

# Cumberland Community Schools Society



***Board Meeting to be held Tuesday, December 13, 2011 at 6:00 pm***

***in the Cumberland El Library***

## **Meeting Agenda**

- 1. Approval of Agenda**
  - a. Notice of an In Camera meeting at the end of the evening to discuss an item relating to a volunteer
- 2. Adoption of Minutes from CCSS Board Meeting held Nov, 8th, 2011.**
  - a. Board Action List review
  - b. Matters arising: Insurance
- 3. Reports**
  - a. Program Coordinator's Report
  - b. Financial Report
- 4. Motions and Resolutions**
  - a. To develop a 2011/12 budget for approval in Q1 2012
  - b. To hold a Strategic Planning session facilitated by Meghan Cursons in January
  - c. Nominate a temporary replacement for Miriam DeMol on the HR committee
  - d. To approve the inclusion of a Cancer Support Group as part of Adult Programming
  - e. To simplify lunch menu choices to facilitate easier planning and program management
  - f. Board approval for Success by Six pre-natal program (paper to be tabled on the day)
- 5. Next Meeting**
  - a. Tuesday, January 10th. 6pm, Cumberland Elementary Library
- 6. Adjournment**

## **Minutes of the CCSS Board Meeting held on Tuesday Nov 8<sup>th</sup>, 2011 at Cumberland Elementary School**

Board Copy, Not yet approved

### **Board Members Present:**

Vickey Brown (Chair), Miriam De Mol , Sarah Cavanagh, Jennifer Temple, Chris Sperber(Minutes)

### **Others Present:**

Samantha Garstang(Coordinator), Terra Brown(Bookkeeper), Natasha Umpleby, Kathryn Chung, Sue Loveless

### **New Action List:**

Sue will sell firewood raffle tickets one day in Cumberland El Foyer

Action: \$20/hr wage agreed as wage for CCSS programming-can choose to be paid or not.

Skilled workers can negotiate more \$ or donate in kind.

Action: Will and Sam looking into Insurance

Action: Sam working on Program Package

Action: Sam to create sign up list for Santa's Breakfast to post in Cumberland El

Action: Board decided to renew valley links membership for \$78.

Benefits: free record checks,post volunteer opportunities on their website

Action: Sam to run donation (jar)

Action: New budgeting committee: Terra, Vickey, Miriam, Natasha

Action: New HR Committee: Miriam, Sarah, Vickey

Action: New IT Committee: Nick Ward, ?

Action: Executive Committee (Programs): Vickey, Nick, Miriam, Sarah

Action: Agreed that Terra will write cheques on Thursdays and signers have until Monday at the latest

Action: Board agrees to call out for a liason for both PAC & CCSS board (Rep only)

### **Santa's Breakfast:**

**Silent Auction:** Jennifer Temple

Help: Sue is doing the powerpoint presentation,

Need table clothes

**Food:** Chris Sperber

Help: Jeremy Grasby, Dirk Den Otter, Terra's Dad

Meet in the kitchen 7am,

Need chafing dishes

Village Meats has offered sausages

**Bake Sale and Gingerbread Houses:**

Need to figure out some sort of ribbon or medal for gingerbread houses

**Entertainment**

Kevin Flesher is the MC and auctioneer  
Dirk's music box for Music and microphone- this has to be confirmed

### **Crafts**

Natasha is going to ask Melissa Pay if she can be boss,  
6 crafts with their own tables is what they want  
people to contact to lead crafts might be: Sarah Stromquist, Rhonda Williamson

### **Christmas Wreaths:** Natasha Umpleby

Chris will organize supplies and make the frames and provide instructions  
Jon Mitchel will supply clippings for wreaths/shwags

### **Publicity**

Jen will ask Gesa Ward to be boss  
Vicki has clicker – Jennifer to click  
Colleen Lucas will create poster-done  
Chris will print posters  
Sue, Natasha, Nick will put posters up  
November 14th is the deadline for submissions to the Currently Cumberland  
Facebook event-invite friends  
Gas'n Go to advert Santa's Breakfast on billboard, Dec 2<sup>nd</sup>  
Advertise CV Echo/ Record

