

# **MANHATTAN MIDDLE SCHOOL PTO - AGENDA**

## **September 15, 2025**

- I. Call to Order / Attendance
  - A. Board members present:
    - 1. In person: Zoraya, Mercedes, Liz Pittoni, Kelly McCallister, Mercedes Hernandez, Kristen Lewis, Caitlin Fine,
    - 2. On call: Holly Williamson, Norma Ramirez, Aubry Hoffman, Tiffany Baczek, Jordan Martindell
    - 3. Others present: Shana, Kerry John, Emily Ash, Jesse
  - B. Members Absent: Sarah Cottingham, Kristina Miller Olsen
- II. Principal's Update (Dr. Lewis):
  - A. Looking at list of teacher requests for Magic Phoenix funds. Total of all requests is \$300 less than what we had accounted for.. Looks like they will be able to fund everything.
  - B. Fallout from last week. Doing everything they can so kids have a normalcy during the day. Donuts were well-received on Friday.
    - 1. One of the biggest questions after Evergreen: Can we practice lockdown during lunch. This Friday the School Safety Advocate will come in for a lunch-and-learn during both lunch sessions to discuss the process for lockdown in the cafeteria setting.
    - 2. (Kerry John) Comment about lockdown at Fairview and Southern hills. A breakdown was that they didn't continue protocol until the end, and students didn't know when it had ended (not going through the whole loop). Dr. Lewis stressed that at Manhattan that they let everyone know when the lockdown drill is complete.
  - C. Good news, from SAC meeting:
    - 1. School performance framework came out Sept. 3. Manhattan is one of the top performing middle schools in the district.
      - a) Students with IEP: 2nd most
      - b) Students with READ plan: 4th most
      - c) Students of color (3rd most)
      - d) (Full details in report presented by Dr. Lewis)
    - 2. Performance plan slide
      - a) High performance is over 53%
      - b) 2023-2024, Manhattan, in the 50 to 60 percent range
      - c) 2024-2025, Manhattan at 77.4 / 100
      - d) 93rd percentile for ELA, in the state
    - 3. Dr. Lewis: "Manhattan has become an 'every student school'"
      - a) 21.8 percent SPF improvement growth, Manhattan now at 77.4%. For comparison, Summit at 91.2 %
      - b) Among 19 middle schools, Manhattan is in top 1/3rd, maybe top 3 to 5

4. Question (Kerry John) about enrollment: last year 483, now 458. Most middle schools had a dip. Dr. Lewis stated that they're generally happy if over 450.
5. Question: How can you use and share this data?
  - a) Dr. Lewis, after 9/3 it's public
6. Question: Any issues with student teacher ratio
  - a) Dr. Lewis, not an issue now. Ratio is not equal in all classes, higher in some, lower in others. But overall in a good place.
  - b) Zaraya: working with counselors, try to keep under 28
7. Comment from parent (Kerry John): by January, start spreading the word, let people know that Manhattan is a great option for open enrollment.

III. Chair's Update (Natasha Rigg):

- A. \$63,955 raised for Magic Phoenix. Minus a few checks that have yet to be cashed. Goal was \$55,000.
- B. You can donate all year long. Some people contribute on a recurring monthly basis.
- C. Each teacher received a \$100.00 gift card at the beginning of the year. \$2,650.00 remaining to distribute. Currently looking at the list of additional requests from teachers.
- D. Question from a parent if a request from a teacher was ever denied. No examples of denials. One example where a request was \$800. In this case, not able to give full amount, but able to provide \$500.00
- E. Zoraya gave example of PTO funding book shelves and books for her class. In some cases chairs were requested and added. Emphasized that for these Magic Phoenix requests teachers need to stress what they need and why they need it.

IV. Election of final Board Member:

- A. Aubrey was unanimously voted onto the board

V. Treasurer's Update / Budget Discussion (Sarah Cottingham): Sarah was out sick.

- A. 2025 - 2026 Budget
- B. Magic Phoenix Update

VI. Hospitality Update (Caitlin Fine & Jordan Martindell):

- A. Teacher breakfast, Thursday this week. Breakfast burritos.
- B. Will likely skip the January teacher breakfast
- C. Parent/teacher conferences in October
  1. Last year \$20.00 gift cards and goody bags
  2. This year the decision is give the gift cards in the fall, and hold on the goody bags in the Spring.
  3. Caitlin invited others to join the hospitality committee

VII. Grant Writing Update (Kristina Miller Olsen):

- A. Kristina is out and will give an update next month. Several people commented on the great progress she's making.

VIII. School Store Update (Aubry Hoffman)

- A. Store open M/W/F

- B. Natasha provided an update on flannel pajamas. Waiting on design from the print company. Will start with a small test to get a sense of sizing preferences. See what sizes work best and then place a larger order.
- IX. Community Dinners Update (Kelly McCallister):
  - A. Tonight, Wahoos
  - B. Dinners booked out for the entire year. Added another Shake Shake. Now 2 Shake Shacks,
  - C. Working on one communication to send out so people can add all of these events to their calendar at once.
  - D. Restaurants include: Happa, Motomaki, Shake Shack, Noodles, Panera, Cold Stone Creamery
  - E. All community dinner dollars from last year are now in from the 2024-2025 school year
- X. Fall Fest Update (Mercedes Hernandez):
  - A. All of the planning is complete (9/30, 5:00 to 7:00)
  - B. Food: Kona Ice, Pizza, fund raiser for PTO, Smores pit, popcorn machine,
  - C. A few slots that need volunteering
    - 1. Vegan chocolate
    - 2. Pumpkins
    - 3. Comment from Kerry John: could use a few more trash cans. Maybe have a break midway through to replace trash bags
    - 4. Need to communicate that in some cases cash is required. Mercedes and Liz to discuss when and how to communicate this
    - 5. Add a note for day after to clean popcorn machine (Natasha)
    - 6. Question from Kerry John: How much do we make from King Soopers arrangement last year? Natasha replied: Around \$3,500 last year
- XI. New Business
  - A. Magic Phoenix Distributions to teachers
  - B. Monthly Meeting schedule for the year
    - 1. 3rd Monday of each month through the fall
    - 2. 2nd Monday of each month through the spring
  - C. November 17th meeting: Conflict with the Musical
    - 1. Need to discuss new date for PTO meeting