



April 8, 2025

Dr. Jon Rysewyk
Knox County Schools
400 W Summit Hill Dr.
Knoxville, TN 37902-1401

Dear Dr. Rysewyk:

Please find the attached summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of Knox County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of March 31, 2025, with an exit date of April 2, 2025. 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 5, 2025. 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 Knox County'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 black ink that reads "Joshua Nunnally". The signature is written in a cursive, flowing style.

Joshua Nunnally
State Director of School Nutrition
Tennessee Department of Education School Nutrition Program

Knox County School District (470)

Review ID: 3667

Exit Conference Date: 4/2/2025

Review Year: 2024-2025

Month of Review: February

Lead Reviewer: Leslea Miller

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Ball Camp Primary (0010)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Re-train on calibrating thermometers. Upload training documents, agenda and 1 month of correct calibration log.
1400 - Food Safety	V-1400	Observed on-site (or off site) storage violations.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.

Site - Level Findings: Cedar Bluff Middle (0045)

1400 - Food Safety	V-1400	Observed selected relevant cooling temperature logs were out of range.	Retrain cafeteria staff on proper temperature cooling logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a cooling temperature log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP) for one week.
1400 - Food Safety	V-1400	Observed on-site storage violations. Items in the storage and freezer were not date marked.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.

Site - Level Findings: Fountain City Elementary (0087)

1400 - Food Safety	V-1400	Observed jewelry that was larger than the allowable size.	Retrain staff on allowable jewelry according to the HACCP plan. Upload an agenda and sign in sheet to demonstrate corrective action.
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Site - Level Findings: West Haven Elementary (0300)

Infant and Pre-K Meal Pattern Checklist - Snack	V-INFA	Observed that the snack menu contained grain based desserts, specifically granola/breakfast bars.	Modify the after school snack menu for PreK students to remove any grain based desserts. Upload a revised menu to demonstrate compliance.
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Site - Level Findings: West View Elementary (0315)

1400 - Food Safety	V-1400	Observed on-site storage violations.	Retrain staff on proper procedures for date marking. Upload agenda and sign-in sheets to demonstrate compliance has been trained.
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