### **Decorating:** Kathryn Chung

Friday night: Sam Purin, Sue, Natasha, Terra, Sarah will be there  
Ask Paul Agnew to collect greenery

**Need:** christmas tree stands, lights, christmas wrapping paper and boxes wrapped (around 400?), 3D snowflakes, white lights, layout plan

*(for personal items that you want back, make sure you put your name on duct tape or something so it can be returned to you)*

### **Set up and Tear Down**

Saturday: 4:30pm can start set up and it will take 4-5 hours \*no kids!\*

Kathryn will be there @4:30

SAM GARSTANG: will order dinner for the set up crew (#'s?) Board is expected to be there to do set up. Help: Adam, Nick

Sunday: 11:30am tear down??? *(is that correct?)*

### **Table Clearing/Bussing**

Sam Garstang will secure Junior School students - responsible youth - for bussing and stocking on Sunday from 8:30-11:30 (#'s?)

### **Greeters**

Vickey is going to call Briar to see if she can be the boss

Jen also expressed being able to be there as a greeter but does not want responsibility

CCSS Banner/Quilt

Date created	Date Due	Responsible	Action	Status Update	Complete?	Date Complete
11-Oct-2011	11/11/2011	NW	Create and share board contact list	done	y	10/22/2011
11-Oct-2011	11/11/2011	NW	Create and share board calendar	done	y	
11-Oct-2011	11/11/2011	SG	Renew Valley Links and ACEbc membership	\$36 paid for basic membership will renew with full membership in March for \$78	y	11/25/2011
11-Oct-2011	11/11/2011	CS	Arrange raffle ticket printing	printing mostly complete, tickets at Seeds Market and Miriam has a book along with Rhonda Williamson. Some printing Chris is still working on - SG	y	11/14/2011
11-Oct-2011	11/11/2011	SG	Define next steps re Grade 11 Leadership / Youth program offer	will have written summary ready on Monday	y	10/26/2011
11-Oct-2011	11/11/2011	VB	Clarify remaining dollars with Organic Family	Brian said it was "unethical" to ask for the money back because it was earmarked for that purpose in the grant application - SG I spoke to Brian and Jeremy there is just over \$100 left to be used toward the purchase of more dishes.VB The amount leftover is \$170 - SG	2 sets of bowls used for silent auction to help recuperate some dollars	11/5/2011
11-Oct-2011	11/11/2011	WK	Work with SG to make insurance recommendations	I have provided all of the information that I have been given by our sister community schools - SG . Will and Sam looking into Insurance - Board Mtg update Nov 11 Board was not clear on direction it wanted to take and concensus was not reached on whether to pursue insurance or not (strategic planning meeting) -SG		
11-Oct-2011	11/11/2011	JT	Develop fundraising letter for large donors	I am working on the draft from Jeremy to spruce it up - SG Vickey has made changes to this larger letter to make it more appropriate to mail out -SG	y	11/15/2011
11-Oct-2011	11/11/2011	CS	Write notes of thanks to Cindy and Sue for help at Blackberries, apples and Bears event	i have designed thank you cards that are available to print/use as needed - SG	y	11/5/2011
11-Oct-2011	11-Nov-2011	TB	Gather basic financial data from last year as a starting point for a budget	Info recieved from Terra	y	30-Oct-2011
11-Oct-2011	11/11/2011	VB	SG, VB, SC, NW to meet Monday 17th to clarify coordinator job description	Meeting held. SC to write Job Desc accordingly	y	10/17/2011
11-Oct-2011	11/11/2011	NW	NW, CS to scan and post bylaws	Done NW	y	10/25/2011
11-Oct-2011	11/11/2011	MD	arrange changes to signing authority	Done	y	11/1/2011
11-Oct-2011	11/11/2011	JT	Santa's Breakfast - work with Kathryn Chung to list key activities and assign volunteers		y	11/8/2011
11-Oct-2011	11/11/2011	JT	talk to Paul Purin regarding Silent Auction	Done	y	10/14/2011
11-Oct-2011	11/11/2011	VB	Call Meaghan Cursons to confirm date for Board workshop	Done. Workshop on 25th Oct	y	10/13/2011
11-Oct-2011	11/11/2011	JT	Call hostel to check availability for board workshop	Done	y	10/14/2011
11-Oct-2011	11/11/2011	SG	Find additional Legion Bingo volunteer	Done	y	10/15/2011
8-Nov-2011		SL	Sue will sell firewood raffle tickets one day in Cumberland El Foyer	Sue unable to do this - other person? Chris Sperber sold 2 days in school	y	
8-Nov-2011		??	\$20/hr wage agreed as wage for CCSS programming- can choose to be paid or not. Skilled workers can negotiate more \$ or donate in kind.	NW - What is the action and who for?	i have a program proposal form created with wages outlined - SG	
8-Nov-2011		SG	Sam working on Program Package		volunteer package is complete. need policies and procedures for program package	11/25/2011

