

**PTO AGENDA FOR MAY 15, 2017 MEETING**  
**8 :45 TO 10:45 AM IN MMS OFFICE CONFERENCE ROOM**

**Co-Chairs:** Julie Chang, Karen Gall, Shannon Collier, Darcy Fan

**Treasurer:** Karen Gall

**Secretary:** Nicole Wobus, Co-Chairs

**Teacher Representatives:** Barb Miller, Sarah Blackford, Mary Ellen Steele

**Principal:** John Riggs

**Fundraising:**

Magic Phoenix Co-Chairs: Darcy Fan, Julie Chang

Grocery Cards: Darcy Fan

School Store: Kim Franco, Rebekah Hartman, Mary Johnston, Terri Vernon, Neva Phair, Bob Fan

Box Tops: Persia Houston

Milk Caps: Sarah Blackford & ILC students

Community Dinners: Jen Hardee, Julie Chang

**School Events:**

Trip Tracker: Jennifer Saal

Hospitality & Winter Community Social Chair: Persia Houston

Science & Music Gardens: Jennifer Dingman

Projects Committee: Shannon Collier

Website: Julie Chang

360 Parent Leader: Shannon Gallagher

**District and Community Representatives:**

BVGT (Boulder Valley Gifted & Talented): Darcy Fan

PEN (Parent Engagement Network): Nathalie Pratt

DAC (District Accountability Committee): Jamie Baker

DPC (District Planning Committee): David Gould

SAC (School Accountability Committee): Melissa Geller Sharman

**Who We Are:** Our PTO is group of dedicated parents and staff 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: Final amounts will be in the Treasurer's report**

### **1. Magic Phoenix**

This is Manhattan's Major Fundraiser. It is a direct appeal to the families of our students. The campaign is scheduled for October, but the work starts at the beginning of the school year. We ask the teachers for a list of items that aren't included in their budgets but would enhance the classroom experience. We send out this wish list along with a letter asking for donations. This year we had a goal of \$30,000. Between October 1 and January 1, we raised \$33,600. We distributed everything we raised to the school while absorbing all the PayPal fees and other costs (stamps, envelopes, etc.). Highlights this year included:

- Both teachers and students were involved! Drawings for prizes & teacher activities included a pie in the face, choosing a teacher hairstyle by voting on Election Day and more.
- Money was distributed in early November, deadline to spend of mid January or will be forfeited
- Had a second round of requests because of late donations
- PTO requested money for compostable products, projects committee, school garden and club supplies. What didn't get spent was added to 2<sup>nd</sup> distribution of funds
- Did not reach \$30,000 goal by end of October but a generous, end of December contribution pushed us over our goal. Only 45% of our families participated in Magic Phoenix (100% was our goal).
- Our final distribution to MMS (which includes monthly donations since July 2016) was ~\$34,000.

### **2. 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 made requests to the PTO for financial aid, we try to assign one of these nights to the group. This past year, community dinners have supported the Robotics Club (stipend for a CU engineering student mentor), the FIRST Tech team (competition fee for the State Championship), and the Santa Fe trip (scholarships). We had events at Modern Market, Beau Jo's, Next Door, California Pizza Kitchen, Mount Everest, Chipotle, Wahoo's Fish Taco, and BJ's Restaurant. From August 2016 to early May, the PTO has raised \$3032.

### **3. Box Tops & Milk Caps**

There are collection boxes at the front entrance near the office. These items are collected throughout the year and submitted twice a year. In the past, the funds raised with these donations were used to purchase something for the entire school to use (a popcorn machine, a sno-cone machine, and part of a portable sound system). We have not purchased anything this year. From August 2016 to early May, \$531 has been redeemed. Note: Some of the BoxTops donations include last year's donations that were submitted after the April deadline.

### **4. Grocery & OZO Cards**

This is our fourth year participating in the reloadable grocery card program at King Soopers and Safeway and we added Lucky's Market reloadable grocery cards this school year. This is the second year for selling OZO gift cards, which are not reloadable but can be purchased in \$25 and \$50 amounts. This is an easy way to generate money without a cost to the donor. The funds raised are currently added to the general PTO fund. From August 2016 to early May, the PTO has raised \$2468 from reloadable grocery cards and \$61 from OZO gift cards.

### **5. School Store**

This year we continued to stock school supplies, such as reeds, combination locks, pencils, paper, protractors, etc. The mark up on the items is very low. We also sell replacement school planners for the office after the first couple months of school. In addition to supplies, the school store also sells healthy snacks that meet district and USDA requirements. Additional requirements were added in July 2016, so the school store was not able to offer some popular healthy options from last year. Finally, this year

school gear was put on sale in order to move a lot of the already purchased merchandise with the goal of changing to an online vendor system.

