

**PTO Meeting Minutes**  
**Tuesday, September, 2016 7pm**

**Meeting called to order by Amy Kraiza**

**In attendance:** Kate Laepple Hertzag, anne Tiballi, Michelle Soullin, Tara Brooks, Alexis Knorr, Kristin Simmons, Betsy Berkey, Jim Berkey, Jennifer Colagioia, Courtney Kelly, Jill Wineberg, Renee Steigerwalt, Steph Kelly, Ashley Parks, Lisa Jesse, Daria Condo, Carmen Bilc, Ruth Billebault, Liz McClearn, Donna Anderson, Kelly Finch, Anita Newby, Johanna Fahringo, Ruth Anne Yakscoe, Missy Bockanski, Marian Pelton, Amy McClements, Iain McClements, Amy Kraiza, Alex McClearn, Dr. Ramoundos, Mrs. Mazzella

**Last Meeting Minutes Approved:** Betsy Berkey, approved unanimously

**Welcome:**

**Iain McClements**

Introduction of officers. Let's continue our good work! (There are still magnets and t-shirts available to buy).

**Amy Kraiza**

We are building a strong team of parents and families working together. We are trying to get two people to co-chair committees and share the work load. Almost all the committee chair positions are filled. Still need co-chair for 5<sup>th</sup> grade video. Our faculty representative tonight is Mrs. Mazzella. Amy has the idea of having a different representative each meeting (talking to Dr. R. about this). Hopefully different grades would be represented.

**New Principal – Dr. Ramoundos.** – Dr. R. is very excited to officially start at Manoa on Monday, September 26. He spoke again about the *Raptor* System which should be in place at Manoa the beginning of October. Visitors and volunteers will scan their licenses with the *Raptor* system when entering the school and a badge will be printed out to wear.

**Guest Speakers:** Manoa Musical – Rebecca Stump and Kristiana Psitos – Middle School faculty and musical co-directors. The musical was moved to fall this year because the Middle School play is in the winter. Auditions are tomorrow (September 21) and call backs on Thursday (September 22). Monday (September 26) starts rehearsals and there will be a parent meeting after the first rehearsal from 5:30-6:15ish. Rehearsals will be after school Mondays, Wednesdays, and Thursdays. Ms. Stump and Ms. Psitos worked out system with coaches for hockey and football so kids can be on the team and in the musical. These will be smaller roles, but just as much fun! They will be asking for parent involvement to help – design programs, head ads, head tickets, head costumes, head props, throw cast parties, and help back stage.

**Committee Reports:**

IDC – Carmen Bilc (absent: Kristin Simmons and Jim Berkey) – This was the first meeting of the school year and an organizational meeting. The following points were discussed:

- guest speaker ideas for meetings
- school clubs (what is legal and fair?)
- the Community Safety Information Evening for Delco Emergency Services and the Strategic National Stockpile will be October 4<sup>th</sup> at the HMS Auditorium.
- All PTO presidents and vice presidents will be invited to the November 28<sup>th</sup> meeting.
- Cross advertising events – if the PTO of Manoa invites the community at large to a Manoa event we could let other PTO presidents know and they can help spread the word.
- Field trips - how they differ from school to school

Absentee calling – Kelly Finch – parents are supposed to call the absentee line when their kids are absent (610) 853-5900 ex 6750. The absentee calling volunteers call the families if the kids don't show and the school hasn't been notified. Still looking for 4 more or so volunteers. This is all for the safety of the kids. If kids are going to miss morning attendance, parents are supposed to call (ie. even if they're late). We're going to put the number to call on the website.

#### EZ Fundraising

- Box Tops- Tara Brooks – 7 volunteers right now. Please encourage classes to bring in Box Tops. It will be on FB too. Marian told us there's a box top app. Every box top is worth 10 cents. The class with the most at the end of the year gets a water ice party and teachers get a prize. Mr. Horan had a box top challenge with a principal from Lynnewood which really helped in the past. Generally gets about \$3000 a year. (It was \$5000 the year with the principals' challenge.)
- Amazon Smile- Alex McClearn – link any charity to your account and ½ of 1% of your purchases goes to that charity. In the process of setting up the “smile” link.
- Shoparoo- Angela Urso -
- Giant & Staples- Amy Kraiza – go online A+school rewards to sign up school ID 23860. You can do two schools or you can search Havertown, Manoa. 1% all purchases go to the school. Staples rewards card through the PTO and tax exemption. If you're a chair you can ask to use the card to make copies.

