BULLITT COUNTY PUBLIC SCHOOLS

TODD CRUMBACKER, DIRECTOR
STEPHANIE NORRIS, PROGRAM ASSISTANT
ANNETTE MURPHY, ADMINISTRATIVE ASSISTANT
MICHELLE LOUDERMILK, ACCOUNTS PAYABLE SECRETARY

DEPARTMENT OF SCHOOL NUTRITION SERVICES

DATE: Jan. 10, 2024

TO: Jesse Bacon, Superintendent

FROM: Todd Crumbacker, Director of School Nutrition Services

RE: Additional cook/baker staff member (Bullitt East High School)

I am requesting approval for one additional team member, a cook/baker, at Bullitt East High School (BEHS). This position will be 6.5 hours a day for 179 days a year. I am requesting that we be able to post this position immediately. Due to an increase in production at BEHS in recent months, this position is justified. A labor analysis has been completed for each month of this 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:

- MPLH analysis for BEHS (Aug. - Dec.)
- Wage-Calculation sheets to determine the cost of a cook/baker for various steps

School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS	Aug. 2023
School Food Authority	Month/Year

BEHS	Crumbacker
School	Person Completing Report

Use $ to Determine A La Carte ADP	Aug. 2023	17
	Determining Month/Year	# of Serving Days

I. Determining Meal Equivalent

Meal Equivalents

Breakfast	1798	105.7647059	**x.67=**	70.862
		Breakfast ADP (include adult meals)		

			+	
Lunch	8099	476.4117647	=	476.412
		Lunch ADP (include adult meals)		

			+	
Snack		0	**x.33=**	0.000
		After School Snack ADP		

			+	
A la Carte	$ 17,512.85	$ 1,030.17		226.660
		Non-reimbursable food sales average/day (exc. Adult meals)		

*FLR+CV per MF 2014= 4.545 (# provided by KDE)	Free lunch Reimbursement+Commodity Value per meal factor*	773.934
		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				
773.93	÷	14	=	55.28
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	55.28	=	-8.91
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				
773.93	÷	16	=	48.37
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	48.37	=	-2.00
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

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

773.93	÷	18	=	43.00
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	43.00	=	3.38
Current Labor Hours		Desired Labor Hours		Increase/Decrease
				If sum is + = reduction in labor If sum is - = increase in labor

School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS		Sept. 2023
School Food Authority		Month/Year

BEHS		Crumbacker
School		Person Completing Report

	Sept. 2023	19
Use $ to Determine A La Carte ADP	Determining Month/Year	# of Serving Days

I. Determining Meal Equivalent — Meal Equivalents

Breakfast	2618	137.7894737	**x.67=**	92.319
		Breakfast ADP (include adult meals)		
			+	
Lunch	9571	503.7368421	=	503.737
		Lunch ADP (include adult meals)		
			+	
Snack		0	**x.33=**	0.000
		After School Snack ADP		
			+	
A la Carte	$ 23,686.70	$ 1,246.67		274.294
		Non-reimbursable food sales average/day (exc. Adult meals)		

*FLR+CV per MF 2014= 4.545 (# provided by KDE)

Free lunch Reimbursement+Commodity Value per meal factor*	870.350
	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

870.35	÷	14	=	62.17
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	62.17	=	-15.79
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

870.35	÷	16	=	54.40
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	54.40	=	-8.02
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

IV.III Calculating total labor hours needed per day using 18 MPLH	870.35	÷	18	=	48.35
	Total Meal Equivalents		Desired MPLH		Desired Labor Hours
	46.375	-	48.35	=	-1.98
	Current Labor Hours		Desired Labor Hours		Increase/Decrease
					If sum is + = reduction in labor If sum is - = increase in labor

School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS		Oct. 2023
School Food Authority		Month/Year

BEHS		Crumbacker
School		Person Completing Report

Use $ to Determine A La Carte ADP	Oct. 2023	16
	Determining Month/Year	# of Serving Days

	I. Determining Meal Equivalent			Meal Equivalents
Breakfast 2331	145.6875	**x.67**=		97.611
	Breakfast ADP (include adult meals)		+	
Lunch 8005	500.3125	=		500.313
	Lunch ADP (include adult meals)		+	
Snack	0	**x.33**=		0.000
	After School Snack ADP		+	
A la Carte $ 21,411.25	$ 1,338.20			294.434
	Non-reimbursable food sales average/day (exc. Adult meals)			
*FLR+CV per MF 2014= 4.545 (# provided by KDE)	Free lunch Reimbursement+Commodity Value per meal factor*			892.357
				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			
IV.I Calculating total labor hours needed per day using 14 MPLH	892.36	÷	14	=	63.74
	Total Meal Equivalents		Desired MPLH		Desired Labor Hours
	46.375	-	63.74	=	-17.36
	Current Labor Hours		Desired Labor Hours		Increase/Decrease
					If sum is + = reduction in labor
					If sum is - = increase in labor

IV.II Calculating Meals Per Labor Hour			
IV.II Calculating total labor hours needed per day using 16 MPLH	892.36	÷	16	=	55.77
	Total Meal Equivalents		Desired MPLH		Desired Labor Hours
	46.375	-	55.77	=	-9.40
	Current Labor Hours		Desired Labor Hours		Increase/Decrease
					If sum is + = reduction in labor
					If sum is - = increase in labor

IV.III   Calculating Meals Per Labor Hour

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

892.36	÷	18	=	49.58
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	49.58	=	-3.20
Current Labor Hours		Desired Labor Hours		Increase/Decrease
				If sum is + = reduction in labor
				If sum is - = increase in labor

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

School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS		Nov. 2023
School Food Authority		Month/Year

