

**Manoa PTO: November 2022 Meeting Agenda & Minutes**

**Attendees:**

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| Nicole Stahl | Mandy Gunlefinger | Nicole Bumbaugh |
| Kate Laepple Hertzog | Patti Callahan | Elena Archer |
| Jen Leisner | Sarah Charlton | Elizabeth Marshaleck |
| Sarah Harvey | Mary Alice Hartsock | Mrs. Mazzella |
| Tobie Stallings | Maggie Esteves | Leah Hoffman |
| Betsy Pandian | Lindsay Koffel | Andrea Martin |
| Renee Lawler | Manal Sowayan | Dr. Mosser |
| Allison Shah | Jenni Dziewit | Mr. Quinn |
| Lily Small | Courtney Liptock |  |

* Welcome and Introductions
* Lily Small, Bryn Mawr College
  + I am an Anthropology major with a political science minor at Bryn Mawr college. Soon, I will begin working on my senior thesis on volunteering, particularly in an education politics context and the cultural figure of the PTA mom. I will attend a few meetings and few spring events to observe and conduct a survey for parents. This survey will focus on your participation in PTO and how it relates to your political identity (if at all), your identity as a mother, etc. All participants are anonymous including the name of the school will be changed in my thesis. It will not be shared outside the Bryn Mawr college community or PTO members that are interested in reading the 70-100 page thesis.
    - Motion to approve Ms. Small to observe meetings and events for her thesis:
      * 1st: Tobie Stallings
      * 2nd: Jen Leisner
* Approval of Minutes: October 2022 PTO Meeting
  + 1st: Renee Lawlor
  + 2nd: Patti Callahan
* Faculty Reports: Dr. Mosser & Mrs.Mazzella
  + Dr. Mosser –
    - We appreciate the support of the PTO and everything you all do. The staff loved the National Candy Day in the faculty room take over, they appreciate the monthly takeover. They love the treats and the presentation each month. Thank you for organizing the Halloween parties and help with the food and candy. The kids had a great time! We are excited that our Mystery Reader program is back, and we are thankful to all who have come in and volunteered for this. The kids really enjoy this so if you’d, like to come in and read to your child’s class please reach out to the teacher. (You do need clearances to do this) Thursday 11/10 is picture retake day. Friday 11/11 is Veteran’s Day and we excited to honor local veterans with a “clap out” parade for a group of veterans from the American Legion Post 388. We had an overwhelming response from students with our Veteran Stars! Volunteers are needed to have the stars in the hallway before the “clap out” parade on Friday afternoon.
    - American Education Week is next week. We will be bringing back the family visit. Parents will have the opportunity to come in and observe a lesson in their child’s classroom. Kindergarten will be on Thursday 11/17. Grades 1-5 will be Friday 11/18. Teachers will send something out soon regarding times for their classroom observation times.
    - Conferences will be later this month. We have a 100% parent participation goal! We are excited to meet with you. Additionally, we are still in need of lunch/recess monitors and are seeking volunteers. If you could spare an hour of your time to help, it would be greatly appreciated.
    - In December we will kick off our STAR program. One student per class per month will win the STAR award as well as students who exhibit “STAR” behavior. Students caught exhibiting STAR behavior will be rewarded with a STAR bracelet. We’ve been coordinating and discussing with teachers to make sure this program is set up for success. The first assembly will be in January, but the rewards will start in December. Winter classroom parties will be coming up too. We have listened to your concerns about some of the foods on the Safe Food List aren’t totally safe. We have reached out to food services. Please keep in mind that any food e3nteringthe classroom needs to be on the Safe Food List.
