


Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

Phone: 502-869-8000
Fax: 502-543-3608
www.bullittschools.org

DATE: Nov. 10, 2021

TO: Jesse Bacon, Superintendent 

FROM: Todd Crumbacker, Director of School Nutrition Services

RE: Additional cook/baker staff member (Eastside Middle School)

I am requesting approval for one additional team member, a cook/baker, for Eastside Middle School (EMS). This position will be 5 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, especially our non-CEP schools. EMS is one of the schools that have benefited greatly 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 EMS (Aug., Sept., & Oct.)
- Wage-Calculation sheet to determine the cost of a cook/baker for various steps

School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS

School Food Authority

Eastside-w/o Moni & 1/2 Mgr

School

September, 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	1169	73.0625	x.67=	48.952
		Breakfast ADP (include adult meals)	+	
Lunch	4729	295.5625	=	295.563
		Lunch ADP (include adult meals)	+	
Snack	\$ -	0	x.33=	0.000
		After School Snack ADP	+	
A la Carte	\$ 2,907.75	\$ 181.73		39.702
		Non-reimbursable food sales average/day (exc. Adult meals)		
		Free lunch Reimbursement+Commodity Value per meal factor*		384.216
				TOTAL MEAL EQUIVALENTS

*FLR+CV per MF 2014=
4.5775 (# provided by KDE)

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				
384.22	÷	14	=	27.44
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
24.875	-	27.44	=	-2.57
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				
384.22	÷	16	=	24.01
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
24.875	-	24.01	=	0.86
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				
384.22	÷	18	=	21.35
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
24.875	-	21.35	=	3.53

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

Current Labor Hours

Desired Labor Hours

Increase/Decrease

If sum is + = reduction in labor

If sum is - = increase in labor

Include ALL food service employee time in the labor hours. Including 100% of the manager's time. We are checking about the monitor's time to see if it is to be included or not.

For meal equivalents, add any adult breakfasts to the breakfast count and any adult lunches to the lunch count. Don't forget to look for the the adult YMCA and the employee, monitor, and visitor lunches.

LINES 48 and 49:

If the adjustment needed comes out to be a negative number, that means they are short handed and need more labor. If it is not negative, then they are even or are over staffed.

Staffing Additions - Cost Analysis

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

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

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

School: SNS

Program: 4 HOURS COOK / BAKER

Project #: STEP 0 - \$11.62/HOUR

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	8,319.92	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	515.84	
0222	EMPLOYER MEDICARE CONTR.	120.64	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,242.22	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	34.11	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
	Total Expenses	\$ 19,921.46	

Adjustments

19,921.46

Total Grant Amount

Balanced When this is ZERO

(19,921.00)

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.

\$8500 ins

School: SNS

Program: 4 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	9,272.20	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	574.88	
0222	EMPLOYER MEDICARE CONTR.	134.45	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,498.86	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	38.02	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 21,207.14	

Adjustments

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.

Total Grant Amount

21,207.14

Balanced When this is ZERO

(21,207.00)

*\$8500
ins.*

School: SNS

Program: 4 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	10,195.84	
0131	CLASSIFIED OTHER SALARY	-	
0160	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	632.14	
0222	EMPLOYER MEDICARE CONTR.	147.84	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,747.78	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	41.80	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	98.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 22,454.14	

Adjustments

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.

22,454.14

Total Grant Amount

Balanced When this is ZERO (22,454.00)

\$8500 ins.

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	91.94	
0221	FICA	644.79	
0222	EMPLOYER MEDICARE CONTR.	150.80	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,802.77	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	42.64	
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 Sweat, 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	47.52	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
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. Prog. Only)	-	
0232	CERS	3,434.72	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	52.25	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	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 Sweat, 502-869-8011 with questions or for assistance.