

Attendees

| |
|-------------------|
| Angela Bean |
| Julie Benay |
| Ursula Boehringer |
| Trisha DiFonzo |
| Ryan Kluk |
| Jaycie Puttlitz |
| Gillian Tarinelli |

Agenda

- School updates
- Yearbook
- Garden
- Teacher Appreciation Week
- Unplugged week
- Four Winds
- Fall Fundraiser for 2017 - 2018 school year
- D.A.R.E Graduation
- 5th Grade parents
- May PTO Meeting

1. School updates: Mrs. Benay

None.

2. Yearbook update: Jaycie

Yearbooks will sell for \$15 this year. There are 300 copies arriving on May 27. The PTO needs to sell 279 copies to break even. To date approximately 245 have been sold.

There were no donations to help towards yearbooks for low income families this year. The online ordering process may have made it more difficult to donate. Mrs. Benay will include a request for yearbook donations of \$15 in the upcoming school newsletter.

The PTO will set aside 15 copies for families with low incomes and begin distributing them to 5th Grade students first.

Jaycie will coordinate with the Art Teacher next Fall to hold a contest for next year's cover. Teachers could have students work on the cover during Genius Hour, an in-classroom enrichment program.

3. Osprey Patch Garden: Jaycie

Jaycie and James looked at the garden and created a plan for the 2017 plantings. They noted that the soil needs to be turned over in some of the beds and the students from ACE have planted peas in the garden.

Mrs. Benay gave a history of how the garden was started. It was managed for a short time by volunteers but there was nobody to take over and maintain the garden when these volunteers left.

Jaycie suggested that a person was needed to maintain the garden during the summer. A meeting was suggested to determine what should be maintained and what should not (e.g., plants should not be cut down without first coordinating). Jaycie will send out a Sign Up genius requesting volunteers to take care of the garden over the summer. Volunteers that sign up get to pick and eat whatever is ripe during their volunteer slot. Mrs. Benay suggested limiting the sign up to one slot per family as there was a lot of interest last year and not every family that wanted to volunteer was able to do so.

The Girls On The Run team would like to raise money to buy butterfly bushes for the garden. Mrs. Benay explained that facilities does not want to plant more gardens because they need to be maintained. She suggested they help with maintenance of the garden or raise money to buy tools or compost as an alternative.

The PTO has set a budget of \$100 for the garden. Jaycie made a motion to use this money for the garden for the rest of this year. Ursula seconded the motion and the motion was unanimously approved.

Upcoming garden activities:

- Jaycie will purchase lettuce plugs to plant before Memorial Day weekend to share 2-3 weeks after planting.
- Kale will be planted in July so it is ready for September or October.
- The morning Head Start program will plan marigolds and basil.
- Two faculty members would like to do a project and will buy seeds and peat pots to start plants.
- James from Claussen's will bring supplies and take students out to plant.
- MBS will buy supplies from Claussen's.

4. Teacher Appreciation Week: Gillian

Teacher Appreciation week is May 1 - 5.

Activities planned for the week:

- **Monday:** Why is your teacher a STAR? Students can fill out one of the forms sent home for Teacher Appreciation Week or make their own card or note to give to their teacher.
- **Tuesday:** Show how much you appreciate your teacher by wearing their favorite color.
- **Wednesday:** Bring a flower (from your garden, handmade, or draw a picture). PTO will provide vases.
- **Thursday:** Bring your teacher their favorite snack or soda.
- **Friday:** Be on your best behavior so your teacher can enjoy lunch provided by the PTO during recess. Friday is School Lunch Hero Day - write a note, draw a picture, or say "Thank You" to let the MBS Lunch Staff know they are STARS.

The PTO has a budget of \$500 for Subway to purchase individual sandwiches for all MBS staff members (teachers, custodians, etc.).

The PTO will provide breakfast for teachers on Tuesday. Trisha will send out a Sign Up Genius to request breakfast items, such as muffins and donuts.

5. **Unplugged week: Mrs. Benay**

Screen time awareness week is May 8 - 12. May 10 is bike to school day. Mrs. Benay has forms for the event and will distribute them to students.

6. **Four Winds: Trisha**

The Four Winds invoice was for \$809.50 which exceeds the budget of \$600. The PTO is paying for additional students to participate in the Four Winds program. Gillian made a motion to increase the Four Winds budget to \$810. Jaycie seconded the motion and it was unanimously approved.

7. **Fall Fundraiser: Angela**

The PTO needs to choose the catalog to use for the next Genevieve fundraiser. PTO members reviewed the catalogs. Sales from the Taste of Vermont catalog generate a revenue of \$5 per item. Closebuy generates a revenue of 30%.

The majority preferred Closebuy. The suggestion was made to compare sales from the Taste of Vermont to Closebuy.