      * Leah Hoffman requested that if the Safe Food List is updated by Food Services that homeroom parent coordinators are given a week or two notice before the winter class parties.
      * Jenni Dzeiwit asked about recycling the STAR bracelets at the end of year. Dr. Mosser was open to a collection at the end of the year for kids who would like to recycle them.
  + Mrs. Mazzella –
    - There is not much to report back other than our continued appreciation of everything from the assemblies, Book Fair, and the classroom parties. The parties are great, and the kids absolutely love them. We appreciate the National Candy Day and the other monthly faculty room takeovers. Thank you.
      * Nicole Bumbaugh asked if she could reach out to the faculty regarding a teacher representative for the January meeting. Currently no one is signed up.
* Good-bye to Roe Viola
  + Nicole Bumbaugh: Mrs. Viola has been at Manoa for 25 years and recently accepted another position in the district. We’ve invited her to our meeting to thank her for her hard work! She will be missed!
  + The PTO presented her with a gift of a horseshoe engraved with “Always a Mustang” and a gift card that families contributed to purchase.
  + Roe thanked everyone for the generous gifts! I have spent over a quarter of a century at Manoa and worked with 10 principals if we include assistant principals. An opportunity came up that I couldn’t pass up. This is not goodbye but see you later.
* Treasurer’s Report – Elena Alma
  + Fall Block Party final tally: We raised $4,600.
  + Membership: We have surpassed our membership goal for the year, and they continue to trickle in.
  + The biggest change to the budget is the additional funds needed for Young Writer’s Day. Motion to approve $4,000 for Young Writer’s Day
    - 1st: Jenni Dziewit
    - 2nd: Renee Lawlor
* By-Laws Update – Nicole Bumbaugh for Ally Rosseel
  + There is a copy of the proposed changes to our by-laws if you’d like to look at it tonight. Additionally, the proposed changes will be on the website for review by members. There are two areas we are updating. One, making the positions of Corresponding and Recognition Secretary two separate board positions. They’ve had two separate people performing these roles and this would just make that change permanent. Second, we are looking to change the four committee meetings per year to two. Each person who is chair an event or committee is updating us regularly anyway. This only changes the number of meetings from four to two. We will hold a vote at the January meeting.
* Fundraising Update – Sarah Charlton
  + - Panera Night –
      * $369 was generated.
    - Urban Air:
      * This was held on Monday and we raised $182.
    - Learning Express: Week of 11/7 – 11/11
      * This fundraiser is still running through the end of the week.
    - I am continuing to work on more Fundraisers for the second half of the year. We will have a Chuck-E-Cheese fundraiser in January on a Friday that we have a half day of school. These are great opportunities for the kids to have fun but also for the parents to network and meet other families. Mr. Quinn and Mandy Gunlefinger recommended looking into Moe’s as an option. Sarah agreed to check into this for another “dinner” fundraiser.
* Playground Project Update – Nicole Bumbaugh
  + We have been able to update our Maximus tracker in the lobby. Have your kids check him out! We have reached 25% of our fundraising goal. We are raising money to purchase a climbing wall (Nicole display a photo and to see it check the website). Kate Laepple Hertzog suggested parents can check with their company’s gift matching program.

