

Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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www.bullittschools.org

MEMORANDUM

TO: Dr. Keith Davis, Superintendent
Ms. Becky Sexton, Assistant Superintendent of Support Services

FROM: Jennifer Wooley, Director of Human Resources *JW*

DATE: March 28, 2018

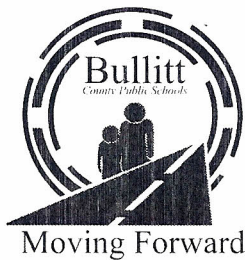
RE: Item for April Board Agenda – SFS Request for Reduction of Planning Days and Addition of Extended Days

Attached please find Ms. Voyles' memo requesting a reduction of all planning days for lunchroom monitor, cook/baker, and cafeteria manager positions while adding three extended days to cafeteria manager and cook/baker positions to begin with the 2018-2019 school year. I recommend approval of her request.

If you have any questions regarding this recommendation, please feel free to contact me or School Food Service Director Angela Voyles.

Attachment:
Memo from Angela Voyles

*OK to April
B Sexton*



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DATE: March 10, 2018

TO: Ms. Jennifer Wooley, Director of Human Resources

FROM: Angela Voyles, Director of School Food Service

RE: Request to Remove Planning Days from SFS Contracts for SY 18-19 and Add Additional Extended Days

Requested is the removal of the seven (7) planning days from all SFS employee contracts to include cafeteria managers, cook/bakers and lunchroom monitors and the addition of three (3) extended days to cafeteria manager and cook/baker contracts.

In SY 17-18, cafeteria managers are scheduled to work all school days, plus four (4) planning days and seven (7) extended days. Cook/bakers are scheduled to work all school days, plus four (4) planning days and two (2) extended days. This request would simplify their schedule so that all SFS would work all school days, PLUS cafeteria managers would have ten (10) extended days and cook/bakers would have five (5) extended days (planned schedule below).

School Food Service strives to be a self-sustaining department within the school district as the program generates revenue from household meal payments and federal reimbursement. When school is not in session (planning days), the department does not generate revenue. When staff works on planning days, the loss in revenue becomes even more problematic as the department still incurs the cost of labor. By eliminating planning days from SFS staff contracts, the loss in revenue becomes of little significance by the absence of expense.

However, with the implementation of the Healthy Hunger Free Kids Act (HHFKA) of 2010, public law requires minimum educational and experience requirements for school food service personnel, and these professional standards require additional training and professional development hours beyond what can be acquired during a typical work/school day. Furthermore, there are annual district training requirements (e.g., Safe Schools Trainings) that are required for staff to complete prior to the beginning of the school year. Also, in addition to the above training requirements, it is essential that staff have an opening, closing and mid-year cleaning/maintenance days to ensure smooth and efficient operations. Below is a chart of the planned schedule for SFS Staff extended days:

Date	Use of Day	SFS Staff
7/24/18 & 7/25/18	Cafeteria Manager Program/Regulatory Training	Cafeteria Managers – 2 Days
7/26/18	OVEC Manager Training	Cafeteria Manager – 1 Day
7/30/18	Mega Meeting – District Training (Regulatory)	Cafeteria Manager and Cook Baker – 1 Day
7/31/18	Cafeteria Manager Program/Regulatory Training – Technology/POS training	Cafeteria Manager – 1 Day
8/1/18 & 8/2/18	District Trainings (Safe Schools) or 1 st Delivery/Opening Day (dependent on delivery schedule)	Cafeteria Manager and Cook Baker – 2 Days
8/7/18	Manager Opening Day	Cafeteria Manager – 1 Day
3/11/19	Mid-Year Cleaning/Maintenance or Training (if applicable)	Cafeteria Manager and Cook Baker – 1 Day
5/24/19	Closing Day	Cafeteria Manager and Cook Baker – 1 Day

* All dates tentative pending weather, etc.

Please let me know if you need additional information regarding this request.