Trisha suggested that a promo kit/samples are not needed next year.

8. **D.A.R.E Graduation: Mrs. Benay**

The D.A.R.E. graduation will take place during the day. Mrs. Benay has sent a "hold the date" announcement to families and will send out further information closer to the event.

9. 5th Grade parents: Trisha

Trisha to request a list of contact information for parents with 5th Graders leaving MBS.

Next PTO meeting

The next meeting is scheduled for Thursday, May 11, 2017, at 6:00 PM.

Mrs. Benay suggested holding the first meeting of the new academic year in September.

**Mallett's Bay PTO
Cash Statement
July 1 - April 12, 2017**

| | Actual | Budget | Variance |
|-------------------------------|----------------------------|------------------|-------------------|
| Cash balance July 1 | \$ 14,400.41 | | |
| Income | | | |
| Lego League | 1,000.00 | - | 1,000.00 |
| Lucky Day Sales | 637.36 | - | 637.36 |
| Monster Mash Income | 1,242.50 | - | 1,242.50 |
| Seed Sales | 1,003.70 | - | 1,003.70 |
| Wrapping Paper Sales | 13,380.80 | - | 13,380.80 |
| Miscellaneous | 209.50 | - | 209.50 |
| Total Income | <u>17,473.86</u> | <u>-</u> | <u>17,473.86</u> |
| Expense | | | |
| Assemblies | 1,500.00 | 1,500.00 | - |
| Bank fees | - | 150.00 | 150.00 |
| Childcare | 80.00 | 180.00 | 100.00 |
| Field Trips | 5,000.00 | 5,000.00 | - |
| Four Winds | - | 600.00 | 600.00 |
| Garden | - | 100.00 | 100.00 |
| Gifts | 50.00 | - | (50.00) |
| Lego League | 943.53 | 365.00 | (578.53) |
| Lucky Day | 278.48 | - | (278.48) |
| 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 | 545.34 | 450.00 | (95.34) |
| Seed Purchases | 126.86 | - | (126.86) |
| Teacher Appreciation (May) | - | 500.00 | 500.00 |
| Wrapping Paper expense | 6,807.50 | - | (6,807.50) |
| Yearbook 2016 | - | 500.00 | 500.00 |
| Miscellaneous | 113.39 | 200.00 | 46.16 |
| Total Expense | <u>15,518.39</u> | <u>11,330.00</u> | <u>(4,228.84)</u> |
| Cash balance - Ending | <u><u>\$ 16,355.88</u></u> | | |

Mallett's Bay School PTO
 Transaction Detail By Account
 February 10 through April 12, 2017

| Type | Date | Num | Name | Memo | Amount | Balance |
|-------------------------------------|------------|-----|-----------------|---|-----------------|-----------------|
| Lucky Day sales | | | | | | |
| Check | 03/17/2017 | 419 | Cash | Cash | -400.00 | -400.00 |
| Deposit | 03/21/2017 | | General | concessions | 1,037.36 | 637.36 |
| Total Lucky Day sales | | | | | 637.36 | 637.36 |
| Seed sales | | | | | | |
| Deposit | 03/21/2017 | | Farmraiser LLC | Deposit | 1,003.70 | 1,003.70 |
| Total Seed sales | | | | | 1,003.70 | 1,003.70 |
| Miscellaneous income | | | | | | |
| Deposit | 02/10/2017 | | General | Box tops | 209.50 | 209.50 |
| Total Miscellaneous income | | | | | 209.50 | 209.50 |
| Gifts | | | | | | |
| Check | 03/14/2017 | 421 | Fleet Feet | Lily Eastman - new baby | -50.00 | -50.00 |
| Total Gifts | | | | | -50.00 | -50.00 |
| Lucky Day | | | | | | |
| Check | 03/08/2017 | 416 | Justice | 3 gift cards | -30.00 | -30.00 |
| Check | 03/09/2017 | 418 | Trisha Di Fonzo | Pizza, face paint kits | -178.48 | -208.48 |
| Check | 03/10/2017 | 420 | Jayce Puhltz | Reim Subway gift cards | -70.00 | -278.48 |
| General Journal | 03/10/2017 | 2 | | Lucky Day - Ice | -15.01 | -293.49 |
| General Journal | 03/10/2017 | 2 | | Lucky Day - flowers | -39.57 | -333.06 |
| General Journal | 03/10/2017 | 2 | | Lucky Day - cash paid for ice and flowers | 54.58 | -278.48 |
| Total Lucky Day | | | | | -278.48 | -278.48 |
| Parent-conference staff meals | | | | | | |
| Check | 03/07/2017 | 415 | Subway | parent-teacher conferences | -277.55 | -277.55 |
| Total Parent-conference staff meals | | | | | -277.55 | -277.55 |
| Miscellaneous | | | | | | |
| Check | 03/09/2017 | 417 | Angela Bean | Box Top postage, Campbells labels for Education postage | -16.70 | -16.70 |
| Total Miscellaneous | | | | | -16.70 | -16.70 |
| TOTAL | | | | | 1,227.83 | 1,227.83 |

MBS Osprey Patch

NOTES

* We suggest at least some fall harvest crops so cafeteria can use on the menu. Kale is one, but others we suggest are: eggplant, squash, potatoes, cabbage, or other root crops.

