



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director of Human Resources
Subject: Specialist – Nutrition Services Support_Pay Scale Revision
Date: June 18, 2025

HISTORY:

The Child Nutrition Services (CNS) position of Specialist – Nutrition Services Support at (federally funded) pay grade 5 has served the SEISD since its last update on June 12, 2020.

RATIONALE:

Due to the district's right-sizing and recent vacancy of the Specialist – Nutrition Services Support position, the job description has been updated to reflect duties resulting from the various right-sizing changes over the past years. The position is responsible for supporting the food service operations on each campus to ensure they have the food, supplies, staff, and materials needed for daily operations. This position also contributes to the program's financial integrity by properly managing cash and deposits. Additionally, the position administers and complies with USDA donated foods program rules, coordinates catering events, and provides training and technical assistance on applications and nutrition software. The position aligns with the level 6 group required education/certification and experience.

BUDGET IMPACT:

Federally funded position.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is that the Board of Trustees approve the pay grade of the federally funded position of Specialist—Nutrition Services Support, administrative technical pay scale 6. When calculated at the midpoint on pay grade 6, the projected budget for federal funds is \$41,040.00. The difference from the administrative technical pay scale 5 to 6 is approximately \$3,727.80 at the midpoint.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.