Date created	Date Due	Responsible	Action	Status Update	Complete?	Date Complete
8-Nov-2011		SG	Create sign up list for Santa's Breakfast to post in Cumberland EI		Briar or someone did one up by hand	
8-Nov-2011		SG	Sam to run donation (jar)			
8-Nov-2011		??	New budgeting committee: Terra, Vickey, Miriam, Natasha	NW - What is the action and who for?		
8-Nov-2011		SC	New HR Committee: Miriam, Sarah, Vickey	To meet and set up liason btw board and Sam to deal with employment agreement and any ongoing concerns	Met, Nov 10, Sarah to be board liason, meeting with Sam Nov. 14th - Done	11/14/2011
8-Nov-2011		??	New IT Committee: Nick Ward, ?	NW - What is the action and who for?To update website on an ongoing basis		
8-Nov-2011		??	Executive Committee (Programs): Vickey, Nick, Miriam, Sarah	NW - What is the action and who for?		
8-Nov-2011		??	Board agrees to call out for a liason for both PAC & CCSS board (Rep only)			

**MONTHLY CCSS COORDINATOR'S REPORT**  
**Submitted to CCSS Board of Directors on: December 5th, 2011**

**Programming**

**Lunch Programming:** How many kids are we serving, how many subsidies?

<b>Current Overview:</b>	<p><b>December/January lunches:</b> Lunches served: 150</p> <ul style="list-style-type: none"> <li>Total Subsidies December/January: 18 full 3 partial (11 full last month and 4 partial)</li> </ul> <p><b>New Vendors added:</b> Sushi Mon, Riders Pizza, Pita Pit</p> <p><b>Menu:</b> new format, less errors, some glitches but working it out</p>
<b>Upcoming:</b>	Dishwasher installation is done, machine is still not coming up to temp. Jim from Salter and Newell is coming to work on it Dec. 6th.
<b>Questions:</b>	

**After School Programming:** How many kids enrolled in each, what is coming up

<b>Current Overview:</b>	<ul style="list-style-type: none"> <li>Fall session runs October 3-December 13, complete now except for Homework Club and Hockey</li> <li>Floor hockey to extend until Christmas break?</li> <li>Theater to extend additional sessions with performance in January?</li> <li>Program proposal form complete with wage expectations</li> <li>Volunteer log form complete</li> <li>Need policies and procedures for program leader packages</li> </ul>
<b>Upcoming:</b>	<ul style="list-style-type: none"> <li>Winter session: January 9-March 1</li> <li>Special intensive: March 5-29</li> <li>Spring session: April 23-June 15</li> <li>Upcoming programs include Marimba, Hula Hooping, Hip Hop, Natural dye and felting program, cooperative games, dance with Cathy Stoyko and more...</li> </ul>
<b>Questions:</b>	<ul style="list-style-type: none"> <li>Small problem with conflict between school activities and after school programs, need better communication between me, school, and program leaders (Hockey x 2, Theatre/Volleyball)</li> </ul>