**Old Business:**

* BMX Assembly – Betsy Pandian
  + The kids really loved this assembly. The guys who performed has a very positive anti-bullying message talking about perseverance and goal setting. The kids had a great time and were talking about how much fun they had. I will be in touch with Dr. Mosser to set a date for our Spring assembly.
* Trunk or Treat – Andrea Martin
  + This was only our second year for this event. It went well and it would not have been possible without our volunteers! Thank you to everyone who helped the day of, decorated a trunk and donated either trinkets or candy. We did run out of candy, and we plan to evolve it for next year to try to address this. I am thinking about including a few games for the kids to play in between trunks. Thank you again to everyone who helped make this a fun day!

**New Business:**

* Book Fair – Tobie Stallings
  + Week of November 14th
  + Family Shopping Night: Nov. 16th @ 6:00-8:00pm
    - We still need volunteers for breakdown and specifically 5th grade parents to sign up for their child’s library time. Kristen Osborne is handling the decorations. We are having a “Golden Ticket” event for the kids Each grade will have a winner and the prize will be a book. Each child will get a bookmark. Due to delays at the district printing shop, we had to purchase bookmarks and are asking for an additional $200. A vote was held to approve the additional funds and it was approved unanimously.
    - Tobie reminded parents to set up their child’s e wallet and be sure to include money for tax. There was a discussion about how we can help kids who are unable to purchase something at bookfair due to financial hardship. It was agreed that some parents choose not to have their child purchase a book from bookfair and volunteers should not be in the position to make any assumptions about why children aren’t purchasing books. Since this is a sensitive and confidential issue it was suggested that maybe the school’s guidance counselors could coordinate confidentially distributing any donations raised.
    - **VOLUNTEERS NEEDED**:
      * 5th Grade parents with clearances to work the book fair during your child’s library time. Volunteers for breakdown after school on Friday.
* Winter Fest - Mandy Gunlefinger
  + Saturday December 3, 11am – 2pm
    - We have only 25 -30 vendors who followed through and paid for their spots. Anyone know any vendors? We had many more that did not follow through to secure their spot. We will close vendors on 11/18.
    - We have flyers that anyone can take and please post at any business that is willing, the library wherever!
    - This will be a fun event! We have music lined up from across the district and the Manoa Chorus. There will be a Sweet Shop with full size items as well as small sized items more typical of a bake sale. There will be a sign-up genius coming soon.
* Young Writer’s Day – Jenni Dziewit and Steph Murray
  + Friday, December 9
    - For those that are not aware of what this day is about: Local Arthurs and writers come in and go to each classroom to talk to the students about their process and do an “exercise” with the class. When my daughter was in first grade the person was a song writer and they all worked together to write a fun song about the teacher. It is a really fun day that all the kids get to participate in. Renee Lawlor and Heather Chickory will be doing the luncheon for the writers that day. Please be on the lookout for a signup genius.
* Winter Classroom Parties – Nicole Bumbaugh
  + Communication will be coming soon to the Homeroom parents! The parties are held on 12/23.
* Yearbook – Melissa Carroll
  + Emails are coming in from the first party of the year. Please keep it coming. The grade level photographer has helped to ensure we get a class picture of each class. Pictures can be sent to [manoayearbook@gmail.com](mailto:manoayearbook@gmail.com)
  + January 1st they will go on sale for $17.00 and they will be 64 pages. On February 1st the price will increase to $20.
  + We will tie in the STAR rewards program into our theme.
  + REMINDER: 5th grade students each get a complimentary yearbook. There is no need to purchase on for your 5th grader.
* Manoa Clubs – Manal Alsowayan
  + So far, we have had three people reach out with idea for a club. They were Mental Math, Manoa News, and Cooking. Since there is no nurse in the building after school hours, cooking would not be an option. Manal will be hosting a meeting at the end of November for those interested in creating a club. Tobie asked how space limits will be handled. All clubs will have a space limit based on how many parent volunteers committed to help. They will be filled on a first come first served basis and there will be a waitlist if necessary.
  + We’d love to get student involvement for ideas especially if they have an adult who is willing to volunteer to run the club.
  + Dr. Mosser suggested we keep it simple. The kids are just excited to participate in a club. Mr. Quinn suggested the Arts and Education Foundation may have grant available for clubs.
  + **VOLUNTEERS NEEDED:**
    - Ideas and/or you want to help with a club: Email [MANOACLUBS@GMAIL.COM](mailto:MANOACLUBS@GMAIL.COM)
      * REMINDER: All clubs must be from 3:45pm to 4:45 pm and are PARENT PICK UP ONLY
* MLK Day of Service – Melissa Carrol and Colleen Brooks
  + We have organized a MLK Day of Service for a few years that have worked out well. Kids Against Hunger has recently become inundated with volunteers which is GREAT except they likely don’t have availability for us around MLK day. Last year our drop off donation collect was AMAZING. We had multiple carloads of stuff dropped off to TLC, Grands Stepping Up, Teachers Teammates, several food pantries. We are looking into doing this again but with something additional that the kids can be more hands on so that it is more than just a drop off.
* Designer Bag Bingo – Nicole Bumbaugh for Erin Canuso
  + Friday, January 27 @ 6:30pm
    - We are currently selling tickets. We need more sponsors for this event. If you know of a business that would be willing to sponsor, please let us know.

**Announcements**:

* Disney On Ice Tickets for Sale Currently –
  + Tickets are selling fast! We’ve added more to the daytime show date. It is cheaper to purchase through the PTO since we do not charge fees.
* Manoa presents The Jungle Book
  + Performances Friday, November 11 & Saturday 11/12.
* No December PTO Meeting
* Next PTO Meeting January 17 @ 7 pm
  + Dr. Mosser and Mr. Quinn
  + We are still looking for a faculty rep.
* Starbucks Gift Card:
  + WINNER: Jen Leisner
    - CONGRATUALTIONS! Thank you for attending and enjoy.