



## SHS Lunch Program Meeting

September, 2018

Attendees: Mike Fuellbrandt,, Karen Netzel, Tanis Ziprick, Robert Fraser, Kathy Holmes, Pamela Alexander

Regrets: Tim Hiebert, Krista Hemmett

1. Call to Order
  - 5:30 PM
2. Karen Report
  - Program is operating well. Kindergarten supervision is going well.
  - Staff: 5 Casual, 14 Full Time (plus coordinator).
  - Enrollment:
    - 203 Annual
    - 5 Casual
    - 116 Semi-Annual
    - 29 Monthly
    - 5 Monthly paid by the division.
    - 3 Free as 3rd child
    - 6 free as Staff children
    - 131 still to collect.
    - Kindergarten enrollment: 80 (in above numbers)
    - Chair Noted: 453 total kids/15 supervisors (14/day + Coordinator) 30.2 kids/supervisor ratio. Well under division limit of 60.
  - 75 Lunch Monitors (up from 50-60)
  - Kindergarten registration was not well done. Parents returned forms without cheques, so we are chasing money now. Karen suggested that she help out with the Kindergarten info night?
  - Last year's disciplinary actions were received. Employees came back this year.
3. Admin
4. Treasurer's Report
  - 2017-2018 finals:
    - Total costs: 55474.83
      - Wages: 45,801
    - Total Income: 60,735
      - Total Deposits: 63,000
      - Total NSF: 1,680
      - Total Refunds: 685
    - Surplus: 5,462
      - Chair noted: This is in addition to the existing surplus.
    - Outstanding Liabilities: 1,100
      - 5 Payroll cheques remain uncashed.
5. New Business:
  - Budget. Committee discussed and prepared budget.

|   |             |
|---|-------------|
| First Aid Training (\$90/person)  | \$1,800.00  |
| Wages   | \$58,675.00 |
| Remittances   | \$3,800.00  |
| Bank Fees   | \$350.00    |
| Supplies for Program Administration/Equipment<br>(\$250 office/\$200 miscellaneous) | \$450.00    |
| Photocopy Budget  | \$200.00    |
| Auditor's Report  | \$250.00    |
| Lunch Monitor Training/Recognition (Student<br>Monitors)                            | \$400.00    |
| Staff Appreciation Event  | \$300.00    |
| Divisional Professional Development   | \$1,140.00  |
| Workers Compensation Board  | \$250.00    |
| Replacement of Recess Equipment (Indoor and<br>Outdoor)                             | \$500.00    |
| Carry Over  | \$4,000.00  |
| Supplementary Lunches   | \$200.00    |
| Holiday Bonus   | \$590.00    |
| Walkie Talkies  | \$1,000.00  |
| Quick Books   | \$400.00    |
|   |             |
| Total   | \$74,305.00 |

- Anticipated Income: \$67,840
- Anticipated Deficit: <\$6,465>
  - This is to use up prior years' surplus.
- Pamela motioned to accept Budget as presented
- Kathy seconded the motion.
- During budget preparation, it was noted that we did not spend our walkie talkie allotment, so we should do that. Also, photocopy line item was not disbursed.
- It was also noted that we should hire 2 more supervisors to use up more surplus.
- Future Meeting Dates: Committee planned out our meeting dates.
  - November 15th, 2018 @ 5:30 (Agenda TBD)
  - January 10th, 2019 @ 5:30 (Anticipated Agenda: Kindergarten registration and info)
  - May 2nd, 2019 @ 5:30. (Anticipated Agenda: Registration forms updates and Fees)

6. Action Items:

- Karen to forward Division Paid enrollment numbers to Pamela for School Division purposes.

- Robert to drop off Audit at Curry Accounting
  - Robert to send Karen the list of outstanding cheques to be cashed. May need to re-issue some to staff.
  - Karen to schedule St John's Ambulance First Aid training at the school for all employees. Anticipated to be Oct 19th.
  - Karen to purchase Walkie Talkies
  - Tanis to determine what Lunch Program spent on Photocopying so Robert can pay out that budget item from last year.
  - Karen to hire 2 more FT employees.
7. Meeting Adjourned 7:27 pm - next meeting, Thursday, November. 15th, 2018 5:30 pm