



**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

January 27, 2017

Mr. Scott Benson, Director  
Lebanon Special School District (SSD)  
701 Coles Ferry Pike  
Lebanon, TN 37087-2209

Dear Mr. Benson:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Lebanon SSD's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 9, 2017 with the exit date of January 13, 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 Lebanon SSD shall be documented, supported, and listed in the "Compliance" section in TMAC no later than February 15, 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 Lebanon SSD'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

**Lebanon SSD (951)**

**Review ID: 580**

**Exit Conference Date: 1/13/2017**

Review Year: 2017

Month of Review: November

Lead Reviewer: Jasmine Taylor

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

700 - Resource Management	V-0700	Revenues and expenses for school year 2014-2015 at the Food School Authority (SFA) level did not match the Local Education Agency (LEA) financial report and annual audit report.	Investigate the discrepancy to determine the variances between the 2014-2015 financial information in Tennessee Meals Accounting and Claiming (TMAC) vs. the 2014-2015 annual audit report to the state agency and ensure the balances match. Notify the state agency of the differences so the appropriate adjustments can be made to the 2014-15 financial report.  Upload documentation demonstrating compliance.  Upload a procedure to ensure that the financial information they have correspond to the districts moving forward.
Resource Management Comprehensive Review	V-RMCRF	Results of non-program foods review revealed that the school food authority (SFA) would have to use nonfederal funds. The SFA has not raised prices for adult meals, visitor meals and a la cart items since the last review. School Board is very resistant to price increases.	Increase pricing of all non- program revenue sources, which includes adult meals and a la carte items.  Upload documentation of price increases indicating price increase and signage with revised pricing.

**Site - Level Findings: Sam Houston Elementary (0030)**

1400 - Food Safety	V-1400	According to their food safety plan, dishes that are washed in	Retrain staff on food safety plan procedures for washing dishes in a 3 compartment sink.
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		<p>a 3 compartment sink are to go through the following cycle, wash, rinse and sanitize. On the day of review, the reviewer(s) observed the dishes being washed and sanitized, in that order, no rinsing of the dishes occurred.</p>	<p>Upload agenda and sign in sheet from the training.</p>
<p>1400 - Food Safety</p>	<p>V-1400</p>	<p>The Pre-K students consume their meals in the classroom, the SFA deemed this method, "family style." Their food was transported to the classroom from the cafeteria and then served to them by their teacher.</p> <p>The reviewers observed the classroom teacher prepare a tray for each student by placing each of the meal components one at a time, in an assembly line fashion, on each tray placed at several tables. This method was very time consuming and the food was left on the trays, possibly out of temperature for an alarming amount of time.</p> <p>The reviewers observed this practice for about 15 minutes before exiting the classroom.</p>	<p>Amend standard operating procedure (SOP) for serving students in the classroom to include the family style serving method, if this method is to be used. Train staff to implement the procedure correctly.</p> <p>Upload revised SOP and documentation of training.</p>
<p>1400 - Food Safety</p>	<p>V-1400</p>	<p>Items in the dry storage, cooler and freezer were not dated. There were also items in the freezer and dry storage that were not stored at least 6 inches off the floor.</p>	<p>Retrain staff on food safety plan procedures to ensure procedural implementation.</p> <p>Upload agenda and sign in sheet from the training.</p> <p>Upload evidence of dated items in dry storage areas and that food is being stored at least 6 inches off of the floor.</p>

**Site - Level Findings: Walter J. Baird Middle (0035)**

500 - Offer versus Serve	V-0500	Staff was not properly implementing offer versus serve (OVS) on the day of review.	Retrain staff on the proper implementation of offer versus serve (OVS).  Upload agenda and sign in sheets from training as evidence of compliance.
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