



**BILL LEE**  
GOVERNOR

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

**LIZZETTE REYNOLDS**  
COMMISSIONER

April 26, 2024

Dr. Sheri Catron-Cooper  
Circles of Success Learning Academy  
867 S. Parkway E.  
Memphis, TN 38106-5605

Dear Dr. Catron-Cooper:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Circles of Success Learning Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 22, 2024, with the exit date of April 25, 2024. 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 27, 2024. 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 Circles of Success Learning 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 our office at (800) 354-3663.

Sincerely,

Joshua Nunnally  
State Director of School Nutrition  
School Nutrition Program

**Circles of Success Learning Academy (C096)**

**Review ID: 3652**

**Exit Conference Date: 4/25/2024**

**Review Year:** 2023-2024

**Month of Review:** February

**Lead Reviewer:** Michael Bishop

Area	Findings ID	Finding Description	Required Corrective Action
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**Site - Level Findings: Circles of Success Learning Academy (8201)**

1700 - Afterschool Snack	V-1700	Observed that the School Food Authority's After School Snack Program was not monitored within the first 4 weeks of operation.	Complete the provided After School Snack Program Monitoring Form. Upload documentation in the corrective action document.
400 - Meal Components and Quantities - Lunch	V-0400	Observed planned menu quantities did not meet the meal pattern requirements for the review period.	A review of the planned menu and production records showed that the Beans/Peas/Legumes vegetable subgroup was not served during the week of review - February 12-16. Review vegetable subgroup requirement with the lead reviewer or regional consultant.
400 - Meal Components and Quantities - Lunch	V-0400	Observed the minimum daily quantity requirements were not met.	1/2 cup of vegetables were served for grades k-5. The requirement is 3/4 cup of total vegetables served daily. Review meal pattern requirements with the lead reviewer or regional consultant.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCB	Observed the appropriate milk type was not served	Flavored milk was served to Pre-K students in the classroom. Review Pre-K meal pattern requirements with the lead reviewer or regional consultant.