## 6. Miscellaneous

- **AmazonSmiles** – Similar to the reloadable grocery cards, this fundraiser generates money at no cost to the donor when purchasing certain items from Amazon.com. From August 2016 to April 2017, the PTO has raised \$85 from this program.
- **Lucky's Bag Credit** – For the first time, Manhattan benefited from the Lucky's Market Bags for Change program. The school community came together on social media to nominate our school to be one of the three non-profits to receive the South Boulder store's reusable bag credits from November to January. MMS received \$1100 to put towards the school gardens.

## How Do WE Support MMS

### Teacher Support:

- \* Organize a Welcome Back lunch for our staff before school started to introduce the PTO members and to start the year off on a positive note.
- \* Provide information about volunteers for the teachers by collecting information from Volunteer forms.
- \* Organize meals for teachers and staff during conference nights. This year we organized three dinners in the fall and spring. For one of the fall and spring dinners, the purchased homemade tamale dinners from one of our MMS parents.
- \* Provide snacks for the teachers and staff throughout the year.
- \* Support the Projects Committee, which assists the teachers in a variety of tasks.
- \* Treat our teachers and staff to a wonderful week during Teacher Appreciation Week in May. This includes organizing a hot breakfast for the staff one morning. This year we also provided prizes for a staff drawing.
- \* Purchased Manhattan Phoenix lanyards for the staff this fall.

### School Support:

- \* Sponsor the Winter Community Social by supplying the compostables and helping organize the event. This year we had a family donate the ice cream for the night and the PTO provided the tortilla chips and prize for the salsa tasting contest.
- \* Purchase compostable products for school use.
- \* Provide parent volunteers to help at Registration with form collection for finger printing, P.E. uniform distribution, etc.
- \* Co-sponsor the 6<sup>th</sup> grade welcome coffee for parents.
- \* Contribute financial resources to the science garden.
- \* Assist with Vision and Hearing Screening by organizing volunteers and providing snacks for the volunteers.
- \* Provide snacks for Principal's Coffee during Open Enrollment.
- \* Assist with Open Enrollment tours.
- \* Help distribute the Trip Tracker Awards on a monthly basis.
- \* Contribute financially to the Project Committee. This year, this committee helped with creating signs (school directions, teacher/room #), the discarding of library books, organized a chrome cart, quilt project, and more.
- \* Sponsored the visit by poet Jovan Mayes for the entire school.
- \* Made \$150 donation to Impact On Education for their fundraiser.
- \* Paid \$730 for this year's TripTracker program.
- \* Supported the PEN screening of the "Screenagers" documentary at Manhattan.
- \* Organized and provided food for the RISE reception in December and May.
- \* Organized the PARCC snacks for testing.

**Treasurer's Report:** Karen Gall

**Principal's Report:** John Riggs

**Teacher's Report:** Barb Miller, Sarah Blackford, Mary Ellen Steele

**PTO Remaining Business**

Election of Officers and Board Members for the 2017-2018 school year

Chair:  
Vice Chair:  
Treasurer:  
Secretary:  
Magic Phoenix Chair:  
Projects Committee Chair:  
Grocery/OZO Cards:  
Community Dinners:  
School Store:  
Hospitality/Conference Dinners:  
School Community Gardens:  
Winter Social Chair:  
Website:

TripTracker: Jennifer Saal  
BoxTops: Persia Houston  
PEN: Nathalie Pratt  
BVGT: Darcy Fan

PEN Topics of Interest for next year

Ideas for item to purchase with BoxTops and milk caps money

Discussion to continue alternating morning/evening meetings, explore options for off-site meeting

Summer To Do List: Potential Community Dinner in July to start scholarship fund? Club Funding

**Open time for Comments**

**Upcoming Events:**

May 16 Spring Concert, 6:30 to 8:30pm  
May 17 MMS Film Festival and Fundraiser, 6 to 8pm  
May 18 Community Fundraiser at CPK, 11am to 9pm  
May 22 Incoming 6<sup>th</sup> Grade Transition Picnic, 5:30 to 7:30pm (Volunteers Needed)  
May 26 Last Day of School for Students & Teachers, 8<sup>th</sup> Grade Promotion & Party  
May 30 MMS Building Closed for Construction. Please call the 720-561-6300 to contact Admin.

**Upcoming Events for Beginning of School Year 2017-2018:**

Aug 14? Welcome Back Teachers/Staff Lunch (Volunteers Needed)  
Aug 15 MMS Registration, School Pictures and Finger Printing (Volunteers Needed)  
Aug 16 6<sup>th</sup> Grade Transition Day  
6<sup>th</sup> Grade Parent Coffee Sponsored by PTO (Volunteers Needed)  
Aug 17 First Day of School for 7<sup>th</sup>/8<sup>th</sup> Grades  
Aug 24 Back to School Night, 6 to 8pm  
Sep 5-6 Community Dinner at CPK, 11am to 9pm