**Adult/Community Programming:** What is running, how many people are enrolled?

<b>Current Overview:</b>	<ul style="list-style-type: none"> <li>Family Boot Camp continues Tuesdays 6 – 7 with Paul Purin</li> </ul>
<b>Upcoming:</b>	<ul style="list-style-type: none"> <li>Leslie Baird cancer support group?</li> <li>Marimba</li> <li>Hooping</li> </ul>

<b>Questions</b>	
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### **Fundraising / Special Events**

<b>Current Overview:</b>	<ul style="list-style-type: none"> <li>● David Murray won firewood raffle</li> <li>● <b>Santa's Breakfast:</b> 13 youth signed up to help, 6 showed up and were greatly helpful, they took it seriously <ul style="list-style-type: none"> <li>○ For future reference: we ordered 3 cases of pancake mix, 2 bags of creamers, 1 box of butter portions</li> </ul> </li> </ul>
<b>Upcoming:</b>	
<b>Ideas and ?'s</b>	<ul style="list-style-type: none"> <li>● Is there a requirement to do a report for gaming fundraiser?</li> </ul>

### **Strategic Development**

- Identify outreach opportunities, report any meetings etc...
- Report on grants applied for and estimated response dates

<b>Current Overview</b>	<p><b>Grants applied for:</b></p> <ul style="list-style-type: none"> <li>● Coastal Spirit fund (\$6000 for Healthy Lunch/After School programming): meeting in November and will be notified by mail December 2011 for 2012</li> <li>● <del>Comox Valley Foundation (\$24,665 for a needs assessment and Youth engagement initiative): find out end of December for funding in New Year. UNSUCCESSFUL</del></li> <li>● Gaming grant submitted November 30th online and I have received confirmation of its receipt. Grant information can be found in shared docs.</li> </ul>
<b>Questions</b>	
<b>Upcoming:</b>	<p>Other upcoming:</p> <ul style="list-style-type: none"> <li>● Telus Community Action Team funding: up to \$5000 due March 28th,</li> <li>● Evergreen Foundation - up to \$3,500 for school ground greening due March 16th 2012, Fruit Tree 101 - ongoing application (<a href="http://www.ftpf.org/fruittree101.htm">http://www.ftpf.org/fruittree101.htm</a>),</li> <li>● Walmart Evergreen Green grants up to \$10,000 <i>next year</i>, the rebuilding nature grant program for \$1,000, \$3,000 or \$12,000, up to 50% of project costs, plus a \$2,000 The Home Depot Gift Card <i>next year</i></li> </ul>

# **CCSS Financial Report - Dec 11**

Attached documents: Income Statement for 3 months Sep-Nov 11 and YTD. Balance Sheet at the end of Nov 11.

## **Notes to the Financials**

YTD income shows a loss of \$8.2k but this is distorted by a payment of \$7k for kitchen renovation, for which funds were received in the previous year. The underlying position is a loss of \$1.2k. This loss is primarily driven by the fact that core funding from SD71 is \$340 a month less than payroll expenses for our co-ordinator position.

November net income of \$550 was supported by donations and fundraising of \$1,252. Supporting the current level of activity without additional core or grant funding requires continued successful fundraising.

The lunch program runs with direct expenses very close to income, though increasing levels of subsidy request are adding cost to the program.

