

**MT. LEBANON COUNCIL OF PTA'S
COMMITTEE REPORT - SCHOOL YEAR ENDED JUNE, 2018**

Committee/Office Name:	Staff Appreciation
Committee Chairperson(s) or Officer Name(s):	Rachel Meta
Committee Goal(s) or Job Description:	Provide a lunch for Central Office Staff
Significant accomplishments:	See above
Timeline including beginning and ending dates for committee or position:	Reserve the conference room in January through Jeanine. Electronic invitation sent out about 1 month before lunch. Sent Meal Train to PTA Presidents and Council Officers about 1 month ahead of time
Materials/Resources used or needed:	Some paper products, although Food Services ended up giving us most of this. FS gave us plates, silverware, cups and napkins even though I told them not to. Not sure if the price reflects the paper goods or not. Chicken parm, pasta, breadsticks, lemonade in dispenser and bottles of iced tea were purchased from Food Services for \$93.88 serving 30 (although head count was 27) PTA members donated side salads and desserts
Budget: \$300	Actual: \$120.12
If actual is over/under budget, explain reason for variance:	
Suggestions for next year:	Use Food Services again. Really easy and great price. Bring more serving platters to make store bought food look nicer and more "homemade"

Other Comments:	
Date:	Signed: Rachel Meta