

Port Jervis


SCHOOL DISTRICT

Enclosure no. 1

Lorelei Case
Assistant Superintendent for Business
9 Thompson Street
Port Jervis, New York 12771

Phone (845) 858-3100 Ext. 15530
Fax (845) 858-3265

To: Tom Bongiovi
Board of Education

From: Lorelei Case 

Date: December 8, 2016

Subject: Food Service Staffing Changes

Two Food Service employees are retiring in January. In my continuing effort to improve the program and the financial status of the program, current staffing was reviewed. The following changes will be implemented:

- Abolish the Civil Service title School Lunch Cook
 - title is approved Civil Service title, but not a CSEA contract title
 - Senior Food Service Helper - title is approved Civil Service title and included in CSEA contract
- Will not replace the high school retirement
 - staff has been reassigned
- Change HBE staff schedules
 - promote current employee to Senior Food Service Helper
 - reduce hours of Food Service Worker from 5.5 to 4.5 hours
 - reassign a 3.5 hour employee to the 4.5 hour position
 - reduce hours of Food Service Workers (2) from 3.5 hours to 3.0 hours
 - current employee agrees to reduced hours (if she had not, hours would not be changed until a retirement)
 - post for Food Service Worker – 3 hours per day

I have reviewed the plan with the Cook Managers and the CSEA executive committee and everyone is in support of the plan.

C.mo