



PTA Provided Faculty Lunch Schedule

- Faculty lunches are provided by the classrooms on the 3rd Wednesday of each month unless it is a holiday, then they are provided on the 2nd Wednesday
- Each grade coordinates one lunch, beginning with 6th grade
- Liaisons should work with Meg Reiss (meg.reiss@yahoo.com) to plan the menu and then reach out to the rest of the class for whatever else is needed
- Paper products will be purchased in bulk and stored in the kitchen (gray metal cabinet next to sink, bottom shelf, key is on top of cabinet)
- Liaisons should recruit 2-3 people to help with one or both lunch periods
- Lunches will be set up in the faculty lounge
 - 1st lunch is 11:10-11:40am – set-up usually takes an hour (clear and clean the surfaces, put all the paper products and food out)
 - 2nd lunch is 11:50am-12:20pm – replenish the food and paper products after the 1st lunch, clean-up usually takes a half-hour
- The budget for each lunch is \$100 and there should be enough food to feed 25 (remember to submit a PO and use the Exempt Purchase Certificate for purchases; both forms are on the website under the PTA link)

*****TIP:** Put half of the food out for the first lunch and save half for the second lunch so you don't run out of everything before the second group eats. Re-heat any items that should be served warm

September – PTA Officers

October 17 – 6th Grade

November 14 – 5th Grade

December 19– 4th Grade

January 16 – 3rd Grade

February 13 – 2nd Grade

March 20 – 1st Grade

April 10 – Kindergarten

May 15 – Preschool

June – PTA Officers