

**Attendees**

Angela Bean
Julie Benay
Mindy Demeo
Trisha DiFonzo
Lily Eastman
Nini Fenton
Benjamin Hardy
Ryan Kluk
Moriah McCullagh
Jayce Puttlitz
Gillian Tarinelli
Heather Walterscheit

## Agenda

- Introductions
- Mrs. Benay's school updates
- Fundraiser update
- Yearbook update
- Lego League update
- Lake Monsters Game
- Accounting

### 1. School updates: Mrs. Benay

Mrs. Benay informed the PTO that Miss Minor would like to join the next PTO meeting on February 9. The PTO members agreed this was a good idea. She also encouraged PTO members to attend the upcoming School Board meeting where improvements to schools, including MBS, will be discussed.

### 2. Fundraiser update: Angela Bean

The fundraiser will continue until May 2017. Angela recommended sending out a flyer to remind parents they can place orders through May. She will check whether there is a spring version of the catalog with new products. Red Barn will run a report once a month and cut the PTO a check for any monies due.

Angela recommended that the Spare Time birthday party fundraiser raffle be drawn by Oscar. The PTO members agreed that was a good idea.

Jayce asked whether the pre-school classrooms/children get monies from the fundraiser. Mrs. Benay confirmed that they do get money. They don't go on field trips but use the monies to purchase equipment, like the reading cube.

Mindy Demeo will coordinate the High Mowing seed sale fundraiser. Mindy reported that everything is now online so there are no paper flyers to send home with students. The 70 families without access to email will get a paper copy. High Mowing will select the seeds for the fundraiser. Seeds may be sent directly to the homes to streamline the fundraiser.

Mindy plans to go live with the fundraiser early next week, run it for 4 weeks and have orders in by early February. The website allows for photos and design of the MBS fundraiser landing page. Mrs. Benay offered to design the landing page and include photos of the school garden and Oscar. She felt it was important to display the MBS logo on the website so that it looks official.

Mrs. Benay asked whether parents open the email attachments she sends to MBS families. PTO parents reported that they do open the attachments but Jayce recommended that Mrs. Benay also post the attachment to the MBS web site for greater visibility.

Angela raised the question of whether we should consider an alternative to the Genevieve fund raiser, such as candy bar sales, as many other schools in the area use the same company for their fund raisers. Alternatives to the Genevieve fundraiser were discussed. Mrs. Benay recommended staying with Genevieve as it's a "winning formula" that has been successful in raising funds for the PTO. She recommended asking Genevieve for suggestions regarding the timing of distribution of catalogs to maximize sales.

Trisha asked about restaurant fundraisers and whether we want to approach restaurants this year. Coordination and receiving monies from the restaurants has been problematic on some occasions. The PTO members agreed not to pursue restaurant fundraisers this year.

### **3. Yearbook update: Jayce Puttlitz**

Jayce reported that the yearbook does not need to be sent out until April. She has not yet submitted the files and is continuing to refine the content. The Yearbook website will have a link to share photos and a link to order.

Jayce reported that Beltrami (school photographer) offers 2 hours of free photography. She needs to give them a date when they can come to MBS to take photos. A suggestion was made that Lucky Day would be a good time for them to take photographs.

### **4. Lucky Day update: Mrs. Benay**

Mrs. Benay gave an overview of Lucky Day - a carnival with low-tech games, such as leprechaun bowling, a fishing game and tic-tac-toe. The event is held at the school from 6:30 - 7:30 PM. Kids are given a bag of coins and can enter to win various gift cards. The PTO buys the gift cards and sets up the snack bar. MBS staff set up the school events, like face painting and schedule Irish dancers to perform.

Mrs. Benay asked if the costumes should be judged or whether it should be a costume parade. PTO members recommended a parade to make logistics easier.

Jayce will buy the gift cards. Trisha reported that there are snacks remaining from the Monster Mash. The PTO should not need to purchase additional food. Face paint needs to be purchased. Lily will check to see if coins are available from last year.

Suggestions were made to include gift cards for activities, such as GetAir, rock climbing and retailers, like Justice and Barnes & Noble.

