



Fayette County Public Schools

Fayette County Board of Education Meeting Agenda Item Executive Summary

MEETING: Planning ▾
TOPIC: Job Description

DATE: October 12, 2026

PREPARED BY: Jennifer Dyar

Recommended Action on: October 26, 2026

Action Item for Vote (REGULAR MEETING) ▾

Superintendent Prior Approval: Yes ▾

Recommendation/Motion: A motion is in order to approve the position and job description for the Associate Director of Child Nutrition.

Background/Rationale: The Child Nutrition Department is one of the largest departments in Fayette County Public Schools and currently does not have an Associate Director position. The Associate Director of Child Nutrition will assist the Director in overseeing and operating the proprietary Fund 51 Child Nutrition program and the 465 employees who support our students at every school and program across the district. This position will be funded through the Child Nutrition Program - Fund 51, which is separate from the general fund and a vacant administrative assistant position will be converted to apply to the cost of the position. As the current Director is retiring in January 2027, revamping the organizational structure of the department is timely, and more information supporting this request is contained in the following attachment.

Strategic Priority:

- | | |
|---|---|
| ☒ Student Achievement | ☐ Unity, Belonging & Student Efficacy |
| ☒ Highly Effective, Culturally Responsive Workforce | |
| ☐ Outreach & Engagement | ☒ Organizational Health & Effectiveness |

Data Considerations: Data directly related to the Child Nutrition operations

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: Fund 51 (not general funds) - \$100,000

Attachments(s): Job Description and Additional Information Document

Request for Associate Director of Child Nutrition

An Associate Director of Child Nutrition is requested to provide an appropriate span of control for the FCPS Child Nutrition Program's size and complexity. USDA regulations recognize that school nutrition becomes substantially more complex as enrollment grows. USDA's director standards specifically call for a highly qualified nutrition-program leader, and the federal framework covers management, financial management, procurement, food safety, human resources, and program compliance. The School Nutrition Association states that larger school districts requiring more centralized management have supervisory staff who support the director. The Associate Director position expands management capacity and distributes the workload for managing the department's 465 staff, a budget of approximately \$40,000,000, and the daily operation of 61 production kitchens that feed 40,000+ students at 68 locations.

The scale and operational complexity of the district's nutrition enterprise exceed what one senior administrator can effectively manage while simultaneously providing strategic leadership, financial oversight, regulatory compliance, and school-level operational support. An Associate Director would offer the following:

FUNCTION	VALUE ADD
Daily Operations	Provides another senior leader overseeing school cafeterias, production, equipment service, and operational problems
Financial Management	Helps monitor food costs, labor costs, participation, inventory, purchasing, revenue, and the financial health of the Fund 51 enterprise fund.
Compliance	Affords dedicated oversight for USDA and KDE requirements for meal-pattern compliance, documentation, audits, corrective actions, and professional standards.
Personnel	Lends capacity to the hiring, retention, evaluation, and training of approximately 465 employees.
School Level Support	Offers intensive support, supervision, and coaching to 4 supervisors and 61 school cafeteria managers
Continuity and Accountability	Creates a second-in-command to operate the program when the Director is unavailable. Offers support and leadership on major initiatives without pulling the Director away from strategic priorities and responsibilities.

Meal Data	Daily	Annually
Breakfast	13,000+	2,046,525
Lunch	24,000+	4,139,967
Dinner	800+	120,859

- 72,971 breakfasts and lunches served during the summer