



TOWN OF LINCOLN

ARPA Funding Request Form

SUBMISSION ARE DUE BY DECEMBER 9, 2021

DATE: December 8, 2021

1. **DEPARTMENT / COMMITTEE: Lincoln Public Schools**

Submitting Official, title: Becky McFall, Superintendent

Contact Phone: 781 259-9409

Contact Email: bmcfall@lincnet.org

2. **ARPA ITEM / PROJECT REQUESTED: Retention and Incentive Pay for Food Services Employees**

3. **ARPA ELIGIBLE SPENDING CATEGORY: Premium Pay for essential workers**

- a. **All eligible projects must fall under one of the federal categories. If you are unsure of the spending category, town administration will complete.**

4. **EXECUTIVE SUMMARY OF THE PROJECT (including how it responds to the effects of the pandemic):**

This proposal is requested in order to retain our highly trained food services employees and incentivize potential new food services employees to accept positions that support our school lunch program. Since the early onset of COVID and potentially continuing into the future the USDA has funded and required universal free lunch in schools. While this is a wonderful opportunity and support for student learning, it adds a burden to the Food Service Program in that we are serving more meals and require additional staff hours to meet the production volume. The reimbursement rate, while generous, is not keeping pace with rising food costs and the labor rates necessary to hire skilled and reliable workers. Our compensation rates are fixed by contract agreement and revenue limitations.

We have a set of dedicated employees who continued to work through the pandemic beginning in March 2020 through the present when they could have earned more on unemployment or in local fast-food restaurants. In FY21 and now in FY22 it has been difficult to fill open positions and retain our food services staff. Most of these staff can earn more at McDonald's and other similar businesses than we are currently paying. The Food Service program also experiences its share of staffing challenges as do many departments when workers have been out on medical leaves. Some weeks and months, we are simply unable to hire temporary or permanent replacement staff. We are advertising that we are hiring regularly internally through parent newsletters, and externally through our local channels. We have even investigated a third-party substitute food service worker provider and soon realized our employees would be making even less than their hourly rate and we would likely lose many of them.

There is significant pressure on the current staff as the program cannot "go without" preparing meals for our students. We are serving not only our most vulnerable, but new students and families due to a very erratic economic environment where families are experiencing unreliable income or job insecurity. School Lunch has and can become the only meal of the day for students with surprise

economic change in their life. Universal Free Lunch has hidden some of this as lunch is free and seconds for healthy fruits and vegetables are encouraged. Other students do not know the circumstances as all students are eating for free.

Our goals are to:

- Provide an annual retention bonus of \$300 to loyal employees who
 - Worked in FY21 (paid upon approval of this request and funds are made available),
 - Complete a full year or prorated portion of FY22 (paid in the last paycheck of the year), and/or
 - Complete a full or prorated portion of FY23 (paid in the last paycheck of the year).
- Increase the hourly pay rate in FY23 by 2.25% and pay another retention bonus at the end of the school year as outlined above.
- Provide a pay rate in FY24 that is \$1 higher than the FY22 pay rate with no retention bonus at the end of the year.
 - The hourly rate for a
 - Food Service worker would change from \$15.11 to \$16.11 per hour
 - Food Service Kitchen Manager would change from \$21.71 to \$22.71.

5. **POPULATION TO BENEFIT FROM PROJECT:** Low wage, essential workers who keep our school lunch programs in operation. Our students benefit when we are fully staffed and can utilize our full kitchens to provide healthy meals.

6. **FISCAL YEAR IMPACT: FY22**

- a. Does project affect multiple fiscal years? Yes
- b. If so, please indicate all fiscal years impacted: FY22, FY23, FY24

7. **DOES REQUESTED PROJECT INVOLVE A THIRD-PARTY? NO**

- a. If yes, please provide third party name:
- b. Are you able to establish reporting requirements for third-party distributions?

8. **TOTAL AMOUNT REQUESTED:** FY22 - \$6,300; FY23 – \$8,092; FY24 - \$7,049 = \$21,441

	FY 22	FY23	FY24	Total
Retention Bonus	\$6,300	\$4,500		\$10,800
Wage Adjustment		\$3,592	\$7,049	\$10,641
Total	\$6,300	\$8,092	\$7,049	\$21,441

- a. Is the request for a capital item/project or for operations? Operations
- b. If a capital request, are soft costs included in requested amount above? Choose an item.
- c. If yes, enter amount of estimated soft costs:
- d. If the request is an operating request, will it result in recurring expenses? It will result in an adjusted hourly wage rate that will need to be built into future operating budgets.
- e. If yes, please state plans for future funding: Operating budget pending School Committee Approval

9. ENTER ANY OTHER AVAILABLE FUNDING SOURCES FOR THE PROJECT, INCLUDING AMOUNT: None
10. IS PROJECT TIMELINE ESTIMATED TO BE COMPLETED WITHIN ARPA TIMELINE (December 2024, except for construction projects which have a deadline of December 2026):YES
11. IF NOT FUNDED THROUGH ARPA, WILL PROJECT BE REQUESTED IN FUTURE CAPITAL OR OPERATING REQUESTS: YES

QUESTIONS?

Contact Colleen at 781-259-2673 or wilkinsc@lincolntown.org OR Tim at 781-259-2604 or higginst@lincolntown.org

SUBMISSION ARE DUE BY DECEMBER 9, 2021

Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to Tim AND Colleen at the above email addresses, with all supporting documentation.