#### **5. Lego League update: Ben Hardy**

Ben reported that Lego League has now concluded. Next year, the League will need more help and community space for the 8ft x 4ft needed for practice.

Trisha suggested asking the library about their lower level space and also promoting the League at the MBS open house next year. Ben would also like to engage the Middle School next year as Lego League is for 4th - 8th grades.

Mrs. Benay informed Ben that Shelburne would like to do a Lego league meet-up.

#### **6. Lake Monsters Game: Mrs. Benay**

Chris Antonicci (UMS) is organizing the Lake Monster School Night on June 29. Trisha will ask Kate if she is willing to distribute tickets again this year.

#### **7. Accounting**

- The PTO Cash Statement and Transaction Details were reviewed (attached).
- Lily reported that the teachers appreciated the Subway sandwich dinner during Parent Conferences. She recommended offering the same option for the Parent Conferences in March.

#### **8. Other Business**

- Planning for March Parent Conferences will be discussed at the next meeting.
- Mrs. Benay will ask the MBS web site administrator to make the Amazon link more prominent on the home page so it is easier to find.
- The need for babysitting at PTO meetings was discussed. It was decided to keep babysitting for PTO meetings so that all interested parents could attend.

#### **Next PTO meeting**

The next meeting is scheduled for Thursday, February 9, 2017, at 6:00 PM.

**Mallett's Bay PTO  
Cash Statement  
July 1 - January 9, 2017**

	Actual	Budget	Variance
Cash balance July 1	\$ 14,400.41		
<b>Income</b>			
Lego League	1,000.00	-	1,000.00
Monster Mash Income	1,242.50	-	1,242.50
Wrapping Paper Sales	13,380.80	-	13,380.80
<b>Total Income</b>	<u>15,623.30</u>	<u>-</u>	<u>15,623.30</u>
<b>Expense</b>			
Assemblies	1,500.00	1,500.00	-
Bank fees	-	150.00	150.00
Childcare	40.00	180.00	140.00
Field Trips	5,000.00	5,000.00	-
Four Winds	-	600.00	600.00
Garden	-	100.00	100.00
Lego League	834.84	365.00	(469.84)
Monster Mash	253.80	-	(253.80)
Odyssey of the Mind Fees	135.00	285.00	150.00
Odyssey of the Mind Worlds	(315.51)	1,500.00	1,815.51
Parent-conference staff meals	267.79	450.00	182.21
Teacher Appreciation (May)	-	500.00	500.00
Wrapping Paper expense	6,807.50	-	(6,807.50)
Yearbook 2016	-	500.00	500.00
Miscellaneous	56.16	200.00	46.16
<b>Total Expense</b>	<u>14,579.58</u>	<u>11,330.00</u>	<u>(3,347.26)</u>
<b>Cash balance June 30, 2016</b>	<u><u>\$ 15,444.13</u></u>		

<b>Restricted cash balances:</b>	
Four winds	<u>432.81</u>
Lego League revenue	1,000.00
Lego League expenses	<u>834.84</u>
Reserved for Lego League	<u>165.16</u>
<b>Total restricted funds</b>	<u><u>597.97</u></u>

Mallett's Bay School PTO  
 Transaction Detail By Account  
 November 9, 2016 through January 9, 2017

8:36 PM  
 01/09/17  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Assemblies Check	01/09/2017	408	Malletts Bay School		1,500.00	1,500.00
Total Assemblies					1,500.00	1,500.00
Childcare Check	11/10/2016	405	Evalina Lague		20.00	20.00
Total Childcare					20.00	20.00
Field Trips Check	11/21/2016	407	Malletts Bay School		5,000.00	5,000.00
Total Field Trips					5,000.00	5,000.00
Lego League expenses Check	11/10/2016	403	Ben Hardy	Lego Club competition registrati...	65.00	65.00
Total Lego League expenses					65.00	65.00
Odyssey of the Mind Fees Check	11/10/2016	404	Stephanie Fournier	registration	135.00	135.00
Total Odyssey of the Mind Fees					135.00	135.00
Parent-conference staff meals Check	11/21/2016	406	Subway		267.79	267.79
Total Parent-conference staff meals					267.79	267.79
<b>TOTAL</b>					<b>6,987.79</b>	<b>6,987.79</b>