



# Bullitt County Public Schools

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Shepherdsville, Kentucky 40165

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[www.bullittschools.org](http://www.bullittschools.org)

DATE: Sept. 15, 2021

TO: Jesse Bacon, Superintendent *JB*

FROM: Todd Crumbacker, Director of School Nutrition Services *TC*

RE: Additional cook/baker staff member (Pleasant Grove Elementary)

I am requesting approval for one additional team member, a cook/baker, for Pleasant Grove Elementary. This position will be 5.25 hours a day. I am requesting that we be able to post this position immediately. Due to the USDA allowing our department to serve free meals to all students, we have seen an increase in meal participation in many of our schools, particularly our non-CEP schools. PGES is one of the schools that have benefited from the flexibility of serving free meals. This position will be guaranteed for the remainder of the 21-22 school year; a labor analysis will be completed monthly to determine if this position will be needed for the 22-23 school year. Our current "Meals Per Labor Hour" analysis (MPLH) supports the addition of this staff member. Funding for this staff member will come from Fund 51: School Nutrition Services.

Included with this memo is the following:

- A MPLH analysis for PGES
- Wage-Calculation sheet to determine the cost of a cook/baker for various steps, along with a table to capture total costs

# School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS

School Food Authority

Pleasant Grove-w/o Moni &amp; 1/2 Mgr

School

August, 2021

Month/Year

Annette Murphy

Person Completing Report

August, 2021

Determining Month/Year

16

# of Serving Days

Meal Equivalents

Use \$ to Determine A La Carte  
ADP

## I. Determining Meal Equivalent

Breakfast: 2859

178.6875

x.67=

119.721

Breakfast ADP (include adult meals)

Lunch: 5307

331.6875

=

331.688

Lunch ADP (include adult meals)

Snack \$

0

x.33=

0.000

After School Snack ADP

A la Carte \$ 342.00

\$ 21.38

4.670

Non-reimbursable food sales average/day (exc. Adult meals)

\*FLR+CV per MF 2014=  
3.2275 (# provided by KDE)

Free lunch Reimbursement+Commodity Value per meal factor\*

456.078

TOTAL MEAL EQUIVALENTS

Guideline is 14-18 meals per labor hour (MPLH). Factors that may affect MPLH may include: Size of Operation/Number of Serving Lines/Scheduling of Lunch Periods/Amount of Convenience Food Used.

## IV.I Calculating Meals Per Labor Hour

456.08

÷

14

=

32.58

Total Meal Equivalents

Desired MPLH

Desired Labor Hours

26.375

-

32.58

=

-6.20

Current Labor Hours

Desired Labor Hours

Increase/Decrease

If sum is + = reduction in labor

If sum is - = increase in labor

IV.I Calculating total  
labor hours needed per  
day using 14 MPLH

## IV.II Calculating Meals Per Labor Hour

456.08

÷

16

=

28.50

Total Meal Equivalents

Desired MPLH

Desired Labor Hours

26.375

-

28.50

=

-2.13

Current Labor Hours

Desired Labor Hours

Increase/Decrease

If sum is + = reduction in labor

If sum is - = increase in labor

IV.II Calculating total  
labor hours needed per  
day using 16 MPLH

## IV.III Calculating Meals Per Labor Hour

456.08

÷

18

=

25.34

IV.III Calculating total  
labor hours needed per  
day using 18 MPLH

Total Meal Equivalents	Desired MPLH	Desired Labor Hours
26.375	25.34	1.04
Current Labor Hours	Desired Labor Hours	Increase/Decrease
		If sum is + = reduction in labor If sum is - = increase in labor

School:

SNS

Program:

5 HOURS COOK / BAKER

Project #:

STEP 0 - \$11.62

Prepared By:

Principal Signature:

Date Submitted:

Approved By (Program Director):

Balanced (YES/NO)

**SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	10,399.90	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	81.94	
0221	FICA	844.79	
0222	EMPLOYER MEDICARE CONTR.	150.80	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,802.77	
0251	STATE UNEMPLOYMENT INS.	80.00	
0260	WORKMANS COMPENSATION	42.84	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 22,729.64	

Adjustments

22,729.64

Total Grant Amount

**Balanced When this is ZERO**

(22,730.00)

If a needed expense object line isn't listed, feel free to make changes  
Call Sherry Sweet, 502-869-8011 with questions or for assistance.



