

Lunch Committee
February 25, 2020
Meeting Notes



Present: Tracey, Darilyn, Lisa, Sarah, Tanya, Dave, Kisty, and Barbara Miller

Discussion Items:

- 1 or 2 payments per year (agreement) September 2020 and January 2021
- \$25.00 per month for one child (agreement), \$20.00 per month for one additional child, \$15.00 per month for 3 or more children (\$25.00/\$45.00/\$60.00)
- Possible Payment options – cash, etransfer, cheques (onetime payment)
- Receipts to be issued at the time of payment
- Lunch Supervisors may be contracted for 1.5 hours per lunch hour x 8 potential lunchroom supervisors
- Lunch may be paid a monthly honorarium at the end of each month or hourly wages?
- Lunch program coordinator payment amount for their role – frequency? Amount?
- Days not in attendance wage may/would be reduced – how would this be implemented?
- Lunch Coordinator – Sarah
- Registration Dates at the beginning (or prior to) of the school year - for payment and registration
- Have registration form filled out in advanced with payment in hand when they come to register
- Create lunch folders for each supervision site (attendance checklists, emergency contacts, allergies, medical information that would be important for supervisors to know for safety)
- Possible for the grade 5 – 8 students to access to microwaves in the multi-purpose space
- Possible for the K – 4 students to eat in their classrooms
- Plan to open lunch program for students K – 8
- The group liked information contained in the Valleyview and JR Reid's contracts
- Discipline – Progressive Model will be used and consequences will be determined in consultation with Lunch Program Coordinator and administration
- Lunch time will be addressed in the timetable
- Temperatures will be in accordance with BSD Administrative Procedure #...
- Dress appropriate for the weather conditions

Actions:

- Find out how lunchroom supervisors are paid in other programs (email Berni) – Request from committee (how they are paid and how sick time or days missed are dealt with) cc. Lisa and Sarah on this email – responses to be emailed to Lisa and Sarah
- In the email ask what they pay their lunchroom supervisors and coordinators
- Do we need to complete forms for employees?
- Sarah is going to draft a contract and bring it to the committee on March 10, 2020
- Get June to review URIS forms for allergies for contract
- Criminal Records Check and Child Abuse Registry Check – process and costs – Barb to get information for the next meeting
- Need to draft a registration form – Sarah?
- Locate the AP that addresses the weather - Barb

