



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director of Human Resources
Subject: CNS Compliance Supervisor Pay Grade
Date: April 9, 2025

HISTORY:

The Child Nutrition Services (CNS) position of Officer-Nutrition Services Compliance at (federally funded) pay grade 7 has served the SEISD since its last update on June 29, 2023.

RATIONALE:

Due to the district's right-sizing and recent vacancy of the position of Officer-Nutrition Services Compliance, the position has been repurposed to Compliance Supervisor -CNS. The new position, Compliance Supervisor, is responsible for conducting extensive activities to monitor and validate compliance, ensuring the accuracy of data and information used to prepare federal claims for all Child Nutrition Programs. The Compliance Supervisor is also responsible for providing training and guidance on all Child Nutrition Programs, the point-of-sale system, and assessing equipment needs.

BUDGET IMPACT:

Federally funded position.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board of Trustees to approve the pay grade of the federally funded position of Compliance Supervisor, professional pay grade 2-A. The projected budget for federal funds is a difference of \$18,200.00 when calculated at the midpoint from operational grade 7 to professional grade 2-A.

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.