



**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

February 18, 2022

Dr. Russell Dyer  
Cleveland City Schools  
350 Central Avenue  
Cleveland, TN 37312

Dear Dr. Dyer:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Cleveland City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 14, 2022, with the exit date of February 17, 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 March 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 Cleveland City'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,

Sandy Dawes  
State Director  
School Nutrition Program

**Cleveland City (061)**

**Review ID: 2097**

**Exit Conference Date: 2/17/2022**

**Review Year: 2021-2022**

**Month of Review: January**

**Lead Reviewer: Brooke Walker-Babbs**

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

**Site - Level Findings: Cleveland High (0019)**

|                               |        |   |   |
|-------------------------------|--------|---|---|
| 1400 - Food Safety            | V-1400 | 1408: Observed selected relevant temperature logs indicate temperatures were above 0 degrees Fahrenheit.                            | 1408-CA: Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP). |
| 1100 - Smart Snacks in School | V-1100 | 1104: Observed Smart Snacks sold in the specified area does not meet Smart Snack standards.   | 1104-CA: Demonstrate how all Smart Snacks sold meet compliance. Upload Smart Snack Calculator forms that verify compliance and images of the items sold.  |
| 1400 - Food Safety            | V-1400 | 1409: Observed on-site (or off site) storage violations. Large amount of ice was on the floor and around the perimeter of the door. | 1409-CA: 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: Candy's Creek Cherokee Elementary (0044)**

|                    |        |  |  |
|--------------------|--------|--|--|
| 1400 - Food Safety | V-1400 | 1409: Observed on-site (or off site) storage violations. | 1409-CA: 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. |
|--------------------|--------|--|--|