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To: Dr. Dave Palzet
From: Frank Adams
Date: Wednesday, November 13, 2019
Re: Lunch Lines

EXECUTIVE SUMMARY:

At the October Board of Education meeting there were concerns about the length of time it takes students to get through the lunch lines. The district strives to provide a quality lunch program that is efficient and provides the students with enough time to finish their meals.

As a result, administration observed all four lunch periods at the middle school and both periods at the elementary school for three days. Administration also took lunch line time data to get a better idea of the actual times it takes students to get through the line. The lunch supervision staff and Just a Dash staff have continued to collect the lunch line data. This data shows how long it takes from the start of the lunch period until the last student purchasing a lunch has been rung up.

Early in the process, some changes we implemented in an attempt to make the lines more efficient. At the middle school we have held students from going through the line for snacks and ala carte items until all students purchasing a meal have been through the line. The elementary school does not have snacks and ala carte items. At the elementary and middle school we have separated out milk so that students purchasing only milk do not need to wait in the line. They can just get the milk and go straight to point of service system. We have doubled our capacity to ring students up by purchasing new keypads which will allow two students to enter their pin numbers and be rung up at the same time. The keypads have arrived and are currently being configured to work with our computers and software. We have also had our food service provider, Just a Dash, pre-plate more lunches so they can efficiently hand them out and not have to fill each plate when the student comes up to the server.

With these changes in place, as of the date of this memo, the middle school lunch line times have been averaging 8 minutes and the elementary lines have been averaging 9 minutes. Our goal is to keep the lines consistently under 10 minutes. We hope the new keypads will further reduce the lunch line times.

Administration will continue to monitor the lunch line times and make appropriate adjustments if the lines start to exceed 10 minutes. Administration will continue to look for ways to shorten the lunch line times and improve the food service program.