



Mansfield Middle School Association

October 3, 2012 Minutes

In Attendance: Thanh Nguyen (TG), Candace Morell (CM), Elyse Poller (EP), Marie Hodrinsky (MGH), Lisa Drzewiecki (LD), Melissa Belden (MB), Sara Andersen (SA), Celine Demers-Schiffler (CDS)

1. **Call to Order:**

- M. Hodrinsky called the meeting to order at 7:08 pm.
- Everyone was asked to introduce themselves.

2. **Special Guest Speaker:**

- Sara Anderson was the guest speaker this month. She came to give us an update on the Community Playground that is going to be built behind the Community Center. They have a design picked out for the playground but they are still looking for lots of volunteers to help build it. They're especially in need of a childcare coordinator and a food coordinator. They also need to raise \$3000 before they can start building it.
- The Playground Committee is looking for 12 middle school students to be on a Children's Committee that would meet 2 times a month. Elise Poller (7th grade teacher at MMS) suggested that maybe the Student Council could help. She also asked if the monthly meeting could take place during normal student council meetings, so that parents didn't have to drive the kids to a meeting at night. Sara said she would look into it.
- The Playground Committee is also looking for sponsors from all the schools in Mansfield. If the school makes a donation, they will get their name put on a donor kiosk.

3. **Approval of the minutes:**

- Melissa Belden made a motion to approve and Marie Hodrinsky seconded the motion.

4. **Officer Reports:**

- **President, Diane Brody:** *Not in attendance*
- **Vice-president, Marie Hodrinsky:** No formal report. Marie said she was going to contact Jim Griffith about updating some links on the website. She also asked Candice about the newsletter and how often it goes out. Candice said the newsletter goes out with progress reports and report cards – approximately every 6 weeks. The only exception is the end of the year report card. We don't need to do a newsletter then.
- **Treasurer, Lisa Drzewiecki:** Lisa passed around a prepared 'income statement' showing actuals and budgeted income and expenses from the 2011-2012 and 2012-2013 school year (see below). This report showed a balance of \$10,497.85 in the MMSA checking account as of 10/3/2012 and projected expenses for the 2012-2013

school year of \$7250 with projected 'income' so far at \$4,900. This would leave approximately \$7,668 as a buffer for the year and/or to carry over into the next school year.

MANSFIELD MIDDLE SCHOOL

Treasurer's Report

October 3, 2012

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ACTUAL Y-T-D
INCOME			
Membership/Open House	999	1000	480
Direct Giving	585	500	
School Photos	1764	1700	
SCRIP			
Box Tops	1,270	1,200	
Play Concessions	834	500	
Friendly's	209		
Papa Gino's	88		
Talent Show/Silent Auction	1,195		
Water Bottles	315		
Mixed Bag Designs	1,907		
Income earned	9,165	4,900	480
Carryover in Checking from 2011-2012	6,646	10,018	10,018
Total Income Available in Checking	15,811	14,918	10,498
EXPENSES			
8th grade closing	583	600	
8th grade picnic	250	250	
6th grade picnic	200	200	
EO Smith Scholarship	350	350	
Friendship Award	50	50	
Enrichment		1,000	
Staff Appreciation Day		200	
Grant Requests	4,275	4,500	
Miscellaneous Expenses	86	100	
TOTAL EXPENSES	5,794	7,250	-
TOTAL CASH IN CHECKING ACCT	10,018	7,668	10,498
BALANCE IN CHECKING	10,018	3,943	3,631

Checking Account Balance as of 10/3/2012

10,497.85

- Lisa asked if we were going to have any fundraisers this year to fund the 2013-2014 school year. See 'Fundraising' under 9. Other Business.
- Grants: Lisa reminded us that at the end of last year the board voted to increase the grant budget from \$4275 to \$4500. Grant requests are beginning to come in from teachers/staff. Lisa and Melissa Belden are the current Grant committee members.

- Lisa needs the date of when the MMSA was formed for tax purposes. *Candace will ask Jeff and Donna Stratton.*
- **Secretary, Sandy Hill:** *Not in attendance.*

5. **Administrator's Report:**

- Thanh said there were lots of after-school activities going on and the kids seemed to be enjoying them. He said that they're already starting to think about activities for next quarter. Two new clubs they're thinking about are hip-hop club and Chinese club.
- Mr. Carbonneau took 10 kids on the Fiddle Hike in NH in the White Mountains last weekend.
- Mr. Johnson and the chamber choir performed at the Greek theatre this past weekend. (will forward pictures to M. Hodrinsky for newsletter)
- Picture retake day is November 7th. Anyone who didn't like their picture or who was absent can take their picture that day. The kids that are in Germany now will also take their pictures that day.
- Progress Reports will be going out on Friday 10/5.
- He also mentioned that there is a 4 day weekend coming up for Columbus Day and a teacher professional day. For the PD day there will be presenters on common core and rigor to meet ALL students and support them where they are.

