**Manoa PTO Meeting Minutes**

**November 13, 2025**

**In Attendance:**

*President: Kristen Osborne*

*Vice President: Erin Canuso*

*Recognition Secretary: Elizabeth Marshaleck*

*Corresponding Secretary: Katie Mummey*

*Recording Secretary: Maggie Fox*

Sarah Charlton, Michelle Pierson, Heidi Ruddy, Joe Mignone, Maggie Esteves, Mandy Gunlefinger, Kate Laepple Hertzog, Nicole Bumbaugh, Elena Alma, Torri James, MaryAlice Hartsock, Jake Frayre, Jenni Dziewit

**Welcome & Introductions**

**Treasurer's Report & Update:** *Kristen Osborne for Kevin Moran*

* *Membership dues:* Only 35 families away from $7500 income goal. Keep encouraging your friends who haven’t paid dues yet. It’s pivotal we have the support to do what we do.
* *Fall block party run by Lindsay Koffle & Allison Shah:* made over $1800 in profit with the goal to not lose money
* *Winterfest:* We are at a little over $2800 profit from vendors already
* *Young Writer’s Day:* stayed within budget
* *Disney on Ice*: 19 tickets have been sold already. It’s a great way to get together with friends, and save money on fees and get to sit with Manoa people

**Motion to approve budget:** Elena Alma, Nicole Bumbaugh

**Motion to approve October Minutes:** Elizabeth Marshaleck, Maggie Esteves

* Minutes are available online

**Faculty Updates:** Mrs. Cirillo & Dr. Adelizzi

* *Dr. Adelizzi:* Thank you so much for organizing the Halloween festivities. Manoa has a wild halloween parade! We need to change the route for next year because we have so many kids. The kids had a stellar time at the parties. Young Writer’s Day has to be one of the top 5 things I have seen in education. There were so many levels of creativity and the kids were so excited. Thank you to Mrs. Cirillo for organizing the Veteran’s Day Clap Out. Thank you for volunteering to put up the stars. We had our first annual Fifth Grade Flag Football Play Day. We all met at the high school under the lights and the fifth graders got to play under the advisement of the Haverford High School Varsity Football Team. Finding Nemo is coming up the first weekend of December. The Book Fair is next week. Parent visitation for American Education Week is also next week. Please pre register so we can ensure there is enough space. If you swipe your ID ahead of time, we can have the tags pre printed to get up to the classrooms faster. Conferences are coming up.
  + *Jenni Dziewit asked when tickets will be sold for the play:* They will be available for purchase 11/24. Dr. Adelizzi will have it in Messenger
* *Mrs. Cirillo:* Mr. Davidson needs 25 large jerseys for the track meet. Thank you for Young Writers Day. Everyone had a ball.
  + *Kristen Osborne:* Please encourage teachers to fill out the survey for next year’s Young Writer’s Day

*Elizabeth Marshaleck gave a blanket to Mrs. Cirillo as thank you for attending meeting*

**Trunk or Treat:** *Kristen Osborne for Andrea Martin*

* The creativity from Manoa families for Trunk or Treat was incredible
* We got so many candy donations to offset the cost. We really appreciate it. It was a beautiful day. Thank you to Andrea Martin and those who helped her.

**Class Parties:** *Nicole Bumbaugh*

* Halloween parties went well. Everyone showed up. There was no negative feedback on no food, everyone was understanding.
* Winter parties will be just like halloween. Homeroom Parents can reach out soon to teachers for timing. It will be 12/20, not early dismissal that day.
* *Mrs. Cirillo*: The food is usually thrown out at the parties. I really like not having food.

*Elizabeth Marshaleck gave blankets to Nicole Bumbaugh and Elena Alma for homeroom parent leads*

**Young Writers day:** *Jennie Dziewit and MaryAlice Hartsock*

* *Jenni Dziewit*: Hopefully the kids came home with good stories about the day. There was room for growth with assembly. Last year, we had no assembly, next year we may use a different presenter. Thank you to MaryAlice for stepping in. Huge thank you to all Manoa families for food contributions for the luncheon. The Venmo option went so well.
* *Mrs. Cirillo gave positive feedback on assembly.*
* *MaryAlice Hartsock:* Thank you notes to the writers can be put in the PTO mailbox
* *Kristen Osborne:* I loved so much about the day, but most of all that all the children could be part of it. There were so many role models. It was an incredible day. My daughter wrote a 7 page book afterwards. I appreciate all the work going on behind the scenes.

*Elizabeth Marshaleck gave blankets to MaryAlice and Jenni Dziewit*

**Art Class Helpers:**

* *Sarah Charlton:* Matt Charlton enjoyed his time. Clay delivery arrived while he was there so he was able to help put that away.
* *Kristen Osborne:* You show up and get put to work by Mrs. Drury. When I was there, I helped with paper and clay cutting. With the younger classes, you can be involved in the lesson. It’s a cool opportunity. Mr. Camacho from Coopertown is also there. The signup genius continues through November, but there will be more slots added month by month. It’s a great opportunity to get involved, please come in if you can!