Homeroom parents-Alexis Knorr & Marian Pelton – All homeroom parents were notified that they were selected. Money is ready. Contact Alexis or Marian to get your class money.

Website- Daria Condo & Liz McClearn - Our website is our “book of records”. People should always be able to check the website for information. Amy sent a lot of information and it's been posted. Amy forwards information to the website co-chairs or you can do it directly and cc Amy.

Yearbook- Angela Urso, Marian Pelton, Alexis Knorr – Balfour is our yearbook publisher. The website will be up and live tomorrow. The link is coming out soon. The co-chairs are going to meet with Balfour rep to go over details. Marketing begins in November and there will be a big push in January. We ordered more books this year.

B2SS- Amy Kraiza & Angela Urso – changed it up this year! Same day as sneak-a-peek. New kids got to see PTO posters and kids in their class. Great event! Teachers came, lots of families, and there were food trucks. This event brought in \$150. Kids made welcome signs and there was a photo booth. It was a very successful event! The teachers liked to visit kids and meet new kids and thank the PTO for the food vouchers.

First Day Coffee- Iain McClements & Johanna Fahringer – It was great! Wawa donated donuts and coffee. Janos Pizza donated pizza tonight. We're going to have a "friends of Manoa" section of the website to promote businesses who support us and introduce to them to our virtual community.

B2SN- Amy Kraiza - Dr. Ramoundos and Dr. Finley spoke to everyone. T-shirts and magnets sold well. Maybe we could provide food next year for teachers and parents who come from 6-7. Maybe kids could come who missed the social.

- kidstuff- Lisa Jesse – going well sold 70 books on B2SN. Sale will continue. Some people missed it. If you sell 5 you get one free. Coupons don't expire for over a year.
- spiritwear- Anita Newby -
- registration- Jen Brown & Steph Campbell -
- directory- Jen Brown & Steph Campbell

Fall fair- Iain & Amy McClements – Sunday 10/16, 2-5:00. Discussing charging for people to come in this year. Lots of people signed up to volunteer, but are still looking for more. There's a new cow through the 4H club, half the price. Petting zoo through 4H too. Email blasts and cow will be out to advertise. Marketing is coming up!

### **Officers' Reports:**

#### **President's Report – Amy Kraiza**

- Welcome Packet – all new students got it. Iain and Amy went to Kndg orientations too. The packet has a volunteer opportunities page/clearances page/PTO dues. Awesome post cards with important dates have also been handed out.
- Thank you cards from teachers from the Children's Resource fund. All teachers got a magnet. Angela gave them a post card and free voucher for the social.

**Vice President's Report – Iain McClements – encourages everyone to bring in any new ideas; guest speakers/refreshments more inviting meetings.**

**Treasurer's Report** – Alex McClearn - \$31000 income, \$39000 in expenses and are talking about ways to balance this. Going to talk to chairs about cutting costs when possible. Income increases might be increasing dues/increasing t-shirt prices

Alex discussed ideas for parents who want to pay with credit card. Maybe use the square. Paypal? Venmo (person to person paypal). We can put it all on FB.

The reimbursement forms will be made electronic. Email receipts to Alex for IRS. There are helpful free scanner apps for your phone that create a pdf.

**Corresponding Secretary** – Angela Urso – The new FB page has been very successful. There have been a lot of questions answered on the site. The PTO is also on Instagram and Pinterest.

**New Business: Amy Kraiza**

- Idea Posters – add ideas to the posters on the tables at the meeting classroom parties/guest speakers/Halloween/half-day off or day off events/assembly ideas
- Hoagie fundraiser – Michelle Scullin – Primos Hoagies in Havertown donates to Teacher Appreciation Luncheon - would we be interested in doing a fundraiser for vouchers for a \$10 hoagie and the PTO gets \$2.50. Maybe a 5<sup>th</sup> grade fundraiser idea.

**Questions and Answers:**

Are we all activated as chairs? It's all on the website. HR parents still need to be put in. Permission levels will be changed today.

Is there an assembly chair? Yes, Leila Bannister.

**Announcements:**

**VOLUNTEERS ALWAYS NEEDED AND APPRECIATED!**

**Next Meeting is Tuesday, October 18, 2016**

**Motion to adjourn was made at 8:25 and was passed unanimously.**

Respectfully Submitted,

Betsy Berkey