School:

SNS

Program:

5 HOURS COOK / BAKER

Project #:

STEP 5 - \$12.95

Prepared By:

Principal Signature:

Date Submitted:

Approved By (Program Director):

Balanced (YES/NO)

**SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	11,590.25	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	718.60	
0222	EMPLOYER MEDICARE CONTR.	168.06	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	3,123.57	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	47.62	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	98.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 24,336.74	

Adjustments

24,336.74

Total Grant Amount

**Balanced When this is ZERO**

(24,337.00)

If a needed ~~expense~~ object line isn't listed, feel free to make changes

Call Sherry Sweat, 502-869-8011 with questions or for assistance.

School:

SNS

Program:

5 HOURS COOK / BAKER

Project #:

STEP 10 - \$14.24

Prepared By:

Principal Signature:

Date Submitted:

Approved By (Program Director):

Balanced (YES/NO)

**SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	12,744.80	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	790.18	
0222	EMPLOYER MEDICARE CONTR.	184.80	
0231	KTRS (Fed. Prop. Only)	-	
0232	CERS	3,434.72	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	52.25	
0284	HEALTH INSURANCE	8,400.00	
0285	LIFE INSURANCE	12.00	
0286	ADMINISTRATION FEE	96.00	
0287	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 25,895.49	

Adjustments

25,895.49

Total Grant Amount

**Balanced When this is ZERO**

(25,895.00)

If a needed expense object line isn't listed, feel free to make changes

Call Sherry Sweet, 502-869-8011 with questions or for assistance.

School: SNS

Program: 6 HOURS COOK / BAKER

Project #: STEP 0 - \$11.62

Prepared By:

Principal Signature:

Date Submitted:

Approved By (Program Director):

Balanced (YES/NO) **SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	12,479.88	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.00	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	773.75	
0222	EMPLOYER MEDICARE CONTR.	180.96	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	3,363.33	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	51.17	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 25,537.83	

Adjustments

Total Grant Amount

**Balanced When this is ZERO**

25,537.83

(25,538.00)

If a needed expense object line isn't listed, feel free to make changes  
Call Sherry Sweat, 502-869-8011 with questions or for assistance.

School:

SNS

Program:

6 HOURS COOK / BAKER

Project #:

STEP 5 - \$12.95

Prepared By:

Principal Signature:

Date Submitted:

Approved By (Program Director):

Balanced (YES/NO)

**SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	13,908.30	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	862.31	
0222	EMPLOYER MEDICARE CONTR.	201.67	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	3,748.29	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	57.02	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 27,466.34	

Adjustments

27,466.34

Total Grant Amount

**Balanced When this is ZERO**

(27,466.00)

If a needed ~~expense~~ object line isn't listed, feel free to make changes  
Call Sherry Sweet, 502-869-8011 with questions or for assistance.



School:

SNS

Program:

6 HOURS COOK / BAKER

Project #:

STEP 10 - \$14.24

Prepared By:

Principal Signature:

Date Submitted:

Approved By (Program Director):

Balanced (YES/NO)

**SORRY, BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	15,293.76	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	26.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	948.21	
0222	EMPLOYER MEDICARE CONTR.	221.76	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	4,121.67	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	62.70	
0284	HEALTH INSURANCE	8,400.00	
0285	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	98.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 29,336.85	

Adjustments

29,336.85

Total Grant Amount

**Balanced When this is ZERO**

(29,337.00)

If a needed expense object line isn't listed, feel free to make changes  
Call Sherry Sweet, 502-869-8011 with questions or for assistance.

Staffing Additions - Cost Analysis

<b>4 hr. cook/baker</b>	<b>Step 0</b>	<b>Step 5</b>	<b>Step 10</b>
Hourly Rate	\$11.62	\$12.95	\$14.24
Total Expenses	\$19,921	\$21,207	\$22,454

<b>5 hr. cook/baker</b>	<b>Step 0</b>	<b>Step 5</b>	<b>Step 10</b>
Hourly Rate	\$11.62	\$12.95	\$14.24
Total Expenses	\$22,730	\$24,337	\$25,895

<b>6 hr. cook/baker</b>	<b>Step 0</b>	<b>Step 5</b>	<b>Step 10</b>
Hourly Rate	\$11.62	\$12.95	\$14.24
Total Expenses	\$25,538	\$27,466	\$29,337