**Art Room Donations:** *Kristen Osborne*

* Keep an eye out for a list of things you can send in to help the art room. She will communicate her needs to us and I will let you all know in the newsletter what items we are collecting. In the past, Mrs. Drury has asked for cleaned out yogurt tubs, paper towels, etc.

**Fundraising:**

* *Kristen Osborne:* Thank you for all of your fundraising efforts, Sarah Charlton. Panera was successful, Urban Air was less successful because it was a tough night right after Halloween. Food fundraisers always go over really well. In December we will focus on Disney on Ice.

*Elizabeth Marshaleck presented Sarah Charlton with a Manoa blanket. This is a year long effort and we appreciate everything!*

**Block Party Winnings:** *Kristen Osborne*

* We are working on getting everyone their winnings from the Fall Block Party!

**Book fair:** *Maggie Esteves*

* The Book fair arrives tomorrow and we will set up on Friday 11/15. It runs all next week. Thank you Katie Mummey and Kristen Osborne for getting the word out. We still need parent volunteers to help the classes while shopping, especially first grade and Kindergarten. It doesn’t even have to be your child’s class.
* Family night will be Wednesday 11/19 from 6:00-8:00. There will be extra items out on family night that we put away during the kid’s shopping.
* Big thank you to teachers for getting their E-Wallets set up. We have just about everyone’s. Families can use links to give money to their teacher’s E-wallets.
* Teachers will come to the Book Fair prior to Wednesday Family Shopping Night to create a wishlist of books that can be purchased by families as gifts to the teachers.
* Proceeds for the Book Fair come back to the school. Last year, we gave $125 to all grade level and specials teachers to buy books and other items for their classrooms
* Monday/Wednesday/Friday we will open early at 8:00 am for teachers to come in. The Book Fair closes at 3:30 each day.

**Winterfest:** *Mandy Gunlefinger*

* We are going to put yard signs outside the school to advertise Winterfest by next Wednesday 11/20.
* We are hoping we will have snowflakes made in the art room by the students. In the past, each student made a snowflake to hang up.
  + *Dr. Adelizzi offered to follow up on the snowflakes with Mrs. Drury*
* We are looking for baked goods or even store bought baked goods that are bagged up nicely. There will be Signup Genius sent out looking for donations.
* We are looking for volunteers to be there the entire event to help with raffles with from 9/9:30 am-1:00pm
* Kevin Moran requested to follow up with Mandy about using Square during the event. We prefer this to different people using their Venmoes.

**Disney on Ice:** *Kristen Osborne*

* December 27 at 11:00 am, we will have a bunch of tickets for lower level seating and December 28 at the 3:00pm show, we will have upper level seats. This is a great opportunity to get together over winter break. Spread the word!

**IDC:** *Joe Mignone*

* We met with Dr. Reusche and the transportation department. We are well staffed for transportation, they stay a while. We are almost entirely propane. Cost wise, this is better and also better for the environment. It is 85 cents a gallon as opposed to 2.85 for diesel
* Parents should download *Stop Finder*. We are at 41% enrollment in the school district. It’s great to know if the bus is late or if there are any issues with transportation. When using Stop Finder, you have no need to call or email to find out where the bus is.
* The transportation head talked about how the TSA comes in to run drills for the bus drivers. They do bomb drills where they leave a bag on the bus for drivers to respond to.
* They reviewed human trafficking and red flags including changes in behavior to look for as students come on the bus.
* We have a new snow removal system
* The distance for bus stops and walking PDE recommends is 1.5 miles for elementary schools. We are 1 mile with 3% variance and for middle school, it is 1.5 miles.
* Every school has to get the opportunity to have a late bus to have them. Our issue is a lack of facilities. Our sports fields aren’t centralized so more buses would be required.
* Our next meeting is about highschool guidance so any parents with questions throw them our way!
* A Manoa specific survey will come out for relevant topics coming up.

**Parent Advocacy Committee:** *Kristen Osborne*

* This will be an opportunity to hear voices about past and future events
* Beth Huffman will be sending out surveys to see how we could do things better/what worked. Everyone’s experience is different, and this is an opportunity to hear reasons.

**Scholarship**: *Kate Hertzog*

* Manoa is developing a Scholarship for $500 that will be awarded to a Manoa Alumni
* The selection process will include a review panel with a diverse group of stakeholders to select the top 3 applicants.
* It will be awarded on Senior Night in May

**Student Council**

* *Jenni Dziewit requested student council come in and give an update*
* *Kristen:* We will be consulting with the student council to come up with a list of fundraising goals.