



**Lunch Program Committee Meeting  
Agenda  
February 3, 2020**

- Welcome and Introductions.
- Review of Administrative Procedure (AP) 4070
- Review Lunch Program Contracts from other Schools
- Assign roles (Lunch Program Coordinator(s)) – See AP for role definition
- Begin the Development of Lunch Program Contract (fees, expectations, etc)
- Define a job role and hours for Lunchroom Supervisors/Assistants (hours, wage, responsibilities)
- Advertising for Lunchroom Supervisors/Assistants
- Set meeting dates from now until the end of June





**Lunch Program Committee Meeting  
February 3, 2020**

In Attendance: Tracey, Darilyn, Rhonda, Lisa, Linda, Sarah, Tanya, and Dave

Welcome and Introductions

Review of Administrative Procedure (AP) 4070

- Parents were provided a copy of the AP to review and use as a guideline during the planning process.
- We reviewed this document as a group

Review Lunch Program Contracts from other Schools

- Parents were given copies of other schools' lunch contracts to review as an introductory activity
- There was discussion regarding the various pieces of information contained within the contracts
- It was decided that parents would take home some of the contracts and do some independent research in preparation for our next meeting
- Everyone will bring their thoughts and ideas to our next meeting to begin drafting our lunch contract

Assign roles (Lunch Program Coordinator(s)) – See AP for role definition

- Sarah and Lisa will take on a leadership role with the support of Darilyn.
- We will need to define responsibilities within this role in more detail during future meetings

Begin the Development of Lunch Program Contract (fees, expectations, etc.)

- Lots of discussion took place
- Drafting of the document will begin at our next meeting

Define a job role and hours for Lunchroom Supervisors/Assistants (hours, wage, and responsibilities)

- There was initial discussion and we will pursue this item as we move forward with our planning

Advertising for Lunchroom Supervisors/Assistants

- Initial conversations took place and we will pursue this item as we move forward with our planning

Set meeting dates

- Feb 25, 2020 at 6:30 at the Brandon School Division Office
- March 10, 2020 at 6:30 at the Brandon School Division Office
- March 24, 2020 at 6:30 at the Brandon School Division Office

