**January 18, 2024**

**Manoa Elementary PTO Meeting Minutes**

* **Attendees:**

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| Maggie Esteves | Colleen Brooks | Leah Hoffman |
| Mandy Gunlefinger | Nicole Stahl | Elena Alma |
| Kate Laepple Hertzog | Melissa Carroll | Kristen Osborne |
| Lorie DiPaul | Adrienne Henry | Erin Canuso |
| Janie DiPaul | Mr. Fulton | Elizabeth Marshaleck |
| Jenni Dziewit | Nicole Bumbaugh |  |

* **Welcome and Introductions**
  + Tonight, we have a special guest, Janie DiPaul, the Student Council President in attendance. She asked to attend the meeting to report back to the Student Council how the PTO conducts business and upcoming events.
* **Approval of Minutes: November Meeting**
  + 1st: Kate Hertzog
  + 2nd: Jenni Dziewit
* **Faculty Reports:**
  + Dr. Mosser via Mr. Fulton: Dr. Mosser couldn’t attend tonight but she sent me her comments. Thank you for the faculty room monthly takeovers! The teachers and staff really enjoy this and appreciate it. Winterfest was great! The new set up worked really well and was smooth. The students did a great job with the music. The Bookfair was huge success. Thank you for the scholastic bucks for the teachers. They love that they can choose items form the website. Lunch and Recess volunteers are going really well. As always, if you have any concerns at any time, please reach out.
  + Mr. Fulton: We are implementing a new initiative for our young Mustangs to use their star bracelets to “buy” different activities. For example, they can trade in their star bracelets for extra recess, a movie, a party on Friday or some kind of reward. We are still working on the details, but they will have the opportunity to trade in the bracelets they’ve earned for a reward. Nicole Bumbaugh and other parents expressed that they like this idea but the kids that are generally already well behaved are not given star bracelets as frequently as those that struggle with behaviors. While we completely support the idea of positive incentives, we want to call attention to the kids who do this regularly and make sure they are being rewarded as well. Ms. Henry noted that getting everyone on the same page across the staff is great idea. As a teacher, I don’t always think of it to hand them out and something as simple as wearing them on my wrist might help me remember. Mr. Fulton said he appreciated the feedback.
  + Ms. Henry: I would like to echo what Dr. Mosser and Mr. Fulton have said about the faculty room takeovers. We are so appreciative. We love that it’s different each month and always so thoughtful. You all are so creative. The Bookfair proceeds for the teachers and staff are so generous! The feedback I’ve heard has been really positive. Thank you.
* **Treasurer’s Report & Budget Approval** – Elena Alma
  + Young Writer’s Day and Winterfest came in under budget. Winterfest earned roughly $1,600 more than we projected, which is great! It seems that the extra vendors we were able to have with the new set up really helped. Our membership goal for the year has been surpassed. However, we still have several events and there is still time to pay your dues if you haven’t done so already. When we get to Assemblies, we may need to discuss the budget for those since we went over the amount for the Fall assembly.
* **Old Business:**
  + **Book Fair –** Kristen Osborne and Maggie Esteves
    - Scholastic money has been applied to teachers’ accounts. Maggie will be sending an email next week for teachers who want to purchase items from the catalog. This email explains how to shop from the catalog or utilize their wallet. Ms. Henry will communicate back to the teachers to be on the lookout for this email from Maggie.
  + **Young Writer’s Day** - Jenni Dziewit
    - * We had 18-19 writers and had good feedback from the kids and writers. Thank you to Nicole who took over organizing this event for the entire district. Everything was so smooth and organized. My co-chair is a 5th grade parent this year. I have posted in the first grade Facebook group looking for another co-chair. If you know anyone who would be interested, please let me know. It would be great to get some parents of the younger kids involved.
