



## SHS Lunch Program Meeting

April 22, 2019

Attendees: Karen Netzel, Mike Fuellbrandt, Pam Alexander, Kathy Holmes, Krista Hemmett, Tannis Ziprick

Regrets: Tim Hiebert, Daisy Russell

- Call to Order
  - 5:30 PM
- Admin

Request from Admin to purchase outdoor soccer balls that will be used at lunch and recess. They were down to two balls. Krista motioned to purchase 20 balls and Kathy seconded it. The Phys Ed teacher monitors the balls in a bin that is brought out and the balls are returned to the bin.

- Karen report

Still collecting outstanding fees. She is getting help from Admin for the ones that are still outstanding. Karen has given her notice and her last day will be June 28, 2019.

- Treasurer Report

Mike read the treasurer report. Daisy discovered we had not been remitting to the CRA the last couple years and this is why there was the outstanding amount owed to them. Daisy is getting it cleared up and we will be current for April 2019. She is ordering cheques as there is not enough to get through the rest of this year.

- New Business

Need to advertise for the Lunch Coordinator position and for casual Lunch Supervisors. There is an expected number of staff potentially not returning in Sept 2019. It was decided to hire around 4 casuals now that can be trained for the rest of this year and they then have the potential for permanent contracts for the 2019-2020 school year.

Admin will have the school secretary send out a mass email to parents regarding the positions. Mike will put an advertisement on Kijiji. Krista will put the postings in some community centres.

Qualities Admin would like to see in the Lunch Coordinator position and that our interview questions can be based around are a connection with children, calming presence, good attendance, organization and leadership skills.

Registration forms for 2019-2020 will be issued in September. The forms dates need to be updated and they will be asked to be returned by Sept 13, 2019. They will be sent to the print shop at the end of the year so they will be ready for the fall. It was agreed there was no need to raise the fees.

- Meeting Adjourned @ 6:40 pm.