



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

April 6, 2022

Dr. Elaine Swafford
Montessori Elementary at Highland Park
700 South Hawthorne Street
Chattanooga, TN 37404

Dear Dr. Swafford:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Montessori Elementary at Highland Park National School Lunch Program and School Breakfast Program. This review was conducted the week of April 4, 2022, with the exit date of April 6, 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 3, 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 Montessori Elementary at Highland Park 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

Montessori Elementary at Highland Park (C350)

Review ID: 2282

Exit Conference Date: 4/6/2022

Review Year: 2021-2022

Month of Review: March

Lead Reviewer: Brooke Walker-Babbs

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

800 - Civil Rights	V-0800	Program materials did not contain the appropriate non-discrimination statement.	Ensure that the appropriate non-discrimination statement is being used on all program materials. Upload updated copies of materials as proof of compliance.
800 - Civil Rights	V-0800	The incorrect Non-Discrimination Statement used for the program materials.	Update all program materials and website to include the updated civil rights statement. Submit proof the statement has been updated.
800 - Civil Rights	V-0800	The School Food Authority did not publish a public release as required for the School Year being reviewed.	Issue a public release for the current school year and upload a copy of the release information. Create a procedure to ensure a published public release is completed at the beginning of each school year.
1000 - Local School Wellness Policy	V-1000	The minimum required elements were not all included in the wellness policy.	Visit https://www.fns.usda.gov/tn/local-school-wellness-policy to review required content and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy.

Site - Level Findings: Montessori Elementary at Highland Park (8142)

1400 - Food Safety	V-1400	Observed on-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.
500 - Offer versus Serve	V-0500	Observed that the cafeteria staff had not been trained on Offer Versus Serve (OVS).	Provide Offer Versus Serve training to cafeteria staff and upload an agenda and sign in sheet for documentation of compliance.
1400 - Food Safety	V-1400	Observed selected relevant temperature logs were not available for review.	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).

500 - Offer versus Serve	V-0500	Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review.	Retrain staff on the proper implementation of Offer Versus Serve. Upload agenda and sign in sheets from training as evidence of compliance.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented. Crates with milk were found on the floor.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7CFR 210.13.