



## **Wellness Subcommittee Special Meeting**

February 12, 2020 5:30 PM  
The Morgan School  
Principal's Conference Room  
71 Killingworth Tpke  
Clinton, CT 06413

### **Attendance Taken at 5:30 PM:**

#### Present Board Members:

Erica Gelven  
Kimberly Russo  
Catherine Staunton

### **1. Opening Exercises**

#### **1.A. Roll call**

##### Discussion:

Also in attendance were Superintendent M. O'Donnell, and Business Manager C. Dickey.

#### **1.B. Pledge of Allegiance**

##### Discussion:

All stood for the pledge of allegiance.

### **2. Food Services Software Transition Timeline and Update**

##### Discussion:

M. O'Donnell and C. Dickey gave an update on the transition of the food service software. The software and equipment setup is underway and training for staff is scheduled for March 2, 2020. The system will go live on March 3, 2020. The online lunch payment system is transitioning from the current vendor, RevTrak to MySchoolBucks. Parents will not be able to add money to a lunch account through the online apps from February 22, 2020 through March 3, 2020. A letter has been sent out to all parents explaining the transition and important dates. More information about the new online app will be sent home once it is available for use.

### **3. Development of Process for Collection of Outstanding Balances**

##### Discussion:

The subcommittee members discussed the laws regarding lunch debt and the process for notifying families and collection of debt. In addition, the members reviewed two local districts' Food Service charging policies and discussed the potential for developing a CPS policy. It was noted that the implementation of the new system will assist the district and families in tracking lunch balances, notifying families of deficits, and setting limits for charging. The district will be utilizing the new features to work on the issue and will revisit the status of lunch debt and policy at the next meeting to be held in April 2020.

### **4. Review of Proposed Revisions to Policy #5140 Wellness**

##### Discussion:

M. O'Donnell shared the Food Service Audit results and noted that there is a need to update portions of the Wellness policy based on feedback from the state reviewer. This will be reviewed at the next meeting in April.

**5. General Discussion**

Discussion:

Next meeting to be scheduled in early April.

**6. Adjournment**

Discussion:

Meeting adjourned at 6:32 p.m.

Respectfully submitted by M. O'Donnell