

Minutes - PTO Meeting  
October 6<sup>th</sup>, 2014, 6:30 p.m.  
Manhattan Middle School Library

**I. Welcome: Michele Marshall**

As PTO Chair, Michele Marshall welcomed everyone. Those present were Kari Albright, Danielle Butler, MaryKay Cicio, Russ Crouch, Dawn Deming, Mary Dineen, Amy Evans, Trina Faatz, Shauna Henkel, Loli Hudson, Heather Janelle, Erica Johnson, David Jones, Kristin Kusmierek, Peggy Livingston, Anna Lull, Michele Marshall, Meghan McCracken, Alaina McQueen, Nathalie Pratt, John Riggs, Stephanie Spencer, Karen Urbanowski, Julie Volckens, and Amanda Wember.

**II. Principal's Report: John Riggs**

Parent-Teacher conferences have a new, on-line sign-up system for appointments. The school has emailed parents about the new system. Parents have begun signing up. There will also be computers on-site during parent-teacher conferences for those who will not have signed in advance. So far, the most appointments any teacher has is 38. Many parents do not come to conferences. Usually there are more parents of sixth graders, with attendance tapering off by the time students reach eighth grade. With the new appointment system, we may be able to hold to the five-minute limit for conferences. If parents need more time with any teacher, the parents should contact the teacher by email or telephone. A parent suggested an improvement to the sign-up system, i.e., to show the location of each teacher's conferences on-line before the step for parents to select a time. That way, parents can use that information when choosing times for their conferences. The school administration will look into doing this.

Manhattan now owns its Facebook page. We had had one previously but did not know who owned it or had access to it. Mr. Graham is working with Facebook, in order to have another way for the school to communicate with parents. Mr. Riggs is an administrator. Originally, it was connected to his personal Facebook page. Anyone wanting to view Manhattan's Facebook page will need his or her own Facebook account.

The Tall Ships program is ending. So far, nothing has been scheduled to replace it. Michele reported that Ms. Greene told her that she wants the replacement to be an experience, not just a trip. A parent suggested having the event for 7<sup>th</sup> graders, so that they will have another year of school together after bonding on the trip. I would hope that we could get an event up and running in time to include current 8<sup>th</sup> graders who did not get to go on the Tall Ships trip.

**III. Special Report: Art Department—Alaina McQueen & Dawn Deming**

Ms. Deming and Ms. McQueen, the art teachers, distributed two handouts describing the art program. Ms. Deming and Ms. McQueen are in their third and second years, respectively, teaching art at Manhattan. They said that this year, for the first time, both art teachers at Manhattan are teaching the same thing. They have been working to assure that the art program

attains the highest level possible level and that students will be guaranteed a foundation for success in whatever high school they attend. To involve everyone, they have been keeping their Infinite Campus and personal websites up-to-date, have set up a system for parents to sign up for a free service from remind.com to receive text messages, have provided their syllabus to high schools, and have pledged to respond to emails within 24 hours. They asked answered questions about accessing their websites. Ms. Deming referenced a study of ways that parents preferred to receive information in which texting was one of the five preferred means.

For special events, the art teachers would appreciate help. They want to encourage students to be recognized as Artist of the Month. They are looking into ways of displaying student art, such as behind Plexiglas. They asked parents if they knew of potential guest artists to visit their classes (and mentioned that there would have to be a background check for this). To give students a sense of having published something, they have arranged for students' art to be displayed at the Education Center, the California Pizza Kitchen, and Mocha. They asked for additional suggestions for display locations. Some parents suggested Ozo Coffee Company and Frasier Meadows.

The Art Department can use donations for craft projects, e.g., lamp components, plastic bottles, and other odds and ends for things such as a giant sculptural globe project. Crocs has donated 90 pairs of shoes.

Based on their experiences teaching high school (Ms. Deming for 12 years and Ms. McQueen for five), the art teachers believe that a lot of what their middle school students are doing are at the same level as high school. The teachers are also looking into school beautification projects and field trips (which are coordinated with the curriculum). They would like a possible New York City trip to be considered as the recipient of proceeds from any upcoming fundraising community nights.

On October 11<sup>th</sup>, there will be a tailgate party at Whole Foods, which will raise money for Manhattan. Ms. McQueen will attend, and the Manhattan choir and drama students may also attend. Whole Foods may also send some of its graphic artists to look at our students' artwork.

#### **IV. Teachers' Report: Libby Black, Stephanie Spencer, Meghan McCracken**

Meghan McCracken mentioned that Barb Miller had done an evening presentation about Allies. Stephanie Spencer added that the teachers were on board with the Magic Phoenix incentives.

#### **V. Treasurer's Report: Erica Johnson**

Erica distributed a one-page Treasurer's Report. She plans to distribute a one-page report at each meeting. It summarizes income, cost of goods sold, and expenses. She will also bring profit and loss statements and balance sheets, in case of questions; she will give them to the PTO Secretary for the minutes. For each month she has a packet including receipts, etc. She also keeps track of this information on Quick Books.

In this month's report, cash donations were listed as \$181.46 in the year-to-date column, because she wanted to zero this out before the Magic Phoenix money came in.

The school store is also a source of revenue. It has all the school supplies the teachers wanted the students to have, e.g., a combination lock for \$5, a protector for 50 cents. Michele sent a list of inventory to Loli Hudson, who forwarded it to the teachers. Parents will also be sent this list via the PTO announcements. We now have \$4,700 of inventory to sell.

**V. Magic Phoenix (Manhattan's Major Fundraiser): Amanda Wember**

Amanda has sent 600 letters requesting contributions. Our goal is to raise \$25,000 this fall, with as close as we can get to 50% participation. In prior years, we have had 25 to 30% participation. We will have tables at the parent-teacher conference nights. People may wear costumes to help raise money.

**VI. Committee Reports—Written Reports**

See the attached written reports:

Community Dinners: Chris Goodman & Sara Knight

Grocery Cards & Milk Caps: Kristin Kusmierek

School Store & Boxtops: Deana Zimenoff

PEN: Trina Faatz

Walk to School: Kari Albright

**VII. Volunteering Opportunities:**

We can use volunteers for the following:

Walk to School—October 8th

Second Vice Chair

Magic Phoenix

Vision and Hearing Screening---October 16th

School Store

**VIII. Other Comments or Questions –open time for anyone**

The new rules for times students can be let into school and must leave are the result of District policy. Students are allowed to arrive earlier at Manhattan because breakfast is served.

A question came up about plans for a floodwater detention facility on Manhattan property. Mr. Riggs did not have information about this.

**IX. Upcoming Events**

Community Dinner: Wednesday, October 15<sup>th</sup> at 5 Guys Burgers on 29<sup>th</sup> Street.

Parent Teacher Conferences: October 23<sup>rd</sup> & 28<sup>th</sup>, 4:20 to 8pm. The PTO will organize the dinners for these nights with the help of volunteers.

Next scheduled PTO meeting: Monday, November 3<sup>rd</sup>, 6:30-8 pm in MMS library.

Art Fest: December 9<sup>th</sup>.

**X. Attachments to Minutes**

MMS Art Department: two single-sided handouts

MMS PTO Treasurer's Report:

Monthly Report for October, 2014: one-page handout  
Profit and Loss Statement

Committee Reports: three pages

Respectfully submitted,

Peggy Livingston

## **Committee Reports:**

### **PEN Trina Faatz**

PEN at Manhattan will focus on the widespread and very destructive issue of eating disorders in our community, middle and high schools, and the media. It now encompasses both genders, and we see it beginning as early as 6th grade. Our speaker is an amazing psychotherapist, Brooks, who not only lived for many years with, and almost passed on due to anorexia, but also later with obesity. She speaks locally and state wide on these issues, and the counseling department is hoping she will be able to speak and integrate her work and training into one of the 7th and 8th grade health classes. We will hold our annual event after the holidays, and are looking for dates that coincide with the school and PENs busy schedules.

### **TRIP TRACKER**

The first Trip Tracker rewards hand out day will be Tuesday, October 21 during the lunch periods. Watch for the trip online registration email that will be coming soon! It will again be performed in the cafeteria. We are always looking for volunteers to help. To get information on how to sign up, see our school hall bulletin boards, contact [Peter.hurst@bvsd.org](mailto:Peter.hurst@bvsd.org). For questions re: Manhattan or volunteering contact Trina at [Shantrina@aol.com](mailto:Shantrina@aol.com)

### **WALK to SCHOOL Kari Albright**

Tomorrow, October 7th is the last day to collect any used books that you wish to donate to the City of Boulder. This is a thank you for the City bringing their mobile bike library to the Walk to School event. There is a box in the library for drop off. Also Friday is the last day to send in shoes, which will be donated, to South America. These should be clean paired up shoes, please no light up flashy shoes, as they cannot be accepted.

Wed the 8th is Walk to School. This is a fun event, which encourages students for one day to arrive at school by their own mode of transportation such as walking, biking, or the school bus. The goal is to extend the effort to more than one day or month. There are district programs, which encourage and reward such alternative modes of transportation, such as Trip Tracker, which Manhattan participates in. Any PR around car pooling, walking and biking, is encouraged.

### **COMMUNITY DINNERS Sara Knight**

Our next community night dinner will be Wednesday, Oct. 15 from 4-9 at Five Guys. Proceeds will benefit the Allies Club. We earned \$301 from CPK—this money will be used for Zoo Club and Allies.

### **DISTRICT PARENT COUNSEL Heather Janelle**

DPC spoke about the 3a bond issue that is on the ballot in November. Brochures are available that tell exactly what Manhattan will be receiving.

### **WHOLE FOODS TAILGATING FUNDRAISER Michele Marshall**

Whole Foods is hosting a tailgating party on October 11<sup>th</sup>, from 2 to 4 pm. They have asked Manhattan and Mountain Flower Urban Goat Dairy to be present as we are the recipients of bag credits for this quarter. This is a way for shoppers to enjoy a lunch and to learn a bit more about where their bag credits are going. I have asked the art department to come, and Ms. McQueen is coming and will continue to work on the recycled art hanging for Manhattan's front entrance. Keep saving water bottles, as many are needed for this project. I am also hoping to have some choir kids show up with their voices, along with drama focus students, and some of our Allies for support. So if your child would like to display their talents during these two hours, please feel free to come. Enjoy some food and the talents of our students. Whole Foods will donate proceeds from the food to Manhattan and the Goat Dairy. Here is the menu:

- Grass Fed Beef Slider with Goat Cheese and Sweet Red Onion Marmalade
- Ground Mediterranean Spiced Lamb Slider with Spicy Peach Mango Chutney Butter Lettuce
- Smoked Hand Pulled Chicken Slider with Korean Bulgogi BBQ Sauce Arugula
- Unbeetable Slider Avocado Vegan Aioli Shaved Radish Spring Mix

The sliders are \$3 each or 2/\$5 Add an Aqua Fresca for \$2

### **KING SOOPERS/SAFEWAY GROCERY PROGRAM Kristin Kusmierек**

We have added a number of grocery card users to both the Safeway and King Soopers programs this fall. We offered the cards at Registration and Back-to-School night, and have received a handful of email requests in response to various PTO communications. King Soopers continues to attract more users than Safeway, and store statements indicate that the King Soopers' account is close to issuing another reward disbursement (5% of \$5,000 of reloads = ~\$250).

Families continue to ask intermittently about Vitamin Cottage and other stores' rewards programs as well. Recently, a parent suggested Shoparoo, a relatively new app that logs purchasers' grocery receipts and rewards dollars spent, apparently amplified for specific brand purchases. Decisions about adding new programs should take into account financial benefits to Manhattan, likely participation rates, and program maintenance requirements.

For further info or to purchase a card, contact Kristin Kusmierек at [kusberry@me.com](mailto:kusberry@me.com).

### **LONGMONT DAIRY MILKCAPS for MOOLA PROGRAM Kristin Kusmierек**

The Longmont Dairy milkcaps program remains an easy-to-manage program that continues to grow in use. Families appear to have collected caps over the summer for depositing in our bin this fall, so we are close to another reward collection: I generally turn in caps after we have gathered 1,000 caps (1,000 x 5 cents/cap = \$50).

For further info, contact Kristin Kusmierек at [kusberry@me.com](mailto:kusberry@me.com)

**SCHOOL STORE & BOXTOPS FOR EDUCATION Deana Zimeneoff**

The school store is going well, the kids have adjusted to the new food options that are available. We also have school supplies at a very reasonable price, these haven't been real popular yet, but when the kids run low on supplies we expect to see more sales. Deana is still working on volunteers for the store, and does have most days filled. As for Box tops for Education, we continue to collect the tops outside the main office. The last day for collection for the fall will be October 24<sup>th</sup>. You can keep submitting tops, as these will then be mailed in the spring.

**FOOD COMMITTEE Conference Meals Barbara Dyrmosse & Margaret Riedel**

The menus are set for the meals. We are providing meals on Oct. 16<sup>th</sup>, 23<sup>rd</sup>, and 28<sup>th</sup>, this fall. We are trying something different on the 16<sup>th</sup> as we are purchasing tamales for the teachers from one of our Hispanic mothers. The sign up genius should be going out to parent volunteers either today or Tuesday. If the response isn't good then we will send out the URL to the entire school.

**SCIENCE GARDEN**

We are still looking for a chair for this project. We can recruit the zoo / science club to help with any project. Also, Kim Greene would like this garden to be a raised bed, probably around 2 feet high to promote growth of the garden while inhibiting weeds. This is the last real push for the science garden, or it may not continue at this school. So we are hopefully that we can find an enthusiastic gardener can be found.

# MMS PTO TREASURERS REPORT

Monthly Report: October, 2014

**Cash on Hand:**

**Checking:** \$3,255.00

**Savings:** \$5,280.68

**Total \$8,535.68**

**Accounts Receivable:** \$361.00

**Accounts Payable:** \$0.00

**Total Cash on hand: \$8,896.68**

Summary					
Summary			YTD TOTAL	BUDGETED	VARIANCE
	<b>Sept 4</b>				
<b>Income Summary</b>					
Total Retail Fundraising	\$ -		\$ 610.05		
Community Dinners	\$ 1,306.25		\$ 1,306.25		
Magic Phoenix Contributions	\$ 200.00		\$ 480.00		
Cash Donations	\$ 181.46		\$ 181.46		
Savings Account Interest	\$ 0.23		\$ 0.63		
Total School Store Income	\$ 588.88		\$ 1,757.88		
<b>Total Income</b>	<b>\$ 2,276.82</b>		<b>\$ 4,336.27</b>		
<b>COGS Summary</b>					
Magic Phoenix Costs	\$ 198.36		\$ 198.36		
Total School Store	\$ 642.66		\$ 3,459.71		
School Store Food	\$ 645.18		\$ 901.17		
<b>Total COGS</b>	<b>\$ 1,486.20</b>		<b>\$ 4,559.24</b>		
<b>Gross Profit</b>	<b>\$ 790.62</b>		<b>\$ (192.97)</b>		
<b>Expenses</b>					
Total MMS All School Parties	\$ 64.94		\$ 400.80		
Yearly Operating Expenses	\$ 110.00		\$ 110.00		
<b>Total Expense</b>	<b>\$ 174.94</b>		<b>\$ 510.80</b>		
<b>Net Income</b>	<b>\$ 615.68</b>	<b>\$ -</b>	<b>\$ (703.77)</b>		

**Submitted by: Erica Johnson, Treasurer, Oct. 6 , 2014**



**MMSPTO**  
**Profit & Loss**  
 September 1 through October 6, 2014

	Sep 1 - Oct 6, 14
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Community Food Fundraisers</b>	
Chipolte	945.25
Sweet Cow	361.00
<b>Total Community Food Fundraisers</b>	1,306.25
<b>Donations</b>	
Cash Donations	181.46
<b>Total Donations</b>	181.46
Magic Phoenix Donations	200.00
Savings Account Interest	0.23
<b>School Store Income</b>	
<b>Food/Snacks</b>	15.02
<b>School Store Clothing</b>	
Cinch Sacks	72.00
Hoodie Zip	115.00
Hoodies	25.00
Shorts - Girls	335.87
Vneck Tshirt	25.99
<b>Total School Store Clothing</b>	573.86
<b>Total School Store Income</b>	588.88
<b>Total Income</b>	2,276.82
<b>Cost of Goods Sold</b>	
<b>Cost of Fundraising</b>	
Magic Phoenix Costs	198.36
<b>Total Cost of Fundraising</b>	198.36
<b>School Store Costs</b>	
Combination Locks	49.96
<b>School Store</b>	
Magnets	511.48
Reeds	81.22
<b>Total School Store</b>	592.70
School Store Food	645.18
<b>Total School Store Costs</b>	1,287.84
<b>Total COGS</b>	1,486.20
<b>Gross Profit</b>	790.62
<b>Expense</b>	
<b>MMS All School Parties</b>	
Party Supplies- Cups, plates	19.78
Popcorn Supplies	45.16
<b>Total MMS All School Parties</b>	64.94
<b>Yearly Operating Costs</b>	
Costco Membership	110.00
<b>Total Yearly Operating Costs</b>	110.00
<b>Total Expense</b>	174.94
<b>Net Ordinary Income</b>	615.68
<b>Net Income</b>	<b>615.68</b>

**MMSPTO**  
**Balance Sheet**  
As of October 6, 2014

	<u>Oct 6, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking 6635	3,255.00
Savings	5,280.68
<b>Total Checking/Savings</b>	<u>8,535.68</u>
<b>Accounts Receivable</b>	
Accounts Receivable	361.00
<b>Total Accounts Receivable</b>	<u>361.00</u>
<b>Other Current Assets</b>	
<b>School Store Inventory</b>	
Cinch backpacks	448.00
Hoodies Pullover	1,250.00
Hoodies Zip	930.00
Long sleeve T	663.00
T-shirts	900.00
White V Neck WM	576.00
<b>Total School Store Inventory</b>	<u>4,767.00</u>
<b>Total Other Current Assets</b>	<u>4,767.00</u>
<b>Total Current Assets</b>	<u>13,663.68</u>
<b>TOTAL ASSETS</b>	<u><u>13,663.68</u></u>
<b>LIABILITIES &amp; EQUITY</b>	<u>0.00</u>

**MMSPTO**  
**Profit & Loss**  
 July 1 through October 6, 2014

	Jul 1 - Oct 6, 14
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Community Food Fundraisers</b>	
Chipolte	945.25
Sweet Cow	361.00
<b>Total Community Food Fundraisers</b>	1,306.25
<b>Donations</b>	
Cash Donations	181.46
<b>Total Donations</b>	181.46
<b>Magic Phoenix Donations</b>	480.00
<b>Retail Fundraising</b>	
King Soopers Grocery Cards	271.65
Longmont Dairy Farm Caps	57.40
Safeway Cards	281.00
<b>Total Retail Fundraising</b>	610.05
<b>Savings Account Interest</b>	0.63
<b>School Store Income</b>	
Food/Snacks	69.02
<b>School Store Clothing</b>	
Cinch Sacks	113.00
Hoodie Zip	546.00
Hoodies	175.00
Lip Balm	23.00
Long Sleeve Shirts	51.00
Shorts - Girls	383.87
Tshirts	72.00
Vneck Tshirt	34.99
School Store Clothing - Other	320.00
<b>Total School Store Clothing</b>	1,718.86
<b>Total School Store Income</b>	1,787.88
<b>Total Income</b>	4,366.27
<b>Cost of Goods Sold</b>	
<b>Cost of Fundraising</b>	
Magic Phoenix Costs	198.36
<b>Total Cost of Fundraising</b>	198.36
<b>School Store Costs</b>	
Combination Locks	49.96
Protractors and Angles	143.74
<b>School Store</b>	
Hoodies	552.00
Hoodies Zip	961.15
Lip Balm	335.45
Long Sleeve T	182.20
Magnets	511.48
Reeds	81.22
Shorts	361.79
TShirts	117.72
Vneck T	163.00
<b>Total School Store</b>	3,266.01
<b>School Store Food</b>	901.17
<b>Total School Store Costs</b>	4,360.88
<b>Total COGS</b>	4,559.24
<b>Gross Profit</b>	-192.97

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10/06/14  
Accrual Basis

**MMSPTO**  
**Profit & Loss**  
July 1 through October 6, 2014

	<u>Jul 1 - Oct 6, 14</u>
<b>Expense</b>	
<b>MMS All School Parties</b>	
Party Supplies- Cups, plates	326.63
Popcorn Supplies	45.16
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<b>Total MMS All School Parties</b>	371.79
<b>MMSPTO Programs</b>	
6th Grade Coffee	29.01
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<b>Total MMSPTO Programs</b>	29.01
<b>Yearly Operating Costs</b>	
Costco Membership	110.00
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<b>Total Yearly Operating Costs</b>	110.00
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<b>Total Expense</b>	510.80
	<hr/>
<b>Net Ordinary Income</b>	-703.77
	<hr/>
<b>Net Income</b>	<u><u>-703.77</u></u>