



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 17, 2024

Dr. McKenzie Cohen
The Collegiate School of Memphis
3353 Faxon Avenue
Memphis, TN 38122-3147

Dear Dr. Cohen:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of The Collegiate School of Memphis's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 2, 2024, with the exit date of April 4, 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 6, 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 The Collegiate School of Memphis'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

Collegiate School of Memphis (P098)

Review ID: 3651

Exit Conference Date: 4/4/2024

Review Year: 2023-2024

Month of Review: February

Lead Reviewer: Michael Bishop

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not assess its compliance with the Revenue from Non-program Foods requirements.	Choose a five-day period from the current school year to assess compliance with non-program food requirements. Use the attached non-program revenue toolkit to assess compliance. Complete the following sheets for the five-day period - 1-Expanded NPR Toolkit, 5-Adult Meals. Other sheets may be used as necessary. Upload a copy of the toolkit to demonstrate compliance.
1400 - Food Safety	V-1400	Observed the SFA's Food Safety Plan did not contain the required elements.	The SFA-wide Food Safety Plan contained material that is outdated or do not aligned with Tennessee's state food law. The TN Dept. of Education provides a compliant Food Safety Plan template for SFAs on its SNP Resources website - https://www.tn.gov/education/districts/snp-resources/snp-program-requirements/snp-haccp.html . Update the Food Safety Plan and upload a copy. @font-face {font-family:"Cambria Math"; panose-1:2 4 5 3 5 4 6 3 2 4; mso-font-charset:0; mso-generic-font-family:roman; mso-font-pitch:variable; mso-font-signature:-536870145 1107305727 0 0 415 0;}@font-face {font-family:Calibri; panose-1:2 15 5 2 2 2 4 3 2 4; mso-font-charset:0; mso-generic-font-family:swiss; mso-font-pitch:variable; mso-font-signature:-469750017 -1073732485 9 0 511 0;}p.MsoNormal, li.MsoNormal, div.MsoNormal {mso-style-unhide:no; mso-style-qformat:yes; mso-style-parent:""; margin:0in; mso-pagination:widow-orphan; font-size:12.0pt; font-family:"Calibri",sans-serif; mso-ascii-font-family:Calibri; mso-ascii-theme-font:minor-latin; mso-fareast-font-family:Calibri; mso-fareast-theme-font:minor-latin; mso-hansi-font-family:Calibri; mso-hansi-theme-font:minor-latin; mso-bidi-font-family:"Times New Roman"; mso-bidi-theme-font:minor-bidi; mso-font-kerning:1.0pt; mso-ligatures:standardcontextual;}MsoChpDefault {mso-style-type:export-only; mso-default-props:yes; font-family:"Calibri",sans-serif; mso-ascii-font-family:Calibri; mso-ascii-theme-font:minor-latin; mso-fareast-font-family:Calibri; mso-fareast-theme-font:minor-latin; mso-hansi-font-family:Calibri; mso-hansi-theme-font:minor-latin; mso-bidi-font-family:"Times New Roman"; mso-bidi-theme-font:minor-bidi;}div.WordSection1 {page:WordSection1;}
800 - Civil Rights	V-0800	Observed that racial and ethnic data were not collected correctly.	Both race and ethnicity must be included when gathering data on the school application. Revise this application to request race and ethnicity data. This must be in a two-question format. Indicate ethnicity first-"Hispanic or Latino" and "not Hispanic or Latino." The second question will be about race. Instructions should specify to mark one or more from a list of races - American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White. Upload a draft of the

			school application for School Year 2024-25 to demonstrate compliance.
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Site - Level Findings: Collegiate School of Memphis (9712)

1100 - Smart Snacks in School	V-1100	Observed Smart Snacks sold in the specified area does not meet Smart Snack standards.	Remove the non-compliant beverages. Review Smart Snack beverage requirements with the lead reviewer.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed production records and other supporting documentation did not indicate that the required quantities of food were available.	Production records were incomplete. Serving sizes were not included for many of the components on the production records. Upload one week of completed and accurate breakfast production records from the month of April, 2024. Include product documentation for each creditable component that is not included in the Food Buying Guide.
400 - Meal Components and Quantities - Lunch	V-0400	Observed production records and other supporting documentation did not indicate that the required quantities of food were available.	Production records were incomplete. Serving sizes were not included for many of the components on the production record. Production records also indicated that vegetable subgroup requirements were not met for the Other subgroup. Upload one week of completed and accurate lunch production records from the month of April, 2024. Include product documentation for each creditable component that is not included in the Food Buying Guide.
1400 - Food Safety	V-1400	Observed selected relevant temperature logs were not available for review.	Temperature logs were not available for the milk cooler and the table-top cooler on the serving line. Thermometer calibration logs were also not available. Use the appropriate standard operating procedures in the food safety plan for maintaining temperature logs and calibrating thermometers. Upload a training sign-in sheet and one week of temperature logs for the milk cooler, reach-in cooler, and a thermometer calibration log that shows thermometers were calibrated at least once during that week.