

Proposal for Consultant/Assistant – Food and Nutrition Department**Submitted by:** Kimberly Cornett**Date:** November 1, 2025**District:** Newport Independent School District

I am requesting approval to hire a retired Food Service Director as a consultant to assist with the upcoming Administrative Review and Procurement Review for the Food and Nutrition Department. Contract is not to exceed 400 hours to be paid from Fund 51. As a new Director, additional expert support is essential to ensure full compliance, accuracy, and efficiency throughout the State review process.

A consultant with prior Director-level experience will provide critical guidance, help organize required documentation, identify and correct potential compliance issues, and support post-review follow-up. Their historical knowledge of past reviews and established procedures will significantly reduce risks of findings, financial penalties, or required corrective actions—ultimately protection from unnecessary costs and ensuring program integrity.

Key Responsibilities of the Consultant:

- Organize and prepare required documents and records.
- Verify data accuracy and consistency across reports.
- Review policies, procedures, and training compliance.
- Assist with any corrective actions and post-review documentation.

Justification for Funding:

- Reduces the risk of noncompliance and potential fiscal penalties.
- Ensures a smoother, more efficient State review process.
- Provides expert support and continuity as leadership transitions.
- Strengthens long-term program compliance and operational quality.

Approval of this request will support a successful State review while ensuring that the Food and Nutrition Department meets all regulatory requirements.

Thank you for your consideration.

Sincerely,
Kimberly Cornett
Food Service Director