    - **Luncheon –** Leah Hoffman
      * Beth Huffman has volunteered to handle the luncheon going forward. The sign-up genius for parents to donate food was huge. We would not have been able to do this without those donations! Thank you to all the parents who donated food!! The biggest thing I noticed that we need to consider for next is the teachers that have a late lunch, specifically 5th grade. We ran out of some items by the time they have their lunch. Nicole added that Leah agreed to organize this at last minute when the volunteer who signed up originally fell through. We appreciate you putting this together with short notice.
  + **Winterfest –** Mandy Gunlefinger
    - It was great! The vendors seemed happy. The new layout was better and we will probably stick with that format going forward. We had 60 vendors this year and I think that is the max that the space can handle. Paying through the link worked really well and we definitely want to do that again, as well as the price difference for those that signed up early vs. late additions. The Sweet Shoppe sold out of all the items. People volunteered to help and stayed ALL DAY!! We had lots of new volunteers as well. Nicole added that when vendors sign up that we remind them about attire and conduct that is at appropriate in a school since it will be attended by students and adults. A special thank you to Mr. Herriot and Mrs. Levine for all their efforts with this event. Mr. Herriot organizes all the music for this event. Mrs. Levine had students make snowflakes when they finished their work in art class. Those snowflakes were used to decorate and are still hanging around the building. Thank you to all the faculty who attended the event as well. The kids LOVE to see their teachers at these events, and we appreciate it.
  + **Winter Classroom Parties -** Nicole Bumbaugh
    - We requested some feedback from teachers regarding no food at this party. It seemed to be smooth, and we are still looking into the best way to handle this going forward. As of right now, we will continue with no food and are requesting feedback. If you have any, please send it our way before our next classroom party on February 14th.
  + **MLK Day of Service –** Melissa Carroll and Colleen Brooks
    - We decided to donate the food we collected to locally run food banks. Three carloads of food collected went to Hope and TLC food banks. We collected four carloads of books for Grands Stepping Up and Teachers Teammates. The kids put together 100 bags of care items and snacks for the homeless. In total we were able to help roughly seven different groups. We had a checklist for the kids to use so they were able to connect what they were doing with who or what organization they were helping. Each kid volunteer received a bracelet with a saying ‘never underestimate the difference you can make.” Kate Hertzog commented that one of her family members helps run the Hope Food Bank and they were so appreciative of the donations.
* **Updates:**
  + **Fundraising –** Nicole Bumbaugh forSarah Charlton
    - Our next monthly fundraiser is Wednesday February 7th at Freddie’s.
  + **Assemblies –** Lorie DiPaul
    - The fall assembly with the acrobat was very well received. The students loved it. We did have to add a third show as there wasn’t’ enough room for her to perform if we split the school into two assemblies. This is why the price was more than we originally projected. Our next assembly, I am very excited about too. This is one that the students at my school will ask me for every year. It is an interactive storyteller. This assembly will be on Field Day and Dr. Mosser is working on a schedule for the students. She is very interactive with the student and the teachers. This will be $1,500 so we will need to vote to increase the budget by $200.
      * 1st Motion to increase budget by $200: Leah Hoffman
      * 2nd: Kristen Osborne
        + Kit’s Interactive Theater – Tuesday, May 28 (Field Day)