**Cumberland Community Schools Society  
Multi-period Income Statement**

	09/01/11 to 09/30/11	10/01/11 to 10/31/11	11/01/11 to 11/30/11
<b>REVENUE</b>			
<b>Revenue</b>			
Funding - SD#71	2,000.00	2,000.00	2,000.00
Lunch Sales	0.00	2,765.22	3,737.00
Lunch Subsidy	0.00	-621.70	-967.04
Net Lunch Revenue	0.00	2,143.52	2,769.96
Concession Sales	0.00	30.00	10.00
Fundraising - Firewood Raffle	0.00	0.00	485.00
Total Fundraising Revenue	0.00	0.00	485.00
Program Fees	0.00	80.00	40.00
Donations - General	0.00	90.27	525.00
Donations - Lunch Program	22.00	64.00	22.00
Donations - Programming	0.00	95.00	220.00
Total Donations	22.00	249.27	767.00
Miscellaneous Revenue	151.50	0.00	0.00
<b>Net Revenue</b>	<u>2,173.50</u>	<u>4,502.79</u>	<u>6,071.96</u>
<b>TOTAL REVENUE</b>	<u>2,173.50</u>	<u>4,502.79</u>	<u>6,071.96</u>
<b>EXPENSE</b>			
<b>Program Costs</b>			
Program Leader Subcontract	0.00	70.00	256.00
Santa's Breakfast Expenses	0.00	0.00	25.00
<b>Total Programs Cost</b>	<u>0.00</u>	<u>70.00</u>	<u>281.00</u>
<b>Lunch Program Costs</b>			
Lunch Program Purchases	184.62	2,098.44	2,534.62
Lunch Program - Donated Food	22.00	44.00	22.00
Lunch Program Supplies Purcha...	0.00	443.02	39.92
Net Purchases	0.00	0.00	0.00
<b>Total Cost of Goods Sold</b>	<u>206.62</u>	<u>2,585.46</u>	<u>2,596.54</u>
<b>Payroll Expenses</b>			
Wages & Salaries	2,184.00	2,184.00	2,184.00
El Expense	54.43	54.43	54.43
CPP Expense	94.78	94.78	94.78
WCB Expense	10.26	10.26	10.26
<b>Total Payroll Expense</b>	<u>2,343.47</u>	<u>2,343.47</u>	<u>2,343.47</u>
<b>General &amp; Administrative Expe...</b>			
Kitchen Renovation	7,000.00	0.00	0.00
Accounting & Legal	125.00	112.50	0.00
Advertising & Promotions	0.00	0.00	225.00
Cash Short/Over	0.00	0.00	-29.00
Licences & Fees	0.00	105.00	61.00
Office Supplies	0.00	0.00	45.83
Child Care	30.00	30.00	0.00
Supplies	429.58	0.00	0.00
<b>Total General &amp; Admin. Expen...</b>	<u>7,584.58</u>	<u>247.50</u>	<u>302.83</u>
<b>TOTAL EXPENSE</b>	<u>10,134.67</u>	<u>5,246.43</u>	<u>5,523.84</u>
<b>NET INCOME</b>	<u>-7,961.17</u>	<u>-743.64</u>	<u>548.12</u>

**Cumberland Community Schools Society**  
**Income Statement 09/01/11 to 11/30/11**

**REVENUE**

<b>Revenue</b>		
Funding - SD#71		6,000.00
Lunch Sales	6,502.22	
Lunch Subsidy	-1,588.74	
Net Lunch Revenue		4,913.48
Concession Sales		40.00
Fundraising - Firewood Raffle	485.00	
Total Fundraising Revenue		485.00
Program Fees		120.00
Donations - General	615.27	
Donations - Lunch Program	108.00	
Donations - Programming	315.00	
Total Donations		1,038.27
Miscellaneous Revenue		151.50
<b>Net Revenue</b>		<u>12,748.25</u>
<b>TOTAL REVENUE</b>		<u>12,748.25</u>

