

## Effective and Efficient Operations Committee

### Minutes for September 16, 2015 at 3:30 PM in District Conference Room

Attendees: J.Walter, B.Drewis, T.BBenniack, M.Passow, B.Hoppe, K.Laack, K.Barker, J.Kramer, J.Douglas, /T.Bauman-Absent

#### Report from Chairperson

- Welcome members – B.Hoppe, K.Laack
- Review of officers – J.Walter, Chair . K.Barker Vice-Chair . J.Kramer Secretary
- Schedule for future meetings - 1<sup>st</sup> Wednesday 3:30pm

#### Communication

- Skyward - "All in one package" for school needs. Everyone should have received a Skyward account. You are able to check grades, cafeteria balance, and schedules.
- Website - School store is where we pay fees including sport fees and cafeteria purchases. Our Website was upgraded for ease of use both on a desktop and mobile devise.
- On-line payment – Going well. Still receiving some calls for hardcopy payments. To add money to your cafeteria accounts please use School Store. Paypams will still charge you a service fee.

#### Facility and Equipment Planning and Maintenance

- Moving – Went well.
- Pre-K - 4 building – Open House went well. Attendance was amazing. There is a path currently being constructed from the trail to the school.
- Status of 5 - 12 Building – Facility meetings are being held on a regular basis. We are making progress.

#### Food Service

- Breakfast – Free Breakfast for Kindergarten is still in place. For those that walk/drop off we are having them eat at main site and placing a sticker on them to ensure they are not eating at K-4 bld to.
- School Lunch – We have had some updates to the 5-12 lunch schedule which should be well received.
- Application for School meals – The numbers have not changed much this year.
- Jonie has resigned. They are currently working a replacement.

#### Student Transportation

- Busing – We have added animal pictures next to the bus numbers for the smaller students. This has helped with our shuttle service. Shuttle services are going well. The staff has been a great help.

#### Academic Calendar and Scheduling

- 2016- 17 Calendar – Calendar meeting has been scheduled for the end of Sept. We need to look into the music trip and spring break dates and how they match up with Qtr breaks and sport schedules.

#### Staffing levels

- New staff – We have welcomed many new staff including teachers, paras and a new HS principal.

#### Financial Management:

- Financial information – Presented at the Sept School Board Meeting
- Strategic Plan – Student management system, online fees and print management
- Fundraisers – The current approved list is on the school website

#### Staff Benefits and Compensation

- Monitor Compliance - health insurance – Sept 1<sup>st</sup> choices were made. We are compliant.

#### Other

- Can we look into using the student ids with the lunch accounts?

**Next meeting:** Wednesday, October 7th at 3:30PM