**Wednesday, February 12**

**Manoa Elementary PTO Meeting Minutes**

**In Attendance:**

*President: Kristen Osborne*

*Vice President: Erin Canuso*

*Recognition Secretary: Elizabeth Marshaleck*

*Corresponding Secretary: Katie Mummey*

*Treasurer: Kevin Moran*

*Recording Secretary: Maggie Fox*

Leah Hoffman, Kate Laepple Hertzog, Courtney Liptock, Jessica Lazzaro, MaryAlice Hartsock, Elena Alma, Jake Frayre, Nicole Bumbaugh, Liz Meischeid, Jenni Dziewit, Dr. Adelizzi, Ms. Henry

**Approval of January Minutes:** Kate Laepple Hertzog, Leah Hoffman

**Faculty Updates:**

**Ms. Henry:**

* Faculty room takeovers are awesome
* Staff is appreciative of book fair money
* Mrs. Drury is in need of magazines to be used during art class

**Dr. Adelizzi:**

* I have incredible appreciation for the PTO and the amount of time you all spend thinking about the school. The amount of events held for our school is very cool.
* The Variety Show is coming up, and staff is rehearsing twice a week for their act. Ms. Zitkevitz and Ms. Welsh are holding practices.
* We are in desperate need of guaranteed substitute teachers
  + Fifteen full time substitute teachers are needed but we have 2.5 currently
  + Kelly Substitute Services can emergency certify someone with a Bachelor’s Degree
  + You don’t have to work every day
  + This helps us avoid using interventionists as subs
  + Kristen Osborne suggested using parent volunteers as an extra set of hands when classes need to be split due to substitute shortages
* We are looking into more leadership opportunities for students including:
  + Peer Helpers Program
  + Peer tour guides for new families to give tours of the school and share what they love about Manoa
* We have received a grant through Haverford Education Foundation for a fish tank for the main office
  + High school students from the Reef Foundation will come and help set it up
  + Greg Navarro offered to find a tank at a cheap price
  + It will be a saltwater tank for therapeutic noise level and cooler fish

**Treasurer's Report: Kevin Moran**

* Please pay membership dues if you haven’t paid yet
* We have 260 families who have paid
* We are planning a competition in March to see what grades have paid the most dues
* We are working on Harlem Globetrotters
* Family Dance made $630, $860 with snacks and minimal expenses

**IDC:**

**Joe Mignone**

* IDC is the Intra District Council: We have representatives from each building who meet and discuss a single topic
* February they discussed safety with Joe McCunney
  + Security folks monitor every building in the district at various times
  + There are behavioral threat assessments if someone is threatening at the school; each building has a committee
  + *Safe to Say*
    - an app used at the middle and highschool that anonymously reports safety concerns of any kind
    - Parents can use the app if they have a concern that’s not being addressed or they can also reach out directly to Joe McCunney
    - <https://www.haverford.k12.pa.us/departments/safety-and-security/safe2say-something>

**Leah Hoffman:** asked if there were tiers for how threat levels are addressed

* Example: If a second grader says something is it handled differently than if a middle or high schooler said the same thing

**Dr. Adelizzi:**

* Repeated behaviors are taken into account and can be assessed by the school psychologist
* Anything credible is reported to state; if it is deemed not credible, it is still addressed with the school and parents
* C STAG- Comprehensive School Threat Assessment Guidelines
  + Dr. Adelizzi, Mrs. Mcdonald, and Mrs. Foster have all been trained on how to use these guidelines
  + Our School nurse, Mr. Fulton, and Ms. Wurth, and emotional support team to attend next to learn how to use C STAG
  + The team can evaluate if something is said with intent versus in frustration

**Joe Mignone:**

* We are getting a grant for an additional AED for the district, current AEDs are still serviceable
* AEDs will be put on fields in the next year
* The topic will be food services for next month; look out for survey

**Book Fair:**

**Kristen Osborne:**

* We have 37 teacher wish lists completed
* Maggie Esteves, Lindsay Koffel, and Merete Ohme will reach out to teachers who have not filled out their wish list so we can place order next week; the email comes from a scholastic email address not their personal email
* Scholastic book fair profits: staff members can spend up to $180 from the scholastic catalogue with more options than just books
* Teacher’s can team up as grade levels to buy larger items
* Everything will be delivered and sorted by PTO volunteers and distributed to classrooms

**Fundraising:**

**Maggie Fox for Sarah Charlton:**

* Two upcoming fundraisers:
  + Freddy’s: 2/26 from 4:00-8:00 pm
  + Chipotle 116 W Township Line Rd: 3/12 from 4:00-8:00 pm

**MLK Day of Service:**

**Maggie Bieter read by Kristen Osborne:**

* Everyone was so flexible with the time and day shift of the MLK Jr. Day of Service. We had a great turnout and a ton of wonderful parent volunteers that made the evening a huge success! Children of all ages were on-task and engaged in bracelet- making for cancer patients at the Helen H. Graham Cancer Center, card-making for the residents of Westgate Nursing Home and Rehabilitation Station and placemat-making for Cathedral Kitchen. The kids had so much fun putting together dog toys for Mainline Animal Rescue and sorting and gathering supplies for the Blessing Bags for the Kensington Project. Finally, the kids had the best time sharing their favorite things about Manoa and Havertown as they helped Dr. Adelizzi and Mr. Fulton make the Welcome to Manoa Booklet! We had a ton of donations for Grands Stepping Up, Hope Food Bank, and Fostering Hope.
* Each of the non-profit organizations was extremely grateful for the donations and time and effort that put into making and gathering these things. This day helped fill many hearts with joy and brought a smile to many faces. It was also very special to hear some of the Manoa students speak at last month's school board meeting about the MLK Jr Day of Service and how it impacted each one of them. Thank you to everyone who contributed in some way to the special day!