**EXPENSE**

<b>Program Costs</b>		
Program Leader Subcontract		326.00
Santa's Breakfast Expenses		25.00
<b>Total Programs Cost</b>		<u>351.00</u>
<b>Lunch Program Costs</b>		
Lunch Program Purchases		4,817.68
Lunch Program - Donated Food		88.00
Lunch Program Supplies Purcha...		482.94
Net Purchases		0.00
<b>Total Cost of Goods Sold</b>		<u>5,388.62</u>
<b>Payroll Expenses</b>		
Wages & Salaries		6,552.00
EI Expense		163.29
CPP Expense		284.34
WCB Expense		30.78
<b>Total Payroll Expense</b>		<u>7,030.41</u>
<b>General &amp; Administrative Expe...</b>		
Kitchen Renovation		7,000.00
Accounting & Legal		237.50
Advertising & Promotions		225.00
Cash Short/Over		-29.00
Licences & Fees		166.00
Office Supplies		45.83
Child Care		60.00
Supplies		429.58
<b>Total General &amp; Admin. Expen...</b>		<u>8,134.91</u>
<b>TOTAL EXPENSE</b>		<u>20,904.94</u>
<b>NET INCOME</b>		<u><u>-8,156.69</u></u>

**Cumberland Community Schools Society**  
**Balance Sheet As at 12/05/11**

**ASSET**

**Current Assets**

Petty Cash	110.03	
Funds for Deposit	-4,545.00	
Lunch Chequing Account	4,203.21	
CCCU - Lunch Equity Account	30.69	
CCSS Chequing Account	6,449.63	
CCCU - Chq Equity Account	28.74	
CCCU - Gaming Account	450.00	
CCCU - Gaming Equity Account	25.56	
Total Cash		6,752.86
Accounts Receivable	3,023.25	
Total Receivable		3,023.25
<b>Total Current Assets</b>		<b>9,776.11</b>

**Capital Assets**

Music Equipment		500.00
Sports Equipment		3,431.77
<b>Total Capital Assets</b>		<b>3,931.77</b>

**TOTAL ASSET** 13,707.88

**LIABILITY**

**Current Liabilities**

Accounts Payable		6,766.27
Due to PAC Friday Lunch		0.00
EI Payable	93.31	
CPP Payable	189.56	
Federal Income Tax Payable	70.34	
Total Receiver General		353.21
WCB Payable		30.78
GST Paid on Purchases	-1,874.26	
GST Owing (Refund)		-1,874.26
<b>Total Current liabilities</b>		<b>5,276.00</b>

**TOTAL LIABILITY** 5,276.00

**EQUITY**

**Share Capital**

Common Shares - Lunch Acct.		0.00
Common Shares - CCSS Acct.		0.00
<b>Total Share Capital</b>		<b>0.00</b>

**Retained Earnings**

Retained Earnings - Previous Year		16,708.57
Current Earnings		-8,276.69
<b>Total Retained Earnings</b>		<b>8,431.88</b>

**TOTAL EQUITY** 8,431.88

**LIABILITIES AND EQUITY** 13,707.88



## Activity Ideas

*This document is the first stage in developing a new course or activity for a CCSS program. It allows an initial assessment of how the idea fits into our mandate and strategic plan. Once approved, the idea can move forward for more detailed planning.*

*How to complete this document: Enter as much information as you know right now. Speed is better than detail; this allows the CCSS co-ordinator to give you prompt feedback on how your idea fits with our programs, and to decide whether it needs the approval of the CCSS Board. Submit the completed document to [ccss.coordinator@gmail.com](mailto:ccss.coordinator@gmail.com) or bring it to Cumberland Elementary for the attention of Sam Garstang. You will receive and acknowledgement and an indication of next steps.*

## Information

### Activity Name

Cancer Support Group

### Summary of the Idea

*[describe what it is, how often it happens, who attends and what people get out of it]*

This is a support group for people diagnosed with cancer or those dealing with the diagnosis of a relative or friend. Building upon similar groups elsewhere in the Comox Valley, and with the support of a trained facilitator, the early sessions would work with attendees to understand what support they are looking for and how that is best delivered within the time and resources of this activity. This would be every two weeks, on a weekday evening. Support may take the form of reference materials, practical information and advice, listening and discussion and many other appropriate tools and techniques.