We also have suggestions on the [map](#) for early and late harvests.

** If students or classrooms choose to start seeds indoors, we need to coordinate which plants to start in classrooms. See list below. Also identify a backup plan if seeds don't take.

We recommend marigolds and basil in garden to ward off pests. These would be good plants to start in the classroom.

List of Crops and Suggested Planting Options

This is a list of plants James and Jaycie discussed as options. Students can choose others.

| | |
|-----------|--|
| Potatoes | Donated by Claussens - Direct plant spuds - Late May |
| Carrots | Donated by VCGN - Direct seed under tomato plants - Late May |
| Tomatoes | Donated by VCGN - Start Indoors ASAP - Transplant Late May (James will donate tomatoes if the starts don't do well) |
| Peas | Donated by VCGN - Direct seed - Early April (April 13) |
| Lettuce | Donated by VCGN - Start May 1 indoors - Transplant Late May |
| Cucumbers | Donated by VCGN - Directly seed - Late May |
| Squash | Donated by VCGN - Directly seed - Late May |
| Beans | Donated by VCGN - Directly seed - Late May |
| Cabbage | Donated by VCGN - Start May 1 indoors - Transplant Late May |
| Peppers | Donated by VCGN - Start May 1 indoors - Transplant Late May |
| Eggplant | Donated by VCGN - Start May 1 indoors - Transplant Late May |
| Kale | Donated by VCGN - Directly seed - Mid July |
| Basil | Donated by VCGN - Start May 1 indoors - Transplant Late May |
| Marigold | Donated by VCGN - Start May 1 indoors - Transplant Late May |

If plants don't take indoors, James will see if Claussens can donate peat pots.

If VCGN is out of seeds, should we solicit families for donations?

MBS Osprey Patch

- April 8 Jaycie and James assess garden
- April 13 Discuss Garden at PTO mtg (6pm, Library). Plant Peas - DONE.
- April 21 Decide what crops to plant *
- Engage Food Service in discussion of what crops use on menu
- Get seed donations (Vermont Community Garden Network - Jaycie)
- Secure donation of crop starts (Claussens - James)
- Secure peat pots/potting soil donations or PTO purchase?
- May 1- 5 Classrooms begin to plant seeds for indoor start/to be transplanted **
- If no classrooms start seeds, PTO decide if to solicit families
 - Classrooms that have volunteered: AM Head Start, Cioffi, Ford
- May 6 or 13 “Dirt Dig Day”** (pick a Saturday, either May 6th or May 13th)
- 4-6 volunteers: bring shovels, rakes. turn over soil, remove old plants, move berry bushes from #7 to #6, rake up yard debris.
- May 22
- June 2 Arrange to have students plant seeds and transplant starts and plugs w/ adult volunteer (James?) and/or classroom teachers or other MBS staff
- No compost needed, use compost in corner for “spot” fertilization
 - Do we need spades?
- Determine schedule of students and adult volunteers to maintain early garden work*
- May 26 Send out Sign Up Genius for Summer Garden Volunteers
- Arrange communication with Facilities on summer needs (Julie)
 - Laminate map of garden, post in Shed (Jaycie)
- June 10 Summer Garden Volunteers meeting at MBS Osprey Patch**
- June 12 Students begin harvest lettuce and early peas
- June 19
- August 25 Volunteers maintain garden (schedule of activities TBD)
- Weeding, watering, harvesting
 - Keep an eye on blight, pests
- July 15 Transfer #10 and #5 to Kale for Fall harvest
- Remind Facilities to not maintain flowers by garden fence
- Sept - Oct Harvest schedule TBD
- October 28 Winter Prep Day**
- Pull up old plants, cover beds with leaves?

potato

Berries

6

Berries
7

Squash
(15 plants)
8

??
9

Carrots
from
seed
10

Cucumbers
(15 plants)
2

Tomato
(8 plants)
3

Pepper
(8 plants)
4

Beans
5

Potato
1

2016 Crops

Berries

(move berries)

8

Tomato
(8 plants)
&
Carrots
(from seed)

Peas
(May)
Kale
(July)

2

3

= marigolds
= basil

1

4

Lettuce
plugs (May)
Kale (July)

2017 Crop SUGGESTIONS