

Attendees

Angela Bean
Julie Benay
Ursula Boehringer
Mindy Demeo
Nini Fenton
Ryan Kluk
Heather Longchamp
Amy Minor
Jaycie Puttlitz
Gillian Tarinelli

Agenda

- Introductions
- Fundraiser update
- Yearbook update
- Minutes
- Guest speaker Amy Minor
- Four Winds
- Lake Monsters Colchester night
- Seed sales
- Lucky Day Carnival
- Yearbook
- Parent/Teacher conferences

1. Fundraiser update: Angela Bean

Angela reported that the new Genevieve catalog is available online. A suggestion was made to raise awareness of the continuation of the fundraiser via a flyer featuring gift suggestions for Mother's Day and Easter. Angela and Gillian volunteered to work on a flyer.

2. Yearbook update: Jayce Puttlitz

Jayce reported that she is coordinating with Beltrami (school photographer) to come to school to take photographs for the yearbook.

3. Minutes

Mrs. Benay requested that the PTO review and approve the minutes from October 2016, November 2016 and January 2017 PTO meetings.

- Jaycie motioned to accept the minutes and Angela seconded the motion
- The minutes were unanimously approved

4. Finance

Mrs. Benay requested that the PTO review and approve the PTO financial statement.

- Jayce motioned to approve the financial statement and Mindy seconded the motion
- The PTO minutes were unanimously approved

5. Guest speaker: Amy Minor

Amy Minor, Superintendent of Schools for the Colchester School District, presented the Colchester School District FY'18 budget and communication plan.

Amy asked the PTO to support the plan, help to communicate it to friends and neighbors in the District and encourage those with questions to attend one of the upcoming Community Presentations.

6. Four Winds

A total increase of \$15-\$20 was requested to fund the Four Winds program next year. The total fee this year was \$2,695. MBS, UMS and PPS paid approximately \$900 each. Half of the MBS fee is paid by the MBS student activity fund.

- Gillian motioned to approve the increase and Mindy seconded the motion
- The increase was unanimously approved

7. Lake Monsters Colchester night

Scheduled for June 29 for MBO, UMS and PPS. Trisha to coordinate with UMS and PPS to agree on a date for the packets to be sent home. Discussion moved to March PTO meeting.

8. Seed sales: Mindy

Twenty-five children participated in the fundraiser, which made approximately \$980 - an increase from last year.

Mrs. Benay suggested "Farm Raiser" as a potential fund raising event with social media promotion and prizes for sales. Mindy suggested doing something with the school garden. Jaycie suggested growing plants as end of year gifts.

9. Lucky Day Carnival update: Mrs. Benay

Planning is going well. Trisha is taking care of the snack bar and will create a Sign Up Genius for volunteers.

Mrs. Benay has recruited Middle and High School students to do face painting. The Irish Dancers have also been confirmed. Trisha will check the face paint supply and purchase additional face paint if needed.

Jaycie will purchase a variety of \$10 gift cards for the raffle. She will ask Get Air if they will donate a gift card.

Lily and Ryan will handle the activities.

10. Yearbook: Jaycie

Jaycie will submit the final yearbook on April 6. Yearbook paper order forms are ready to be sent home on Friday. Online orders are preferred and the web site is set up to begin taking orders.

Heather asked about the classroom pictures. Mrs. Benay to follow up on the class composites.

Jaycie requested help collecting envelopes and tallying sales. Mrs. Benay will send out an email asking for volunteers.

There will be a collection box in the front office for checks. The checks are taken to the bank in batches as it costs money to deposit the checks.

11. Parent/Teacher conference

Mrs. Benay stated that Subway was a huge hit with staff during the last Parent/Teacher conference. There is no need for a volunteer to coordinate the Subway order.

Next PTO meeting

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

**Mallett's Bay PTO
Cash Statement
July 1 - February 8, 2017**

	Actual	Budget	Variance
Cash balance July 1	\$ 14,400.41		
Income			
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
Total Income	<u>15,623.30</u>	<u>-</u>	<u>15,623.30</u>
Expense			
Assemblies	1,500.00	1,500.00	-
Bank fees	-	150.00	150.00
Childcare	60.00	180.00	120.00
Field Trips	5,000.00	5,000.00	-
Four Winds	-	600.00	600.00
Garden	-	100.00	100.00
Lego League	943.53	365.00	(578.53)
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
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	96.69	200.00	46.16
Total Expense	<u>14,875.66</u>	<u>11,330.00</u>	<u>(3,602.81)</u>
 Cash balance June 30, 2016	 <u><u>\$ 15,148.05</u></u>		

Restricted cash balances:	
Four winds	<u>432.81</u>
Lego League revenue	1,000.00
Lego League expenses	<u>943.53</u>
Reserved for Lego League	<u>56.47</u>
Total restricted funds	<u><u>489.28</u></u>

8:46 PM

02/08/17

Accrual Basis

Mallett's Bay School PTO
Transaction Detail By Account
 January 9 through February 8, 2017

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	01/12/2017	412	Abbie Longchamp		20.00	20.00
Total Childcare					20.00	20.00
Lego League expenses						
Check	01/12/2017	410	Ben Hardy		68.69	68.69
Check	01/12/2017	411	Ben Hardy		40.00	108.69
Total Lego League expenses					108.69	108.69
Seed purchases						
Check	01/25/2017	413	Mindy Demeo	reim for color copies	126.86	126.86
Total Seed purchases					126.86	126.86
Miscellaneous						
Check	01/12/2017	409	Moriah McCullagh	Snacks for Sept PTO meeting	40.53	40.53
Total Miscellaneous					40.53	40.53
TOTAL					1,796.08	1,796.08