

## **PTO Meeting - Sept. 3, 2013 at Manhattan Middle School**

**Attendance:** Kari Albright, Libby Black, Mary Kay Cicio, Shannon Collier, Flame Dineen, Mary Dineen, Barbara Smith Dyrmoose, Trina Faatz, Allison Farrand, Jules Hauck, Barb Hoyt , Heather Janelle, Barbara Javors, Wenxing Jian, Meena Keuer, Kristin Kusmierek, Suzanne Lee, Peggy Livingston, Michele Marshall, Monica Medrauo, Nathalie Pratt, Rosabelle Rice, John Riggs, Quan Zhang, Deana Zimenoff, and Jamie Zimenoff.

### **I. President's Welcome & Introductions - Michele Marshall**

Michele started the meeting at about 6:30 pm and welcomed everyone.

### **II. Principal's Report - John Riggs**

This is Mr. Riggs's first year as principal of Manhattan Middle School. He spent the last three years at Broomfield Heights Middle School. Before that, he taught at Platt Middle School for 11 years. He lives in Westminster.

This year, student enrollment is 551. The school year is going well. Mr. Riggs is ironing out kinks in the on-line registration for athletics.

### **III. Teacher's Report - Libby Black**

We are looking for another teacher to join PTO. Libby Black is the only teacher in PTO for now. There are about 45 teachers this year, a lot of whom are part-time, i.e., teaching five instead of six classes.

Someone asked who is teaching dance. This year, the dance teacher is Kaci Pennington, who also teaches language arts. She has some dance background and may be bringing in outside people, as well.

The math department has new books to go along with a new curriculum and the teachers would like some parents to volunteers to stamp and number books. Those who want to volunteer should give their names to Libby.

### **IV. Treasurer's Report - Barb Hoyt**

Barb has been our treasurer for seven years. She distributed a written budget, which is attached, for the 2013-2014 school year. It has three columns: what was budgeted last year, what was used last year, and what is being budgeted this year.

This is not a strict budget, because for some expenses we go over the budgeted amount and for others we may not spend the full amount. For example, last year we spent less than expected on food for parent/teacher conference days and CSAP days, due to the food that volunteers provided. Some needs can change from year to year. This has happened, for example, with money to send kids on the Tall Ships program, for the Odyssey of the Mind program, and for last year's 6th grade ski trip.

The income items are:

- **Magic Phoenix Fundraiser.** Before Barb became treasurer, it was decided that this would be the school's one fundraiser. From this fundraiser, \$600 plus 12% of what is raised beyond \$600 goes to the PTO. This means that almost all of the fundraising money goes directly to the school. It goes for teachers to spend money on their "wish list" items, i.e., things they want to have that are not in the District's budget. (See more details in Section V., below.)
- **payback coupon books**
- **community dinners.** Sometimes the income from these goes directly to some other school group. For instance, the income from a California Pizza Kitchen fundraiser was spent on sending math teachers to a conference in Denver.
- **donation box receipts & carryover from past year(s)**

Last year, the Magic Phoenix raised about \$22,000. Adding the money from the community dinners and payback coupon books, about \$30,000 was raised last year. This amount went from the PTO to the school.

Another income item for the school is the \$120 suggested donation collected during registration. This money is used, for example, to provide each student a yearbook free of charge and to buy gym uniforms for students who cannot afford them. There were suggestions to reword the line item on the registration form and/or to clarify that the \$120 suggested donation is separate from the Magic Phoenix Fundraiser and/or to combine the two fundraisers. The \$120 suggested amount is per family. Different families have donated different amounts, and at least 50% of the families in the school do not make the \$120 donation.

Contributions to either the \$120 donation or the Magic Phoenix Fundraiser are tax deductible. In the past, the PTO has sent receipts for Magic Phoenix contributions. Mr. Riggs said that in the future, the school would also send receipts for the donations during registration.

## **V. Magic Phoenix Fundraiser Report - Suzanne Lee**

This is our major fundraiser. It will be throughout October. In the past, we have let individual families decide on what amount to donate. People can send a check or pay through PayPal. Last year, the PTO conducted a car campaign, reminding parents about the fundraiser as they were dropping off their kids. Douglass Elementary has done the same thing. Last year, it was on the snowiest morning.

The PTO website has shown the teachers' wish lists. These are items for the classrooms, not for clubs or sports. People who donate may, if they like, designate a particular item for their contribution to fund.

