



Schuyler Community Schools
Food Service Meeting
Thursday, October 30, 2014 2:00 PM
Food Service Meeting @ SCHS Library Annex
401 Adam Street
Schuyler, NE 68661-2400

I. Discussion Items

Meeting Attendees: Vicki Mefford, Jamie Ramirez, Jeff Andel, Joy Jenkins, LuAnn Bender, Lilas Harris, Linda Cech, Sherie Sobota, Danielle Orozco, Shelley Friesz, and Dr. Hoelsing,

1. **Finance Report:** Reviewed the September Finance Report
2. **Negative Lunch Balances:** Thank you for working with us on the reducing the negative lunch balances this year. If a student has a negative lunch balance, you may offer them a non-reimbursed meal at no cost until they get their negative balance cleared. If they are a student on free or reduced cost, they may only receive the meal they are entitled to. Ala-carte items and seconds are not allowed until the balance is cleared up.
3. **Parent-Teacher Conferences:** Thank you for work at parent-teacher conferences. The parents and staff enjoyed the meal and will continue to be a drawing card for our parents.
4. **Strategic Planning Meeting:** November 26th, from 8:00 to 12:00. This is a regular workday on our school calendar. All staff are to report to work for a 1/2 day. The workshop will be held at SCHS East Gym.
5. **Calendar Amendment:** The board of education approved modifying the second semester calendar to allow for a professional development day on January 12th. The workshop will be held at SCHS East Gym.
6. **School Training Videos:** Support staff should have access to a laptop in their buildings. Thank you to staff that have completed the first semester videos. If you don't know how to access or don't have access to the program, please let your building principal know. We have several staff members who have quite a list of completed trainings.
7. **Safety Report:** All buildings are to have a safety committee. We are working with a company from Seattle called Prepared Response. This company sent a representative to the district to work with your crisis team leader, administrators and first responders from the community (fire, rescue, hospital, police, county sheriff, county attorney, and ministerial association to review and map the three main school buildings. They will return in November to do the initial training with our district level team and they will be responsible for training at the building level. While we have a standing committee, all employees have a responsibility to take reasonable care and report issues that could result in someone being hurt on the job, on the playground, in the cafeteria, etc...

8. **Fix-it:** All staff should report any repairs to the principals who will post it on the FileMaker Fix-it Program. All staff have access to see the requested items and check on their status. If you want to check on a request, log in to the "fix-it" program and proceed as a guest. You will be able to see if your request has been filed, who the request has been assigned to, and the status of your request. You will also be able to see the long-range plan for building maintenance and improvement.

9. **Time Clock Reset:** Support staff should be using the FileMaker Time Clock Reset program to report time clock errors, leave requests, etc...

10. **SCHS Vending Machine Compliance:** SCHS staff asked about the vending machine compliance. Jeff Andel will work with SCHS administration to make sure we are in compliance.