

LEAD Charter School-08006109 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	LEAD Charter School-12341		02/02/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:52 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:44 PM				
	Date of Implementation: 12/19/25				
	The operations manager reviewed the internal tally sheet to ensure snacl counts were accurately counted and reported. Our food service team received additional training via our LunchTime software to ensure accurate meal counts. The Operations Manager implemented daily checks of the meal counts to check for errors, as well as walkthroughs to monitor the meal service. Additionally, the food service received additional training in Snears and ICN on meal counting. Food service staff now verify that meals claimed align with meals served.				
Corrective Action History	Flagged by Katie Hunter 12/18/2025 11:44 AM				
	Point-of-service snack counts by student/benefit category must be maintained. No tally sheets made available to state auditor.				
	Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area.				
	Each snack day ordered 20, claimed 20. Snacks ordered align precisely with those claimed for Review Month of November and prior months: August, September, October 2025. Required comparisons must be made daily, and food service staff must verify that snack claims align with snacks served, not snacks ordered.				
	Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.				
Corrective Action History	Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	LEAD Charter School-12341		02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:52 AM CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:44 PM Date of Implementation: 12/19/25 The operations manager reviewed the internal tally sheet to ensure snacl counts were accurately counted and reported. Our food service team received additional training via our LunchTime software to ensure accurate meal counts. The Operations Manager implemented daily checks of the meal counts to check for errors, as well as walkthroughs to monitor the meal service. Additionally, the food service received additional training in Snears and ICN on meal counting. Food service staff now verify that meals claimed align with meals served. Flagged by Katie Hunter 12/18/2025 11:44 AM Point-of-service snack counts by student/benefit category must be maintained. No tally sheets made available to state auditor. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area. Each snack day ordered 20, claimed 20. Snacks ordered align precisely with those claimed for Review Month of November and prior months: August, September, October 2025. Required comparisons must be made daily, and food service staff must verify that snack claims align with snacks served, not snacks ordered. Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	LEAD Charter School-12341		02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:53 AM CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:53 PM Date of Implementation: 12/19/25 The operations manager scheduled a monitoring session for the start of the next school year to occur within the first 4 weeks. The Operations Manager has already implemented weekly walkthroughs to monitor the meal service to ensure that the school remains in compliance. Additionally, he will maintain a record of the monitoring Form 365. Form 211 CEP NSLP and SBP On-Site Review Monitoring_August2025.pdf Form 211 CEP NSLP and SBP On-Site Review Monitoring_August2025.pdf				
	Flagged by Katie Hunter 12/18/2025 11:44 AM The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Corrective Action Plan: Removed by Katie Hunter 12/18/2025 09:16 AM CAP Removed				
	Flagged by Katie Hunter 12/18/2025 09:23 AM The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Afterschool Snack Program (Other Programs)	LEAD Charter School-12341		02/02/2026	CAP Accepted

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	Flagged by Katie Hunter 12/18/2025 11:44 AM The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Corrective Action Plan: Removed by Katie Hunter 12/18/2025 09:26 AM CAP Removed				
	Flagged by Katie Hunter 12/18/2025 09:26 AM The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Meal Counting and Claiming - Day of Review	LEAD Charter School-12341	318	02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:12 PM				
	Date of Implementation: 12/18/25				
	We contacted our food service program provider, LunchTime, to inform them that we needed a notification to notify the cashier when a student was served a second meal. The technician corrected the meal counting system to allow for the proper notification & reporting the same day.				
Corrective Action History	Flagged by Katie Hunter 12/18/2025 11:42 AM				
	An accurate count of reimbursable second meals served, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable meal. The State Agency has determined that the inaccurate second meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.				
	Corrective Action Finding:				
	Day of review, lunch observation: Two students took a second lunch meal. The Lunch Time system did not flag these students for a second meal.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	LEAD Charter School-12341	321	02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:26 PM				
	Date of Implementation: 12/19/25				
	Our food service team received additional training via our LunchTime software to ensure accurate meal counts. The Operations Manager implemented daily checks of the meal counts to check for errors, as well as walkthroughs to monitor the meal service. Additionally, the food service received additional training in Snears and ICN on meal counting.				
	Flagged by Katie Hunter 12/18/2025 11:43 AM				
	Breakfast and lunch meal counts for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	LEAD Charter School-12341	324	02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:49 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:30 PM				
	Date of Implementation: 12/19/25				
	Our food service team received additional training via our LunchTime software to ensure accurate meal counts. The Operations Manager implemented daily checks of the meal counts to check for errors, as well as walkthroughs to monitor the meal service. Additionally, the food service received additional training in Snears and ICN on meal counting. Food service staff now verify that meals claimed align with meals served.				
Corrective Action History	Flagged by Katie Hunter 12/18/2025 11:43 AM				
	When conducting edit checks, if questionable patterns in the free, reduced price, or paid counts appear at breakfast and lunch, an explanation must be provided.				
	Corrective Action Finding:				
	Review Month, November: 100 breakfast meals were claimed every day, and 200 lunch meals were claimed every day. Meals ordered daily align precisely with those claimed for Review Month of November and prior months: August, September, October 2025. Required comparisons must be made daily, and food service staff must verify that meal claims align with meals served, not meals ordered.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	LEAD Charter School-12341	325	02/02/2026	CAP Accepted

