

## **PTO Annual Meeting—May 19, 2016**

**Chair:** Michele Marshall

**Vice Chair:** Mary Dineen

**Treasurer:** Erica Johnson

**Secretary:** Nicole Wobus

**Teacher Representatives:** Sarah Blackford, Dan Tomlin, and Mary Ellen Steele

**Principal:** John Riggs

### **Fundraising:**

Magic Phoenix Chair: Amanda Wember

Grocery Cards: Kristin Kusmierek transferred to Kristy Lane

Milk Caps: Kristin Kusmierek transferred to Sarah Blackford's Class

School Store & Box Tops: Deana Zimenoff

Community Dinners: Chris Goodman

### **School Events:**

Winter Social Chair: Sara Knight

Trip Tracker: Lori Winslow & Karen Gall

Conference Dinners: Persia Houston

Science Garden: Jenn Dingman

360 Parent Leader: Shannon Gallagher

Project Committee: Julie Chang

DAC & SAC Representative: Troy Thornberry

TAG DAC Representative: Kristin Kusmierek

**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 \$30,000; we raised over \$37,000 and distributed over \$36,600 into the school.

Highlights this year:

- \*Teachers Involved! And kids! Drawings for prizes & teacher activities (pie in the face, song by teachers, painting the teachers)
- \*Money distributed in early November, spend date of mid January, or be forfeited
- \*PTO generated money for compostable products, projects committee, and school garden
- \*Distributed additional funds for school wide items, chrome cart & Hoki chairs
- \*Handed out school wide snack, ice cream bars, for reaching our goal

### **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, Minecraft club, Robotics Club, Latina Leadership Club, Music Students, and our families in need. We had events at California Pizza Kitchen, The Kitchen Next Door, Chipotle, Glacier, and Yellow Belly.

### **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. In the past, we purchased a popcorn machine, a sno-cone machine, and part of a portable sound system. We have not purchased anything this year; we currently have generated over \$300, and will be submitting another box top for roughly \$150.

### **Grocery Cards**

This is our third year to have the reloadable grocery card program at King Soopers and Safeway. A goal is to grow this program, as it is an easy way to generate money without a cost to the donor. This year we also added OZO coffee cards. We have also added a way to pay for these cards on our website.

### **School Store**

This year we continued to have school supplies, such as reeds, locks, pencils, paper, protractors, planners, etc. We also added sketchbooks and erasers that were requested by the art department. The mark up is very low, as this was for the convenience of the students. We continue to offer healthy food selections. We also offered switch drinks, but Costco no longer stocks these.

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

#### **Teacher Support:**

- \*Provided a Welcome Back lunch for our staff before school started to introduce the PTO members and to start the year off on a good note.
- \*We provide information about volunteers for the teachers, from Volunteer forms.
- \*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 snacks for the teachers and staff throughout the year.
- \*We support the Projects committee, which assists the teachers in tasks

\*We treat our teachers and staff to a wonderful week during Teacher Appreciation Week in May—this year we had drawings and then thru generous donations we able to give \$10 to each staff member at MMS,

### **School Support:**

- \*Coordinate the Bike to School and Earth Day—making the events fun for the kids.
- \*Sponsor the Winter Social; by supplying the compostable, and organizing the event, this year we had a family donate the ice cream for the night.
- \*Bought compostable products for school use.
- \*Co-sponsored the 6<sup>th</sup> grade welcome coffee for parents.
- \* Contributed financial resources to the science garden.
- \*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.
- \* Contributed financially to the Project Committee; this committee has cleaned several areas of the school, organized chrome carts, along with updating all the bulletin boards in the school, along.
- \*Contributed financially to support the Cherry Creek Arts Display at MMS
- \* Sponsor the visit by poet Jovan Mayes for the entire school.
- \*Purchased a complete chrome cart for school use, purchased another cart to store chrome books, and purchased several Hoki stools for the entire school to use.
- \*Made \$150 donation to Impact On Education for their fundraiser
- \*Paid for the trip tracker program this year, \$675
- \*Organized the PARCC snacks for testing.

**Treasurer's Report:** Erica Johnson

**Principal's Report:** John Riggs

**Teacher's Report:** Sarah Blackford, Mary Ellen Steele, Dan Tomlin

### **PTO Remaining Business:**

Trip Tracker Decision for Next Year (cost \$730)

Whole Foods Donation (\$8500 left for front of school beautification project)

Ideas for Item to Purchase with Box Tops And Milk Caps Money

Payment of Art Shadow Boxes (\$500)

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

Chair:

Vice Chair:

Treasurer:

Secretary:

Magic Phoenix Chair:

Projects Committee Chair:

Grocery Cards:

Community Dinners:

School Store:  
Hospitality/Conference Dinners:  
Winter Social Chair:  
Trip Tracker:  
Science Garden:  
PEN (parent Engagement network):

**Open time for Comments:**

**Upcoming events for End of School Year:**

May 20—8<sup>th</sup> grade Bowling Field Trip, End of Year Dance  
May 23—6<sup>th</sup> Grade Transition Picnic @MMS  
May 25—Locker Clean Out  
May 26—8<sup>th</sup> Grade Continuation Ceremony & Picnic

**Upcoming Events for Beginning of School Year 2016-2017 @MMS**

August 15—Registration, School Pictures and Finger Printing (Volunteers Needed)  
August 17—Welcome Back Teachers/Staff Lunch (Volunteers Needed)  
August 18—First Day of School for 6<sup>th</sup> Graders  
6<sup>th</sup> Grade Parent Coffee Sponsored by 360 parents & PTO (Volunteers Needed)  
August 19—First Day of School for 7<sup>th</sup> & 8<sup>th</sup> Graders  
August 25—Back to School Night, 6 to 8pm