Swafford, Director  
Chattanooga Girls Leadership Academy  
P.O. Box 3859  
Chattanooga, TN 37404-0859

Dear Dr. Swafford:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Chattanooga Girls Leadership Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 10, 2017, with the exit date of April 12, 2017. The 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 will 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 system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions for Chattanooga Girls Leadership Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 26, 2017. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 Chattanooga Girls Leadership Academy'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 Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

## Chattanooga Girls Leadership Academy (C095)

Review ID: 578

Exit Conference Date: 4/12/2017

Review Year: 2017

Month of Review: March

Lead Reviewer: Leslea Colquitt

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

1200 - Professional Standards	V-1200	The School Nutrition Director has not completed a food safety course.	Complete a food safety course as soon as possible. Once completed, upload the certificate.
300 - Meal Counting and Claiming	V-0300	The School Food Authority was not following their site application. The application states Offer Versus Serve (OVS) is implemented for all grades at lunch, but only high school students participate in OVS.	Modify the site application to reflect middle school students do not participate in Offer Versus Serve.

### Site - Level Findings: Chattanooga Girls Leadership Academy (8001)

300 - Meal Counting and Claiming - Lunch	V-0300	School Food Authority's meal counts were not correct. There was an under claim of 316 for the review month.	Develop a plan to ensure counts are totaled correctly each month. Upload the plan in TMAC, along with documentation to support April's claim.
400 - Meal Components and Quantities - Breakfast	V-0400	The signage did not instruct students to take a 1/2 cup fruit or vegetable.	Display signage instructing students they must take 1/2 cup fruit or vegetable at breakfast. Upload a picture of the correct signage.
400 - Meal Components and Quantities - Lunch	V-0400	The grain component was insufficient for the week of the review month. The daily offering of a soy butter and jam sandwich, yogurt and whole grain granola did not meet the weekly minimum.	Provide documentation to prove the grain component is being met weekly.  Upload menu showing items added to soy butter and jam sandwich and yogurt and granola options.

			(SFA gave the state agency (SA) the updated menu before the review exit).
400 - Meal Components and Quantities - Lunch	V-0400	The meat/meat alternate component was insufficient for the review period. There was not enough diced ham given, crediting information for chicken and tuna salad was insufficient and the daily offering of soy butter and jam sandwich and yogurt and whole grain granola did not meet the weekly minimum.	<p>Provide documentation to prove the meat/meat alternate component is being met weekly.</p> <p>Upload production records when diced ham is next served (or take it off the menu). Upload menu showing chicken and tuna salad is off the menu.</p> <p>Upload menu showing items added to soy butter and jam sandwich and yogurt and granola options. (SFA gave to SA before the exit of review).</p>
400 - Meal Components and Quantities - Lunch	V-0400	The production records did not indicate how components credit toward the meal pattern.	<p>Modify production records to include a column for how components credit toward the meal pattern.</p> <p>Upload updated production records.</p>
400 - Meal Components and Quantities - Lunch	V-0400	Sweet green peas were planned to credit 1/4 cup toward the Beans, Peas, Legumes subgroup.	<p>Ensure all vegetable subgroups are planned to be met each week.</p> <p>Upload May's menu and worksheet to show the vegetable subgroups are being met.</p>
500 - Offer versus Serve	V-0500	Offer versus serve was not being implemented properly. The students were taking all of the items offered during breakfast.	<p>Train teachers and students about offer versus serve.</p> <p>Upload an agenda and sign-in sheet from the training.</p>