

Manhattan PTO

Year-End Retreat 5/10/12

Minutes: Board Secretary- Jennipher Murphy

Attendance: Sami Carroll, Allison Farrand, Suzanne Lee, Soraya Smith, Fran Gonis, Jennipher Murphy, Rebekah Hartman, Barb Hoyt, Ann Barry, Colleen Rea, Lisa Lesmak, Libby Black, Chris Goodman, Robbyn Fernandez

☐PTO Review of 2011-2012

PTO Executive Committee incoming

Board members

Principal: Robbyn Fernandez
Co-Chairs: Fran Gonis
Co-Chairs: Suzanne Lee
Treasurer: Barb Hoyt
Secretary: Jennipher Murphy
Volunteer Coordinator: Allison Farrand
DPC: Judy Bagley
Alternative: Rebekah Hartman
SAC: TBD
SEAC: Suzanne Lee

- PTO Administration Team
- SAC/SIT Committee
- GOTO Teacher Meeting
- PTO Events
- Volunteers and Hospitality
- Magic Phoenix
- School Improvement (DAC, DPC, SEAC)
- Community Building and Life Happens

Publicity

Chair: TBD

About:

- Tall Ships- Photos, Link Drop Box
- Art- Cards- Multimedia
- PTO Handbook

School Store

Chair: Grace Snow

About:

- Box Tops
- Cards- Art Work

Lisa gave report- Were on a profit of \$800 + Inventory. Took one month to get volunteers lined up. Everyday afterschool the store is open for about 45 minutes. Mostly snacks. Beginning of the year is when t-shirts go. Sweatshirts are not as popular. Hats are going to go on sale. Don't sell as well. Take them to registration. They will order the smaller sizes earlier so they are in stock. We need to give dates of events for Grace to make sure that she has one person representing the store. Back to school, winter social, How to make sure your 6th grader is successful. Kids' stuff- wallets went well. All funds go to PTO. (Multimedia class doing it) Mr. Root is starting a new class next year- yearbook/online newspaper. Online newsletter.

Fundraising

Chair: Sami Carroll to help with Committee

Working with Barb Hoyt, Treasurer to create system for donations to be dispersed

- Magic Phoenix- Major Campaign
- Oct. \$20,000
- Wish list/Giving Tree

Community Dinner/Tall Ships Scholarship

Chair: Colleen Rea & Chris Goodman

About:

- Community Dinners- No costs fundraisers

- Islands
- CpK
- Spooners
- OZO gift cards (10% card)
- Twisted Pine to be added next year
- Pay Back
- Tall Ships Funds
- Possible roller skating party

Technology

Chair: Jennipher Murphy, Fran Gonis, Suzanne Lee

About:

- Potential website to house minutes, DPC, PTO, DAC
- Google Docs
- Link to school website
- Potential survey
- Potential sign-up forms
- Libby Black- Teacher contact for technology. Will be finding out if district will assign PTO an account.
- Need a webmaster once site is built

Hospitality

Chair: TBD

About:

- Parent/Teacher Conferences- Oct 11 & 17/ Feb 19 & 20
- Need someone to oversee, Set-up and Clean-up

Vision and Hearing

Chair: TBD

About:

- Mandatory testing for all 7th graders and students new to the district
- One day testing from 8:00a.m.-12:30p.m.
- Volunteers

Ann gave report- Approximately 40 hours of prep needed. Chair works with Anita and Carla (the Para). Set-up lists. Mandatory for 7th and new to district. Lists ahead of time. Chair needs to start 3 weeks ahead. Recruit people. Volunteers assist nurses from district by helping to set-up. Ann said that she would actually do some testing because it is always understaffed. Approximately 10-12 volunteer's needed a day. Goes from 8-12:30. The date should already be set towards the end of October.

Winter Social

Chair: TBD

About:

- This is a free all school event. This year there was a Wii in the gym, pottery in the art room, Mexican Bingo and a sundae bar.

Report: PTO funds the event completely. There is a notebook with notes and specific information. Program needs to be distributed because parents had trouble finding out where to go.

Barnes & Noble Book Fair-

Chair: Librarian.

About: We should offer to help again.