**Family Bingo Night**

**Leah Hoffman**

* Next year we will need to rent chairs from another school so we have enough
* We had 218 signed up
* $127 made at the door
* More volunteers were needed so we had middle schoolers come to help

*Elizabeth Marshaleck gave Manoa blanked to Leah Hoffman*

**Family Dance Night**

**Kristen Osborne:**

* It was a successful fun night
* We had a Super Bowl block pool and raffle with items donated by the Cozzi Family

**Leah Hoffman:**

* Suggested signup at the front door with name and phone # of each student’s parents for next year

**Nicole Bumbaugh**

* Voiced concern that school is too big for the event at this point

**Kristen Osborne:**

* The fifth grade pizza party was a success, maybe do it a little shorter next year
* Next year we may split the grades K, 1, and 2 going one night and 4th and 5th another
* Parents need to attend this event, and also be mindful of their kids

**Yearbook**:

**Notes from Carie Litz ready by Maggie Fox**

* First and foremost, our kids are adorable and the party photographers have been doing a great job. We also pulled pictures from PTO posts, the Manoa newsletter and the Manoa website.
* We have sold 309 yearbooks so far. Our goal is 400 and we are a little bit ahead in sales compared to last year. If we could keep the link in the newsletter, that would be great and maybe closer to the last date to purchase (May 9th).
* After the Valentine's Day parties, we will have all of the content, except the variety show, the 5th grade picture, additional sporting events, etc. Parents who have pictures from field trips or special events are encouraged to send pictures to manoayearbook24.25@gmail.com. Teachers are also encouraged to send pictures of faculty and kids as well.
* We have the 5th grade baby pictures and surveys (thank you to the 5th grade teachers for having them complete the surveys)! I am adding the baby pictures this weekend, at which time I may need to ask homeroom parents to reach out to parents of kids without baby pictures.
* The front cover is the winner of the 5th grade contest. 9 other students entered and we used their entries as a mosaic on the back cover.
* Dr. Adelizzi was happy to write a letter from the principal for us. A picture of her dressed in the eagle costume is already on one of the first pages.
* The committee is meeting next week for a work session to continue adding our content to the layout. It is looking really good so far.
* Reach out to manoayearbook24.25@gmail.com or carielitz@gmail.com with any feedback!

**Leah Hoffman**:

* Tee shirt sizes are needed for 5th graders
* Mr. Shafman and Ms. Smith need to send a list of kids in their class for names on back of shirts

**Environmental Club**:

**Greg Navarro**

* Met with Maggie Esteves and Jessica Lazzaro
* Spoke about ideas including:
  + Composting, which has already addressed by the district
  + Coordinate office supply recycling such as cans, cardboard,and paper
  + Traditional recycling such as water bottles
  + Alternative recycling such as printer cartridges
* They want to plan a meeting with Dr. Adelizzi
* Plan to host an Earth Day event (April 17)
* Informally in contact with other environmental chairs at the other elementary schools
* Lynnewood has share table which is a bucket on ice so if you don’t eat something you can put it there; other kids can take food from here if they are still hungry and whatever is left is donated to Grand’s Stepping Up

**Wolfpac After School Club**

**Kristen Osborne:**

* Composed of third, fourth, and fifth graders
* Meets on wednesdays
* Amy Brower is Wolf Pac Liaison and also a Manoa mom
* There is a tuition associated with it

**Valentine’s Day Parties:**

**Nicole Bumbaugh & Elena Alma:**

* Parties were changed from Friday to Thursday due to the Super Bowl Parade
* We lost a few volunteers, but more volunteers were happy with the change than not happy
* Two classrooms have only one volunteer, but most classes have three
* Parties have gone smoothly in the past, thanks to all volunteers

**Harlem Globetroters**

**Nicole Bumbaugh:**

* The event will take place March 2 with either a 12:00 pm or 5:00 pm show
* So far we have sold 54 tickets for 12:00 show and 38 for 5:00 show; $700 made and more expected to sell
* It is cheaper than going through Wells Fargo Center because of the fees
* The cost is $35 for adults & Children
* More seats can be added if needed

**Manoa Variety Show**

**Kate Laepple Hertzog**

* The Variety Show is March 7
* We have 128 students participating
* There are 59 acts with the finale and teacher’s performance
* Acts include singing, dancing, tae kwon do, hula hooping, basketball, and a rubix cube demo
* Parents, please do the things you are supposed to do (filling out forms, uploading music, etc.)
* Tara Duffy & Mandy Gunlefinger also helping

**Adult Quizzo**

**Courtney Liptock:**

* The event will be held at St. Luke’s in Broomall
* The MC held their price from last year
* We will soon start promoting and selling tickets
* Tickets will be $35 a seat; total of 120 tickets can be sold
* Staff can go too

**Mustang Mile Sponsorship**

**Erin Canuso:**

* The event will be Saturday, May 3
* This is a fun run from Old Manoa up and back Furlong
* Partnered with booster for donations
* Sponsorships are needed if anyone knows of a company who would like to donate
* We will offer different levels of recognition for our sponsors
* Katie Mummey will put together a video promotion on our social media page for businesses who donate a certain amount

**Assemblies:**

Kristen Osborne:

* We will have Walnut Street Theater come for an interactive musical “Charlie The No-Good, Really-Rotten, Cheatasaurus Rex”
* This assembly is completely subsidized; huge blessing to us and students