

Gallatin County School Nutrition Department

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**DATE:** March 8, 2019

**TO:** Gallatin County School Board Members

**FROM:** Martha Sebring, School Nutrition Director

**SUBJECT:** Stipend for the Supper Program

 I am asking you to approve a stipend for my Upper Elementary/Middle School Cafeteria Manager. He has agreed to take over the everyday management of our supper program. Two of the ladies that do the program no longer want to do it and I have struggled to have coverage for the supper program. Mr. Bailey has agreed to change his hours and work from 8:00-4:30. He will be replacing the two ladies that are working part time now. He will take on the extra responsibility of paperwork, food orders, inventory, production records and putting up stock. This is in addition to the duties that he does as Cafeteria Manager.

 I have talked with Mr. Gamble and we have come up with a stipend amount of $3600.00 per year. The supper program runs for 132 school days each year. We feel that this is a fair amount considering all the paperwork involved. I would like to prorate the amount for the remainder of the 2018/2019 School year.

 I ask that you consider my request for the stipend and changing Mr. Bailey’s hours. I have talked with Mr. Gamble and with the extra income we have the funds to cover this position. As always, thank you for your support of the Gallatin County Nutrition Department and the work that we are doing to feed our children.