CSAP Snacks

Chair: TBD

About:

- PTO used to fund all of the snacks for CSAP. 2 weeks prior to the test, a school wide email is sent out by Limary asking for donations. Parents drop off their donations directly at school. The PTO divides and organizes them. Snacks are focused on being healthy. This year, the surplus snacks went to school store.

☐PTO General Comments

- Volunteer Sign-up is being sent out.
- The 6th Grade Coffee is on the first day of school. 360 Parents usually will work with PTO. They will be reaching out to new parents soon.
- Replace Bagel Coffee with Intro to Teachers - The school has decided not to do the bagel, breakfast & coffee for next year. It is held during the first couple of days of school but teachers were feeling like they were not creating the best impression. They were not yet familiar with the students so could not answer a lot of questions asked. They are moving back to school night to the 21st and do it then. Parents will go to each class after seeing a presentation from Robin.
- The week after Back-to-School, the school will host "how your 6th grader can succeed". It was suggested by the PTO to add the technology piece, Infinite Campus.
- Parent Handbook- It was suggested that a sub- committee be established to review and revise the handbook before it goes out to the parents. It is handed out at 6th grade registration. Over the summer. Robin volunteered to do that and Jennipher will edit final copy.
- Barb Miller is writing Allies Council (grant) to replace the student council
- Bike to Walk Day- successful
- It was suggested that the PTO meet once a quarter off-site for cocktails!!

- Sami volunteered to help with marketing.
- Jennifer volunteered to help with technology.

☐PTO Treasurer Report

Chair: Barb Hoyt

Barb gave report: The PTO has money left over in the budget totaling, \$1900.00. She handed out copies of the budget, suggestions for the surplus and the future budget. Some of the possibilities were:

Possibilities:

- T-shirts for staff
- Tall Ships scholarship fund
- Parent 360 group

Teacher wish list: Who did not get funded?

- ADL
- Phoenix 360 group
- Sierra Club
- Wrestling
- Allies in Diversity

PTO Discussion: PTO is a non-profit and pays tax and submit a Federal report. The PTO discussed the extra funds and why we can't use them. It was suggested adding support for wrestling because it is a big sport and lots of old equipment. It was suggested that Tall Ships be taken off the list because we can do fundraising next year. Barb said during the last two years, the PTO has not been able to offer the Payback program as a fundraiser for sports but one potential could be club sports. Someone asked if we should give to one sport? Is that fair? Do we have a grant? PTO discussed the \$1900. Barb suggested that a meeting should be scheduled to discuss financials. Sami volunteered to help out because she has a system that worked from her old school.

Barb also reported that we have about \$4,000 in the bank account that is not on the spreadsheet report. The funds have accumulated over the years from money not spent.

There is an additional \$1200 which belongs to the Latino parents. The PTO has been holding the money for them but they have not been interested in getting it back. The district has stepped up to help them so they are not as involved with the PTO. An organization approached Robin called Classic. The idea is to get technology into hands of Latino students. Their organization is a non-profit that will be starting here next year. It was suggested that they be added to the list.

It was suggested that a banner for graduation be added to the list. The banner will be simple, RISE Manhattan Phoenix banner and used on stage. The cost is approximately \$200. Robin said that the discussion around graduation has led to interest in a more formal celebration. Libby said that some middle school graduates give back to the school and that might be something to consider.

The PTO discussed all the possibilities and wrestling and graduation were added to the list. Tall Ships was decreased and the banner was added.

The final proposal to be voted on:

- T-shirts- 400
- Tall ships- 100
- ADL- 300
- Allies-300
- Robbyn fund-400
- Wrestling- 200
- Banner-200

Barb presented the proposal and asked for a vote. Vote: Everyone voted yes.

Barb- Proposed Budget

Why are there items that are defined as Favorite Charity? It gives us flexibility to choose. Sami suggests changing the name and drop the word "favorite".

☐PTO Next Steps

1. Jennipher, Fran and Suzanne will meet to discuss website.
2. Libby will find out if district will assign a Google account to PTO.
3. Robbyn will edit the Parent Handbook.
4. Jennipher will do final edit of the Parent Handbook.
5. PTO will recruit chairs for all committees.
6. Barb will distribute the money per the proposal voted on in the meeting.