BEHS		Crumbacker
School		Person Completing Report

Use $ to Determine A La Carte ADP	Nov. 2023	17
	Determining Month/Year	# of Serving Days

	I. Determining Meal Equivalent	Meal Equivalents

Breakfast	2451	144.1764706	**x.67=**	96.598
		Breakfast ADP (include adult meals)	+	
Lunch	8398	494	=	494.000
		Lunch ADP (include adult meals)	+	
Snack		0	**x.33=**	0.000
		After School Snack ADP	+	
A la Carte	$ 23,030.15	$ 1,354.71		298.067
		Non-reimbursable food sales average/day (exc. Adult meals)		
*FLR+CV per MF 2014= 4.545 (# provided by KDE)		Free lunch Reimbursement+Commodity Value per meal factor*		888.665
				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 total labor hours needed per day using 14 MPLH	IV.I Calculating Meals Per Labor Hour			
	888.67	÷	14	=	63.48
	Total Meal Equivalents		Desired MPLH		Desired Labor Hours
	46.375	-	63.48	=	-17.10
	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.II Calculating Meals Per Labor Hour			
	888.67	÷	16	=	55.54
	Total Meal Equivalents		Desired MPLH		Desired Labor Hours
	46.375	-	55.54	=	-9.17
	Current Labor Hours		Desired Labor Hours		Increase/Decrease
					If sum is + = reduction in labor
					If sum is - = increase in labor

IV.III Calculating Meals Per Labor Hour

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

888.67	÷	18	=	49.37
Total Meal Equivalents		Desired MPLH		Desired Labor Hours
46.375	-	49.37	=	-3.00
Current Labor Hours		Desired Labor Hours		Increase/Decrease
				If sum is + = reduction in labor If sum is - = increase in labor

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

School Food Service Labor Analysis

BULLITT COUNTY SCHOOLS		Dec. 2023
School Food Authority		Month/Year

BEHS		Crumbacker
School		Person Completing Report

	Dec. 2023		13
Use $ to Determine A La Carte ADP	Determining Month/Year		# of Serving Days

I. Determining Meal Equivalent   Meal Equivalents

Breakfast	1989	153	x.67=	102.510
		Breakfast ADP (include adult meals)	+	
Lunch	6661	512.3846154	=	512.385
		Lunch ADP (include adult meals)	+	
Snack		0	x.33=	0.000
		After School Snack ADP	+	
A la Carte	$ 16,845.60	$ 1,295.82		285.108
		Non-reimbursable food sales average/day (exc. Adult meals)		

*FLR+CV per MF 2014= 4.545 (# provided by KDE)	Free lunch Reimbursement+Commodity Value per meal factor*	900.003
		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 total labor hours needed per day using 14 MPLH	**IV.I Calculating Meals Per Labor Hour**			
	900.00	÷	14	=	64.29
	Total Meal Equivalents		Desired MPLH	Desired Labor Hours
	46.375	-	64.29	=	-17.91
	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.II Calculating Meals Per Labor Hour**			
	900.00	÷	16	=	56.25
	Total Meal Equivalents		Desired MPLH	Desired Labor Hours
	46.375	-	56.25	=	-9.88
	Current Labor Hours		Desired Labor Hours	Increase/Decrease
				If sum is + = reduction in labor
				If sum is - = increase in labor

IV.III   Calculating Meals Per Labor Hour

IV.III Calculating total labor hours needed per day using 18 MPLH	900.00	÷	18	=	50.00
	Total Meal Equivalents		Desired MPLH		Desired Labor Hours
	46.375	-	50.00	=	-3.63
	Current Labor Hours		Desired Labor Hours		Increase/Decrease
					If sum is + = reduction in labor If sum is - = increase in labor

School:	
Program:	**6.5** ALL COOK/BAKER POSITIONS EXCLUDING MONITORS
Project #:	
Prepared By:	WITH PAYROLL ON STEP 0 BASED ON THIS YEAR'S PR SCALE
Principal Signature:	
Date Submitted:	1/3/2024
Approved By (Program Director):	
Balanced (YES/NO)	**SORRY, BACK TO DRAWING BOARD!!**

ORG			
OBJECT	**ACCOUNT DESCRIPTION**	**AMOUNT**	**DESCRIPTION**
0130	CLASSIFIED REGULAR SALARY	16,254.10	
0213	GROUP LIABILITY INSURANCE	1,011.34	
0221	FICA	1,007.75	
0222	EMPLOYER MEDICARE CONTR.	235.68	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	3,793.71	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	66.64	
	Total Expenses	$ 22,429.22	

Adjustments

22,429.22

Total Grant Amount

Balanced When this is ZERO   (22,429.00)

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:

Program: **6.5** ALL COOK/BAKER POSITIONS EXCLUDING MONITORS

Project #:

Prepared By: WITH PAYROLL ON STEP 10 BASED ON THIS YEAR'S PR SCALE

Principal Signature:

Date Submitted: 1/3/2024

Approved By (Program Director):

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

ORG				
OBJECT	**ACCOUNT DESCRIPTION**	**AMOUNT**	**DESCRIPTION**	
0130	CLASSIFIED REGULAR SALARY	19,395.55		
0213	GROUP LIABILITY INSURANCE	1,011.34		
0221	FICA	1,202.52		
0222	EMPLOYER MEDICARE CONTR.	281.24		
0231	KTRS (Fed. Prog. Only)	-		
0232	CERS	4,526.92		
0251	STATE UNEMPLOYMENT INS.	60.00		
0260	WORKMANS COMPENSATION	79.52		
	Total Expenses	$ 26,557.09		

Adjustments

26,557.09

Total Grant Amount

Balanced When this is ZERO (26,557.00)

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.