



## SHS Lunch Program Meeting

October 2, 2017

Attendees: Karen Netzel, Mike Fuellbrandt, Sherri Black, Kathy Holmes, Karen Miller, Krista Hemmett, Tim Hiebert, Tannis Sitarz

1. Call to Order
  - 5:30 PM
  - Adopted April meeting minutes
2. Karen Netzel report
  - Enrollment = 409 students
    - Annual payment = 162
    - Semi-annual payment = 99
    - Monthly = 45
    - Free = 7 (3<sup>rd</sup>, 4<sup>th</sup> child, staff)
    - Casual = 2
    - Unpaid = 94, Karen Netzel will be collecting from these families.
  - Staffing
    - 12 Supervisors + Karen Netzel ( School provides one teacher supervisor)
    - 4 Casuals
    - Mike/Karen interviewing for two casual positions.
    - One supervisor will be going on Mat Leave and a current casual will be filling her position when she goes on leave.
  - URIS Training
    - Oct 12, 2017
    - Karen Netzel will bring in casuals for this training
3. Admin
  - Sherri Black requires forecasted expenses and surplus by October 13, 2017.
4. Treasurer
  - No report discussed. Karen Miller will try and have the accounting up to date for the meeting in November.
5. New Business
  - Motion moved by Mike Fuellbrandt to allocate \$500 for games/toys. Krista Hemmett 2<sup>nd</sup> the motion. This will go with the \$500 from last year.
  - Motion moved by Mike Fuellbrandt to allocate \$400 for walkie talkies. Kathy Holmes 2<sup>nd</sup> the motion. This will be used with the \$400 from last year. 15 walkie talkies are needed.
  - Motion moved by Mike Fuellbrandt to reimburse one employee up to \$100 for first aid training. Kathy Holmes 2<sup>nd</sup> the motion. Karen Netzel will determine the employee. Karen and Stacey have valid certificates till Sept 2018.

- Vests are missing. Sherri Black will ask teachers if they have any and to hang them up. Will be discussed at next meeting if more need to be purchased.
- Motion moved by Krista Hemmett to remove Nori Dehn and Jennifer Simms as signatories. Tim Hiebert 2<sup>nd</sup> the motion.
- Motion moved by Kathy Holmes to add Krista Hemmett and Tim Hiebert as signatories. Sherri Black 2<sup>nd</sup> the motion.
- Karen Miller will check with the bank about who needs to sign the minutes to remove and set up the new signatories.
- Karen Netzel to provide Karen Miller with copies of receipts and number of enrollments at the beginning of the year and the end of the year for auditing purposes.
- Motion moved by Mike Fuellbrandt to formalize payroll increments for staff. Kathy Holmes 2<sup>nd</sup> the motion. Mike will update the Lunch Program Guidelines.
  - Starting daily rate \$14.00
  - After two years \$14.50
  - After four years \$15.00 Maximum

6. Meeting Date

- Motion moved by Tim Hiebert to define Lunch Committee meeting schedule as quarterly. Kathy Holmes 2<sup>nd</sup> the motion. Meeting dates for 2017-2018 are:
  - Oct 2, 2017 @ 5:30 pm
  - Nov 16, 2017 @ 5:30 pm
  - Feb 1, 2018 @ 5:30 pm
  - Apr 19, 2018 @ 5:30 pm

7. Meeting Adjourned 6:55 pm