LEAD Charter School-08006109 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:50 AM CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:32 PM Date of Implementation: 12/19/25 Our food service team received additional training via our LunchTime software to ensure accurate meal counts. The Operations Manager implemented daily checks of the meal counts to check for errors, as well as walkthroughs to monitor the meal service. Additionally, the food service received additional training in Snears and ICN on meal counting. Food service staff now verify that meals claimed align with meals served. Flagged by Katie Hunter 12/18/2025 11:43 AM The state agency has determined that the inaccurate method counting, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. Corrective Action Finding: Review Month, November: 100 breakfast meals were claimed every day, and 200 lunch meals were claimed every day. Meals ordered daily align precisely with those claimed for Review Month of November and prior months: August, September, October 2025. Required comparisons must be made daily, and food service staff must verify that meal claims align with meals served, not meals ordered. The system of counting meals must be corrected. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	LEAD Charter School-12341	401	02/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:44 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:06 PM				
	Date of Implementation: 12/19/25				
	First we provided our food service staff with training from the Snears website on how to accurately recognize a reimbursable meal under offer versus serve guidelines. We held a morning meeting with the students to remind them to take at least 3 food components, with signage posted at the counter to guide them.				
Corrective Action History	Flagged by Katie Hunter 12/18/2025 11:42 AM				
	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.				
	Corrective Action Finding:				
	Day of observation, lunch 12/16/2026: Two students only took milk. Two meals are non-reimbursable due to missing components.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	LEAD Charter School-12341	402	02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:54 AM CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/22/2026 12:46 PM Date of Implementation: 12/22/25 We reached out to our food company Karsons and informed them of the corrective actions as it pertains to portion sizes for high school students. We reviewed the expectations that must be met going forward and will actively monitor the weight and size of all portions. All corrections will be made before food is delivered to the school site. Karsons will also send us the measuring cup utilized in their facility for us to confirm measurements upon delivery. The food service team referred to the Lunch Meal Pattern Chart, to ensure that future menus met the required minimums. We also purchased a measuring cup to ensure uniform portion size upon delivery. Flagged by Katie Hunter 12/18/2025 11:43 AM Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Breakfast and Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Corrective Action Finding: Insufficient quantities. Day of observation, lunch 12/16/2025: Turkey and cheese sandwich on a whole grain (WG) bun was served. The WG bun credits as 1.5 whole grain rich (WGR). Per the Lunch Meal Pattern, grades 9-12, a minimum of two WGR must be offered daily. Per the Lunch Meal Pattern, grades 9-12, a minimum of one cup fruit and one cup vegetable must be served. Lunch meals contained a small apple and 7-9 baby carrots. Day of observation, breakfast 12/17/2025: Per the Breakfast Meal Pattern, grades 9-12, a minimum of one cup fruit and/or vegetable must be served. Breakfast meals contained a small orange. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	LEAD Charter School-12341	409	02/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:51 AM
	CAP Accepted
	Corrective Action Plan: Submitted by Marlon Calliste 01/20/2026 02:40 PM
	Date of Implementation: 12/22/25
	We reached out to our food company Karsons and informed them of the corrective actions as it pertains to portion sizes for high school students. We reviewed the expectations that must be met going forward to ensure compliance with the meal pattern. The food service team referred to the Lunch Meal Pattern Chart, to ensure that future menus met the required minimums. Food service team received training on Production Records via Snears and ICN to ensure accurate reporting. The operations manager does a daily check of the production records to confirm accuracy of portions left over, reimbursable, non-reimbursable, and total meals served. Flagged by Katie Hunter 12/18/2025 11:44 AM At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. Corrective Action Finding: Review week breakfast and lunch production records (11/17/25-11/21/25)- # portions left over, reimbursable, non-reimbursable, and total meals served are incomplete, no on site Food Service staff signature. All meals from the review week are non-reimbursable: Breakfast: 11/17/25- 100 11/18/25- 100 11/19/25- 100 11/20/25- 100 11/21/25- 100

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	Lunch:				
	11/17/25- 200				
	11/18/25- 200				
	11/19/25- 200				
	11/20/25- 200				
	11/21/25- 200				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	LEAD Charter School-12341	410	02/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 07:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marlon Calliste 01/22/2026 12:41 PM				
	Date of Implementation: 12/22/25				
	We reached out to our food company Karsons and informed them of the corrective actions as it pertains to portion sizes for high school students. We reviewed the expectations that must be met going forward and will actively monitor the weight and size of all portions. All corrections will be made before food is delivered to the school site. The food service team referred to the Lunch Meal Pattern Chart, to ensure that future menus met the required minimums. We also purchased a measuring cup to ensure uniform portion size upon delivery. Flagged by Katie Hunter 12/18/2025 11:42 AM At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. Corrective Action Finding: Per the Lunch Meal Pattern, grades 9-12, a minimum of 2 ounce equivalents (oz. eq.) meat/meat alternate (M/MA) and 2 oz eq. whole grain rich (WGR) must be offered daily. The following components are insufficient quantities: wheat dinner roll (1.5 WGR) and All Beef Italian Sub (1/5 M/MA). Unable to determine the following components due to inadequate nutrition information: Stroehmann's bread, Beef Nacho's Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged