

## **PTO Annual Meeting—May 11, 2015**

**In Attendance:** Dave McCarty, Amanda Linsenmeyer, Jana Kuahova, Gloria Timmons, Shirley Chacon, Kristin Kusmierek, Shannon Collier, Karen Gall, Julie Chang, Mary Dineen, Chris Goodman, Amanda Wember, Meena Keuer, Jennifer Dingman, Erica Johnson, Arlene French, Trina Faatz, Sunil Shrestha, Isabel Cousins, Michele Marshall, Deanna Zimenoff, Loli Hudson, Joanne Corson, Meghan McCracken, Libby Black, John Riggs, Allison O’Neill, Anita Krol

### **2014 PTO Board:**

**Chair:** Michele Marshall

**Vice Chair:** Mary Dineen

**Treasure:** Erica Johnson

**Secretary:** Peggy Livingston

**Teacher Representatives:** Libby Black, Meghan McCracken, and Stephanie Spencer

**Principal:** John Riggs

### **Fundraising:**

Magic Phoenix Chair: Amanda Wember

Grocery Cards & Milk Caps & TAG DAC rep: Kristin Kusmierek

School Store & Box Tops: Deana Zimenoff

Community Dinners: Sara Knight & Chris Goodman

### **School Events:**

Winter Social Chair: Sara Knight

Trip Tracker/PEN: Trina Faatz

Conference Dinners: Barbara Dyrmosse & Margaret Riedel

Science Garden: Jenn Dingman

360 Parent Leader: Shannon Gallagher

Project Committee: Meena Keuer & Julie Chang

DAC Representative: Troy Thornberry

Volunteer Coordinator: Anna Karplus

**Who Are We:** Our PTO is group of dedicated parents who care about Manhattan Middle School.

### **What is Our Purpose: (From our Bylaws)**

The PTO is organized and shall be operated exclusively for those charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any future federal tax code). The following specific purposes are included, without limitation, in the foregoing general purposes:

- a) To support the well-rounded education of children in Manhattan Middle School of the Arts and Academics (“MMS”).
- b) To improve the quality of education and the total school environment at MMS by supporting and funding academic and environment goals set forth by the School Accountability Team.
- c) To serve in an advisory capacity to the principal of MMS, and to work in a collaborative forum with the principal and staff to facilitate effective site-based management.
- d) To raise funds through fund-raising activities that shall be used for educational projects and other educational activities for MMS’s students, faculty and staff.
- e) To act as a coordinating body, for all members of the PTO who would like to volunteer their time at MMS, and to provide a structure for communication among students, parents, faculty, staff, administration, and members of the community.

**How Do We Raise Money: All amounts will be in the treasurer’s report.**

### **Magic Phoenix—Amanda Wember Chair**

This is Manhattan’s Major Fundraiser. It is a direct appeal to the parents and guardians of our students. The campaign starts when school starts. We get a wish list from teachers, for items that aren’t included in their budgets but would enhance the classroom experience. Then we send out the wish list along with a letter asking for donations. This year we had a goal of \$25,000; we raised \$32,000 and distributed \$31,088 into the school.

Changes made this year:

- \*Teachers Involved! And kids!
- \*Money distributed in early November, spend date of early February, or be forfeited
- \*Allowed a second round of requests
- \*PTO generated money for compostable products and school field trips for each grade
- \*Thank you from teacher for designated funds

### **Community Dinners**

These are fundraisers that are set up on a monthly basis, and families can choose to participate or not. If clubs or groups at MMS have financial needs, we try to assign one of these nights to the group. Who we funded this year, kids going on the art field trip, African drumming and dance club, Allies, and Zoo Club. We were able to fulfill all their requests.

### **Box Tops & Milk Caps**

There are collection boxes at the front entrance, near the office. These items are collected throughout the year with the purpose of purchasing something for the entire school to use. This year we contributed \$500 toward the purchase of a portable sound system. Last year, we purchased a popcorn machine and a sno-cone machine.

### **Grocery Cards**

This is our second year to have the reloadable grocery card program at King Soopers and Safeway. Next years goal is to grow this program, as it is an easy way to generate money without a cost to the donor. We have not designated a use for these funds.

### **School Store**

This year we invested in school supplies, such as reeds, locks, pencils, paper, protractors, planners, etc. These items did not sell as well as expected, but we will keep these items in the school as needed. The mark up is very low, as this was for the convenience of the students. We also had to change our food selections that are offered, as we must be complaint with the rules for healthy snacks.

### **Amazon Smiles**

This year we added Amazon Smiles to our fundraising page. AmazonSmiles supports Manhattan Middle School Parent Teacher Organization with a donation of 0.5% for each of your eligible on-line purchases. You need to register at (<http://smile.amazon.com/ch/20-3591901>). Share this information with friends and family for an even greater benefit for MMS.

### **How Do WE Support MMS:**

#### **Teacher Support:**

- \*Provided a Welcome Back lunch for our staff before school started to introduce the PTO members.
- \*We provide information about volunteers for the teachers.
- \*We provide meals for teachers and staff during conference nights, this year we provide three dinners in the fall and spring. For two of the meals we purchased tamale dinners from one of our parents.
- \*We provide monthly snacks for the teachers and staff.
- \*We treat our teachers and staff to a wonderful week during Teacher Appreciation Week in May—this year we also gave out MMS Chap stick.
- \*Formed a team to investigate field trip options for 8<sup>th</sup> grade.

#### **School Support:**

- \*Coordinate the Bike to School and Earth Day—making the events fun for the kids.
- \*Sponsor the Winter Social; by buying the ice cream and coordinating the event.
- \*Bought compostable products for school use.
- \*Co-sponsored the 6<sup>th</sup> grade welcome coffee for parents.
- \*Updated the science garden and contributed financial resources.
- \*Assist with Vision and Hearing Screening and provide snacks for the volunteers.
- \*Provide snacks for open enrollment Principal's coffee.
- \*Help to distribute the Trip Tracker Awards on a monthly basis.
- \*Assisted with Open Enrollment tours.
- \*Formed a Project Committee; this committee helps teachers accomplish their many tasks.
- \*Assisted in the rewording of the optional donation at registration.
- \* Organized gym space petition that was presented to Don Orr. Will continue to follow up with him on the matter.

**Treasurer's Report:** Erica Johnson  
See attachments.

**PTO Remaining Business:**

**Election of Officers and Board Members for the 2015-2016 school year**

Chair: Michele Marshall  
 Vice Chair: Mary Dineen  
 2nd Vice Chair: Open  
 Treasurer: Erica Johnson  
 Secretary: Open  
 Teacher Rep: Open  
 Magic Phoenix Chair: Amanda Wember  
 Special Teacher Projects Chair: Julie Chang  
 Grocery Cards: Open  
 Milk Caps: Kristin Kusmierck  
 Community Nights/Dinners: Chris Goodman  
 School Store: Deana Zimenoff  
 Hospitality Chair: Open  
 Winter Social: Sara Knight  
 PEN (parent engagement network): Open  
 Trip Tracker Chair: OPEN  
 Science Garden: Jennifer Dingman

We are always looking for new members on our PTO; everyone is welcome to attend all and any meeting. New ideas and suggestions are greatly appreciated.

Meeting times will be determined in the new school year, there is interest in having both day and evening meetings.

### **Trip Tracker Decision**

It was decided that the PTO would pay the fee, roughly \$700 for our school to remain in the program. We are hoping for more participation by families, and will try to work to make Trip Tracker more user friendly. This program will be reevaluated at the end of next year.

### **Donation Basket for Impact on Education**

The PTO will again contribute a basket for the Razzle Dazzle Auction. MMS typically receives over \$2,000 from Impact on Education. A budget of \$200 was approved for the purchase of items for the basket.

### **Approval of New Volunteer Sheet**

A new volunteer sheet was circulated during the meeting, several changes were suggested, and the updated volunteer sheet will be used for registration. Also, there will be a description of all volunteer opportunities at MMS, and this will be on the PTO website.

### **Whole Foods Donation**

The decision on how best to spend the Whole Foods donation of \$10,000 from bag credits will be delayed until next school year. It took MMS over three years to be accepted into this program to earn this wonderful donation. The PTO would like to gather more information about the needs of the school, teachers, and students. Since this money isn't parent donations, the need to distribute the money this year isn't a necessity. The PTO takes the responsibility of this donation very seriously.

### **Date for Ice Cream Event for Entire School**

It was suggested that we delay this fun event until the start of next year since the school days are full as we approach the final week of school. We can use this as a community-building event in the beginning of the year, similar to what we did with Sweet Cow last year.

### **Prepare for Vote on Updated PTO By Laws**

Peggy Livingston, Arlene French, and Michele Marshall worked this last month on our bylaws to bring them in compliance with our Articles of Incorporation. The PTO approved updated bylaws in Sept. 2014. In April of 2015, we obtained a copy of our original bylaws and Articles of Incorporation; a discrepancy between the bylaws (original and updated) and Articles of Incorporation was found. This has now been corrected. The bylaws will have to once again be approved at the beginning of next year.

### **Upcoming events for the end of School Year:**

- May 12--Spring Concert All Ensembles 6:30pm
- May 13—Dance Performance 6:30pm
- May 14—6<sup>th</sup> Grade District Track Finals
- May 15—8<sup>th</sup> grade bowling fieldtrip
- May 15—7/8 Grade Boys District Track Finals
- May 18—Elementary Ice Cream Social with 360 Leaders
- May 19—7/8 Grade Girls District Track Finals
- May 20—Theatre Focus: Variety Show 6:30pm
- May 21—Theatre: One Acts 6:30pm
- May 22—End of Year Dance
- May 26—Latino/Latina Celebration Picnic
- May 29—8<sup>th</sup> Grade Continuation Ceremony & Picnic

### **Upcoming Events for Beginning of School Year 2015-2016:**

- August 10—Registration & School Pictures
- August 20—First Day of School for 6<sup>th</sup> graders  
6<sup>th</sup> grade parent coffee sponsored by 360 parents & PTO
- August 21—First day of school for 7<sup>th</sup> & 8<sup>th</sup> graders
- August 27—Back to School Night