



# Pacifica School District

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*Preparing Students for an Evolving World*

www.pacificasd.org

## MEMORANDUM

*Office of the Superintendent*

Meeting of December 6, 2017

**TO:** Board of Trustees  
**FROM:** Wendy S. Tukloff, Ed.D., Superintendent  
**SUBJECT:** Child Nutrition Supervisor: Job Description and Salary Placement

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### Recommendation

It is recommended that the Board approve the updated job description for Child Nutrition Supervisor and salary range.

### Background

With the announcement of Lisa Kern, Child Nutrition Supervisor's retirement whose last day of work will be Thursday, February 28, 2018, a need has arisen to fill the position. Additionally, there are new qualifications set by the California Department of Education (CDE) for those filling this management position as well as Pacifica's current goal of a self-sustaining program, no longer relying on an outside vendor.

The attached Child Nutrition Supervisor Job description reflects the changes that align with current CDE qualifications and the district goal of a self-sustaining program. With these modifications there was also a need to evaluate the current salary range to align with like districts. Pacifica School District reached out to Millbrae School District, San Mateo County who has a similar child nutrition program approach. The suggested salary range aligns with Millbrae School District taking into account total compensation.

Dependent on the approval of the job description and salary range, Pacifica School District has a current employee, Lori Miller, who fulfills the qualifications and has interest in the position. Should Lori Miller fill the Child Nutrition Supervisor position, a four hour personnel assistant position will support the Human Resources Department in lieu of the current eight hour personnel specialist position (Lori Miller's current position).

Please note the fiscal impact for this position will be approximately \$15,000, that will be offset by a savings from the elimination of the personnel specialist position (replaced with the personal assistant position) and the elimination of the need for a Sodexo contract by the end of the 2017-18 school year.