### How it Fits the CCSS Mandate

*[which bits of our mandate does this relate to. See the [‘Our Mission’](#) and [‘Constitution’](#) sections of our website]*

This fits within the part of the CCSS mission that aims to “*strengthen the links between our schools and the larger community by offering knowledge-sharing activities that bring together local service groups, volunteers, and residents*”

### Timing

*[when will the activity start, how long will it run for, any key deadlines e.g. grant funding applications]*

Beginning in January, with a tentative first meeting date of Weds 11 Jan, 2012, meeting for a 1.5-2 hours session every two weeks for at least six months then continuing based upon demand.

## Resources

### Facilities

*[what space does the activity need, for how long at a time. any special equipment?]*



## Activity Ideas

This needs a comfortable room or space within one of the schools with sufficient seating and an element of privacy to allow open discussion.

### Marketing and Promotion

*[how should it be promoted by CCSS and elsewhere?]*

The sessions can be marketed by CCSS and the activity leader through the school newsletters, Currently Cumberland print and facebook, CCSS facebook, Echo and Record community events pages. The CCSS coordinator can co-ordinate this marketing and act as initial contact point for those interested in attending.

### Funding

*[what money is needed? Bear in mind our activity leader guidelines of \$20 an hour delivery and \$15 if needed for prep. Any funding sources already identified?]*

The activity requires a trained facilitator who should be adequately rewarded. This is estimated at \$40 per session making a total of \$480 for six months. (donation jar for attendees?) Funding will be sought from appropriate charities to support the costs and the activity cannot proceed without the first six month's funding in place.

## Leadership

### Development of the idea

*[who is the key person responsible for developing this into a viable activity]*

Leslie Baird with support from Joan Collinge

### Delivery

*[who will be the key person co-ordinating delivery of the activity]*

to be defined

### Partners

*[any other organisations aiding in the development or delivery of the activity]*

Canadian Cancer Society

## Submission Details

*[enter the author and the date]*

# Board Proposal

## Name of the Idea

Revised Order Form for Elementary Lunches

## Relevant Strategic Goal or Mandate Item

Healthy Lunch Program

## Action Requested of the Board

*[be specific about what the board is asked to do. Approve the proposal, form a committee, offer input and similar options.]*

Adopt a simpler menu form for February onwards.

## Timing to launch

*[estimate how long it would take from approval to launch]*

**1-3 months**

3-12 months

Over 1 year

## Summary of the idea

*[describe the problem being addressed and the way this idea would solve it]*

The existing lunch form (November) and ordering process is cumbersome and leads to a number of problems:

- Time consuming for CCSS : About 10 working hours to process 130+ forms and money. This equates to an average of about 4½ minutes per form.
- Time consuming for Parents : Up to 3 choices have to be made each day (to have a meal, regular/small, juice/milk)
- Complex to manage. The move to a small/large choice made Jeremy's spreadsheet much more cumbersome. Adding a drink choice made it almost impossible to use.
- Error Prone : In November, 28% of the forms have the wrong money with them. Parent choices and data entry must introduce errors too, but these cannot be easily measured
- Time consuming to resolve : The CCSS Administrator has to contact parents about under and over payments.
- Embarrassing for parents : Making errors feels like a criticism of math skills; yet many parents make such mistakes.

The complexity of the form is driven by the desire to offer flexibility of choice. This could be dramatically simplified by making small / regular and juice / milk a choice for the whole month, not each meal.

The result would be a form that asked parents to select which days they wanted meals along with two further check boxes for size and drink choice. Then simply multiply the number of days by the meal price. PAC Fridays would be listed on a separate section with the existing range of choices.

It would also be beneficial to find a way to add the subsidy / donation / volunteer information onto this form in order to avoid a separate sheet of paper for these items.

## **Problems to be Resolved**

*[note any issues with the idea that could cause problems, how could they be resolved]*

The value of a daily choice between small and regular sizes is a matter for discussion. When only a single size is available, do children whose parent's have chosen 'small' just get regular for the small price, or is there an alternative approach?

## **Submission Details**

*[enter the author and the date]*

Nick Ward

11 Dec 2011 for Board Meeting 13 Dec 2011