https://www.kitsinteractivetheatre.com/

* + **IDC** – Kate Hertzog and Nicole Stahl
    - Our last meeting was about safety and security. Joe McCunney, director of safety was in attendance. Much of the meeting focused on concerns at the high school with vaping and bathroom issues. At the next meeting representatives from the school board members will be in attendance. If you have any questions for these members, please let us know. Nicole Bumbaugh asked about the safe food list and if they were updating it as there has been some discussion about that. Jenni Dziewit would like to ask about growth and the projected plans specifically for Manoa. Elizabeth Marshaleck commented that in general, when planning for potential growth within a school building, dedicated classrooms for specials teachers are not considered. It is my understanding that this is typical and acceptable growth module that those classrooms, would be used for grade level classrooms if needed and specials would be mobile. So, while we certainly have a large number of students and closets are turned into instructional areas, we are probably not considered to be at capacity based on this growth module. The follow up to that question would that I would suggest is, what is the threshold used to determine when redistributing school assignments is necessary and the timeline for that decision. Art and other specials may very well need to be on cart before we are considered at capacity.
  + **Yearbooks –** Melissa Carroll
    - Yearbooks are currently on sale for $18. That price will increase at the end of the month. We are up to 72 pages! The direct links for the getting classroom pictures has been working well! Please just remind homeroom parents and photographers if they could get a whole class picture with their faces showing. Kate Caste won the yearbook cover drawing contest run by Mrs. Stefanski and the student Council! Great job Kate!!
    - Reminder to 5th grade parents to turn their baby pictures for their 5th grader. We are in great shape but still need 30 students’ pictures. You also do not need to purchase a yearbook for your 5th grader.
    - Deadline to submit photos is in March. Thank you to Mr. Kelly who has been so helpful getting us pictures as well as homeroom parents and photographers. We will consider possibly adding pictures from Mustang Mile and Field Day from last year since these events always happen after we must approve the yearbook for printing.
  + **Open Committee Chairs and Committee Meeting –** Leah Hoffman
    - **Committee Chari Meeting will be via zoom on February 20th.** We will review events and complete an end of event paperwork for those chairs whose event is complete.
    - **We have several open committee chair positions.** The most pressing need is a NOMINATING CHAIR. We need three people to handle nominations for open board positions and the general votes. It’s an “behind the scenes” position for someone who does not want to be on the board. You cannot chair this if you are a board member. Kate Hertzog, Jenni Dziewit volunteered to help Melissa Carroll this year. By-Law Committee Chair is also needed. This is another “behind the scenes” role that is probably best suited for a lawyer or someone who is familiar with contracts. It’s not a huge time commitment at ALL. You need to read, review, and make recommendations for updates to our bylaws.
* **New Business:**
  + **Quizzo Night** @ the CREC, RESCHEDULED: FEBRUARY 23 - Erin Canuso
    - Due to the weather projected for tomorrow’s snow we made the decision to reschedule Quizzo. We have asked anyone who is not able to attend the new date and needs a refund for their table to please reach out as soon as possible.
  + **Someone Special Dance,** Friday, February 9 – Nicole Bumbaugh for Kim Carr
    - February 9th @ Manoa gym. We will be selling Super Bowl block squares there. Busted Saddle will be there with specialty drinks for the kids again. Payment for all food and SB squares will be via PayPal, cash, or credit card with a $5 minimum.
  + **Manoa Variety Show,** Friday, March 8 – Kate Hertzog
    - The sign up has opened and we have 11 responses right now. We will be needing 5th grade MCs again. Janie was asked to talk to the5th grade student council for volunteers for this. The them this year is Reach for the Stars Mr. Herriot is on board to help with the music again. Mrs. Welsh will arrange a faculty skit. We need volunteers for backstage and dress rehearsals. We also need to figure out a way to handle the distribution of the performers sitting together and then getting up and down for bathroom breaks while others are int eh midst of a performance. One suggestion was that after they perform, they have to go sit with their parents. Another is that a parent from each performing group must sit with them in the performer area. Mrs. DiPaul volunteered to assist with managing this. Since the balloons alone last year ate up the entire budget, we will need to ask to an additional $150.
      * Motion to increase budget by $150: Kate Hertzog
      * 2nd: Mandy Gunlefinger
* **Announcements**:
  + **Valentine’s Day Classroom Parties** – Wednesday, February 14
  + **Next PTO Meeting**: Wednesday, February 21 @ 7pm with Dr. Mosser, Mr. Fulton and Mrs. Gray
  + **Thank you for Janie Di Paul for attending tonight**! We’d like to extend an invitation to the student council to attend a meeting in the future.