6. **Faculty Report:** (Elyse Poller)

- Middle School Education Week is coming up the week of October 15-19. Grade 5 goes on Monday and Thursday; Grade 6 on Wednesday and Thursday; Grade 7 on Monday and Tuesday; and Grade 8 on Tuesday and Wednesday.
- There will be an Internet Safety Presentation on Monday October 15th for the 5th and 7th graders. The presentation for the 7th graders will be a little more detailed and realistic as far as what can happen on the Web than the one for the 5th graders. Parents of the 5th and 7th graders will be invited to see it too. There will also be a presentation for parents of all students at 7 pm on October 15th.
- October 16th is the Country Fiddle Dance
- Student Council will have its first party on October 26th from 6-8 pm with a Halloween/fall theme. There will also be a haunted house.
- The counselors are planning a Positive Behavior Reinforcement Week during the week of October 22-26. Student Council will do a mix-it-up day at lunch that week (kids will have to sit with people they don't normally sit with).
- Elections for Student Council will be happening soon. They will elect 2 representative for 5th and 6th grade and 2 representatives for 7th and 8th grade. This will be happening on Election Day. The representatives are only elected for 1 quarter. New elections will take place each quarter.

7. **Old Business:**

- By-Laws: We decided not to modify the by-laws this month. We thought it'd be better if the Board came up with the suggested changes and then we can vote on them next

meeting. We did vote to add 2 paragraphs to the by-laws (see below). These 2 paragraphs are required by the IRS in order to get our tax exempt status reinstated.

Under penalties of perjury, I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for the information, and such facts are true, correct and complete.

Please read the Penalties of Perjury statement noted above. Then, please sign and date below, indicating you agree with the Declaration.

Name

Date

To the best of our knowledge, Mansfield Middle School Association was originally formed in 1969. We do not have a form dated in that time period to support this statement. However, Mansfield Middle School first opened in 1969 and one of the teachers that was working there at the time said she remembers having a discussion during that time period about what the organization should be called.

Below are amendments to the Mansfield Middle School Association Bylaws in order for said council to meet the test for exemption under section 501(c)(3).

- a. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to the organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- b. Under the dissolution of the organization, assets shall be distributed for one or more exempt purposes with the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state of local government, for a public purpose. Any such assets nor disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Voted into Bylaws on October 3, 2012.

Treasurer

Date

Co-President

Date

8. **New Business:**

- MMSA Website: **MGH to send school IT Coordinator, Jim Griffiths, the issues with the MMSA website links.**

9. **Other Business:**

Fundraising: Has anyone contacted Nancy Gilbertson so she can send us the fundraising binder? Several fundraisers were discussed.

- T-shirts – LD mentioned an online company that is used by other schools where you can place ‘custom’ orders for various items with our school logo in a multitude of colors/styles. They do not require a minimum order and will give MMS a portion of the cost of the items orders. **LD to obtain company name, etc....**
- “Painless” fundraisers:
 - Big Y – (post-meeting note) flyers went home to remind families to sign up. **MGH to add to newsletter.**
 - Stop and Shop
 - TG suggested speaking with Laurie Bergeron who has experience with companies who donate to schools based on customer directed sign-ups. **MGH to follow-up.**
 - Box Tops – **CM will follow up with Jeff Cryan to find out if there is still a UCONN ‘connection’ that will donate their box tops to us.**
 - **MGH to add Box Top blurb to next newsletter as well.**
 - Recycling Program: This program will pay schools for their donated recycled printer cartridges, cell phones, laptops, ipads, etc.... Candace mentioned that there was another organization that may still be doing this. **CM to find out if they are still doing it before we start so we don’t infringe on them.**

- Restaurants: We've done a Papa Gino's and Willington Pizza fundraiser where there is one day that if any MMS families eat at that restaurant a portion of the bill will be donated to our school. It was also mentioned that Applebee's does fundraiser's but the parent's would have to come and serve! **Carry forward discussion.**
- Water bottles: We discussed the fact that we did this already and should try something new.
- Scripps – **MGH to contact Kim Clark and see if she has information and/or would like to volunteer to run this fundraiser.** ****We should get this going in time for people to order for Christmas gifts and for people to use for their own Christmas shopping! *Post-meeting note: A Southeast parent had suggested that we publicize this widely and properly so that people understand how this program works.***
- Mixed Bag – **Stacy Geist has volunteered to run this in the Spring!**
- Equal Exchange – MGH requested a starter kit. **Carry forward discussion.**
- *Post-meeting note:* C. Demers-Schiffler will attend another meeting to discuss organizing a Spring Dance.

Grant requests:

- Grant requests are starting to come in. The grant committee will meet this month to come up with recommendations of what we think should be funded and then we'll present the recommendations to the MMSA at the November meeting.
- There is one request for \$700 to take the 6th graders to Holiday Hill to take part in a Low Ropes Course. The entire cost of the activity is \$1700 but they are only requesting \$700 to help defray the cost to students. The event is going to happen at the end of October so Michelle needs to know about funding by the week of October 22nd. It's hard to make a decision now because we don't know how many other grants are going to be coming in (the deadline for grant submission is October 19th). We decided that instead of voting on it now, Lisa would wait a week to see what other grants come in and then contact the Grant Committee to decide if we should fund it or not. We voted to give the Grant Committee the right to decide if we should fund it. MGH motioned to approve; MB seconded the motion.

10. Meeting Adjourned: The meeting was adjourned at 8:00

Our next meeting is scheduled for November 7th. A request for agenda items will be sent about one week prior to the meeting with the final agenda to follow.

Respectfully submitted,

Marie Hodrinsky

Vice-president (pending approval at our next meeting)