Washington County School District
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Administrative Letter A103

Meal Supervision Guidelines

Administrative Letter #103 Meal Supervision Guidelines - Approved 11/7/2014

DATE: November 7, 2014

FROM: Richard Holmes, Assistant Superintendent for Secondary Education

Rex Wilkey, Assistant Superintendent for Elementary Education

Sharon Stucki, Child Nutrition Coordinator

SUBJECT: Meal Supervision Guidelines

DEFINITIONS

This administrative letter has been established to create a standard for meal supervision that is fair and equitable for both elementary and secondary schools. It is the responsibility of the school administration to oversee breakfast and lunch supervision.

Individuals who fulfill the assignments listed below are under contract and will receive a standard meal but no financial compensation. Meal supervision may include assignments inside and outside during the designated period

- Common to all secondary schools (grades 6-12) will be supervision up to six (6) individuals chosen at the discretion of the principal (i.e. principal, assistant principal, school resource officer, custodial staff, etc.).
- Common to all elementary schools (including Enterprise Elementary K-6) will be supervision up to five (5) individuals who serve in the following positions: principal, site coordinator or designee, lunch clerk and custodial staff.

GUIDELINES AND STANDARDS for PAID SUPERVISION

The Washington County Child Nutrition Department pays for meal supervision. The employee hired will be paid at the current hourly rate set for meal supervision; 1) A **Certified** supervision employee will receive a standard meal plus the hourly set rate; 2) A **Classified** supervision employee is paid at the set rate but does not receive a meal. For **part-time employees**, the total employee time must be within the guidelines set for part-time no benefits.

Elementary Grades K-5 (Enterprise K-6)

TOTAL ENROLLMENT	LUNCH SUPERVISION HOURS
300	2
301	3
400+	4

PAID BREAKFAST SUPERVISION	
	Up to 1 hour

Intermediate and Middle School Formula Grades 6-9

- Based on total school enrollment, the formula will be one-hundred students to one meal supervisor (100/1)
- Meal supervision for breakfast will not be a paid position

High School Formula Grades 10-12

- **One meal supervision employee per service window** - the window designation will be specific to each high school and will be assigned by the Washington County School District Child Nutrition Coordinator.
- **One cafeteria meal monitor**
- Meal supervision for breakfast will not be a paid position