Our goal is to raise about \$25,000 this year. As mentioned above, last year, we raised about \$22,000. We do not know the percentage of families who gave. We estimate that fewer than

100 families of the approximately 400 total contributed. (Last year, there were 482 students enrolled, and this translated into about 400 families.) The most one parent has given is \$1,000.

There was some discussion of aiming for 100% participation, with less emphasis on a suggested per family donation, and a suggestion to provide a summary of how the contributions have been spent.

#### **VI. Volunteer Coordinator's Report - Allison Farrand**

We may need another volunteer to help Allison help coordinate the volunteers, because a lot of people have said they are available for volunteer jobs. People can sign up for volunteer work on-line or by asking Michele to get on the PTO's mailing list. Examples of volunteer jobs are helping with the school's vision and hearing tests, coordinating teachers' meals during the parent-teacher conferences, helping with the Magic Phoenix Fundraiser, joining District committees, organizing the winter social, and working in the school store.

#### **VII. School Store Report - Julies Hauck**

The school store sells clothing (e.g., long-sleeved shirts, women's t-shirts, pullover and zip-up sweatshirts, two types of hats), flash drives, knickknacks from last year, snacks (e.g., cheese sticks, seaweed, Capri Suns, Gatorade, Boulder Chips, Izzies, Go-Gos, Gogurts, beef jerky, and trail mix). The store tried apples, and the kids wanted them, but they were expensive to acquire. Boulder Chips and Gatorade in particular sell well and make a profit. The store now makes about \$1,000 per year in profit. It not as a money maker but to sell Manhattan products and advance school spirit.

We now have a Manhattan logo, commissioned for and owned by the school. The store will sell clothing with the new logo, after selling existing stock with the old logo.

Last year Linda Hubbard coordinated an awards program. Students received awards in the form of tickets, which could be turned in for prizes at the school store.

Kids have worked at the school store, but only with their parents. There are not enough teachers to sponsor a club for the store. The space in the store is too small for an adult and more than one kid. Under District policy, students cannot sell things they bring to school.

The store follows the District policy, which is to open any peanut products outside only. In addition, store policy is to limit the amount of products that contain peanuts. Classrooms are peanut-free, but Mr. Riggs said that we cannot prevent students from bringing peanuts to lunch.

#### **VIII. Trip Trackers Report - Trina Faatz**

Trina will be in the cafeteria once a month for the trip trackers program. Students will receive points for each time they get to school without being driven alone. Each month parents go online to submit the number of trips that qualify for trip tracker. Then Trina distributes the trip tracker money at lunch. Parents should go to the trip tracker website

[www.bvsd.org/transportation/toschool/tracker/Pages/...](http://www.bvsd.org/transportation/toschool/tracker/Pages/...) C for more information. There is also a list of the places where trip tracker dollars can be used.

#### **IX. Parent Engagement Network Report - Trina Faatz**

Trina is Manhattan's PEN representative. Last year, PEN put on its first presentation, which was a well-attended program about the teenage brain. PEN is now charging for events. If we put on a PEN program and use someone other than a PEN speaker, we will need to pay for the speaker.

PEN was created out of the Boulder County Health Youth Initiative, to prevent drug problems by promoting positive behavior. The website is [www.PENBV.org](http://www.PENBV.org).

#### **X. Volunteer Opportunities**

There was a sign-up for volunteers at the counter. We are looking for volunteers for

The science garden. Sixth grade science classes plant lettuce in the spring, which they harvest for salads at the end of the school year.

- **The box top program.** This involves taping boxtops on sheets of paper - we get \$5 per 50-boxtop sheet.
- **The winter social.**
- **Coordinating meals for teachers** during parent-teacher conferences.
- Kristin Kusmierек will be running a program for collecting yellow plastic bottle caps to get donations from Longmont Dairy.

#### **XI. Upcoming Events**

- Tues., September 24<sup>th</sup> -Chipotle fundraiser in Louisville; it will give 50% to Manhattan.
- Wed., October 9<sup>th</sup> - Walk to School Day
- Tues., October 15<sup>th</sup> - California Pizza Kitchen fundraiser, from 11-9. Bring flyers to the restaurant to have part of the proceeds go to Manhattan.
- T/Thu., Oct. 22nd & 24th Parent - Teacher Conferences

Respectfully submitted,

Peggy Livingston, Secretary