



School Support Services  
WARREN COUNTY SCHOOL DISTRICT  
185 HOSPITAL DRIVE — CURWEN BUILDING  
WARREN, PA 16365

## MEMORANDUM

TO: DR. NORBERT J. KENNERKNECHT, WCSD BUILDINGS & GROUNDS DIRECTOR  
FROM: ARAMARK MANAGEMENT, MR. MARTY MAHAN, GENERAL MANAGER  
DATE: APRIL 18, 2007  
RE: RUSSELL ELEMENTARY SCHOOL CAFETERIA

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At the present time, the WCSD Russell Elementary School Cafeteria is one of five satellite cafeterias within the district. Each satellite school presently receives their food daily via truck from the full service Beaty Warren Middle School Cafeteria. The Russell Elementary kitchen is fully equipped to serve the enrollment of RES.

The ARAMARK Management Team makes the following recommendations for the 07/08 school year:

- Russell Elementary School becomes a full service cafeteria.
- Russell Elementary School would serve as the Northern Attendance Area Kitchen providing food for the Sugar Grove Elementary School satellite. (combined enrollment of RES and SGEs approximately 559)
- Present Russell Cafeteria Lead/Cook would need to be assigned as Russell Cafeteria Manager.
- A Cook position from Beaty Warren Middle School would be moved to Russell Elementary School as Cook.
- Beaty Warren Middle School will continue to serve SSEL, SES and AVES (combined enrollment of SSEL, SES, and AVES approximately 660)
- WCSD Human Resources would review the staffing situation to determine if there is no cost involved to alter positions.