Minutes for the meeting held

September 10, 2015 at IFEC Cafeteria 7pm

1. **Call to Order/Welcome:**
   * The meeting was called to order by the PTO Co-President Stacey Knavel at 7:00 PM.
   * Introductions were made by the PTO Board, the Principals and meeting attendees.
     + Those in attendance included:Stacey Knavel (PTO Co-President), Rachel Andreoli (IFEC Co-Vice President), Melanie Reifsteck (IFEC Co-Vice President), Kim Hiles (Rice Co-Vice President), Julie Snyder (Rice Co-Vice President), Suzanne Shriner (Secretary), Jennifer Metz (Treasurer), Mr. Boley (Principal of Rice), Mrs. Reed (Principal of IFEC.) We had 12 additional parents and teachers attend the meeting. Shawn Knavel (PTO Co-President) was unable to attend the meeting.
   * Those in attendance were asked to sign in on the attendance sheet.
2. **Approval of Minutes from previous meeting**
   * Due to the transition of Board Secretaries, no minutes were presented for approval at this meeting. We will approve both sets of minutes at our next meeting in October. Copies of minutes will then be posted to the PTO website at [www.smpto.com](http://www.smpto.com).
3. **Principal Reports/School Board Representative**

* **Mr. Boley – Rice Report**
  + Mr. Boley reported that the students are currently in the middle of being screened as part of the EZCBM program to level-set for RTI model.
  + Steve Knight, Meteorologist from CBS visited the school and will be featured two weeks from today (Sept 23rd) as a “Cool School”, be sure to tune in.
  + On the 26th of September, Rice will be hosting the first Pre-K family fun event
  + The Rice Reporter will be issued on Friday the 11th
* **Mrs Reed – IFEC Report**
  + Mrs. Reed showed us her blog she maintains on the IFEC website with photos of the construction occurring at the school. She is encouraging all IFEC parents to follow her blog to stay up to date on the progress of the construction.
  + IFEC is also wrapping up benchmarking assessments and setting individual student goals to chart progress.
  + October 5th will be the official grand opening of the kitchen at IFEC.
  + She mentioned that the students are currently working on routines and procedures within the school.
* **School Board Representative**
  + There was no representative from the school board at this meeting so no report was given.

1. **Treasurer’s Report and Budget Approval**
   * Jennifer Metz provided the Treasurer’s Report:
     + The account balances are as follows – Checking account is $13,617.95; Raffle Account is $100; Savings account is $10,018.40.
     + Our income for the month totaled $2,400. All of the income was generated as donations from the Fall Fundraiser, Bubblethon.
     + Our expenses for the month totaled $6,996.09. Some of the major expenses included Back To School Teacher Support (-$3,750.00); Back to School Teacher Luncheon ($-518.77); Bubblethon Set-Up Expenses (-$1,411.09) Insurance for PTO ($-805.00) and donations to the school libraries (-$1,000.00)
     + Since this was the first meeting of the school year and the Executive Board met this summer to finalize the budget for the school year, Stacey Knavel reviewed the budget and significant changes for the school year.
     + Notable changes in the 2015-2016 Budget include:
       1. Assemblies increased to $4500
       2. Brain Pops Subscription added for $2500
       3. Field Trips reduced to $4000 (students eligible for free/ reduced lunch will

continue to be fully funded)

* + - 1. Forge Ahead Day increased to $2000
      2. Playground Equipment removed from Budget
      3. Yearbook supplement reduced by $300
    - The Board members had reviewed all of the changes to the 2015-2016 Budget prior to the meeting and had approved it via in-person and email vote. At this General Meeting, the board and the attendees voted to approve this budget as presented. If you have any questions about the budget, please contact our Treasurer, Jennifer Metz.

1. **Correspondence**

* The PTO received an overwhelming response by IFEC students thanking us for the Ag-Van assembly last spring. We also received several thank you notes from faculty at both Rice and IFEC for the $50 Back to School donation and the Back to School luncheons.

1. **Chair/Committee Reports**

* **Bubblethon 2015** - The SMPTO's only school-wide (Rice and IFEC) fundraiser for the entire school year! This year, we hope you will "*Step It Up!"* and help Rice and IFEC raise $45,000! A kick-off assembly was held at both schools for all grades to explain Bubblethon and get them excited. Packets of information about Bubblethon, the prize structure and the donation request letters were sent home with students. Additional donation request letters are available on our website and in the schools main offices. Mrs. Knavel explained to new parents in attendance the significance of individual prizes and “Bubbles” for classroom prizes. A suggestion was made to include an “opt out” of cumulative prizes for next year’s Bubblethon in order to save money and allow students to receive only the top prize if they wish.
* **Box Tops** – Our Box Tops Chairperson, Jamie Michler was unable to attend, so no report was given.
* **Walking Club**: Chairperson Rachel Andreoli gave an update on how the 10-week club will work this year at IFEC with 4 recesses. There is a request for volunteers to assist with monitoring students on the high school track to make sure they are walking and being safe. In addition, the volunteers assist with keeping track of the number of laps completed by each student participating. Walking club is not held when the weather is inclement. If you are interested in helping during one of the four recesses, please email Rachel at [rachelandreoli@yahoo.com](mailto:rachelandreoli@yahoo.com) for more information.
* **Groovy Movie**: Chairperson Rachel Andreoli gave an update that the first Groovy Movie will be held in November. Groovy Movie is an event held 4 times per school year at IFEC, where the 4th and 5th graders can stay after school on a Friday afternoon to watch a movie and enjoy popcorn, drinks and a treat. Volunteers are needed to assist with making popcorn, handing out snacks and supervising the students. Please sign up on our website at [www.smpto.com](http://www.smpto.com).

1. **Old Business** – None
2. **New Business**
   * **Volunteer Requirements** – Because of the new requirements on volunteers this year, it is suggested that those who wish to volunteer read the Volunteer Manual posted on the district website. Clearances are now free (with the exception of the FBI Clearance – needed only if you have not lived in the state within the past 10 years) and are returned fairly fast. You should set aside at least an hour to complete the Mandatory Reporter training.
   * **Teacher Grant Requests** – The PTO received two requests so far this year.
     + **Mountain Math Subscription:** A grant request was placed for the entire 5th grade to have the PTO purchase this one-time subscription for the school. Mrs. Spears explained how the subscription can be used to supplement our current program and differentiated to each child’s needs. It is a one-time purchase and has been used in lower grades. There were no objections to funding this request.
     + **iPads:** The request is for the PTO to fund two sets of 6 iPads and a cart for the 5th and 4th grades at IFEC. The discussion at the June budget meeting among teachers and parents was favorable in approving this request. Ms. Williams has provided pricing updates, and the PTO is considering funding two sets (one for 4th and one for 5th) out of prior year surplus revenues. There were no objections to funding this request.
3. **Announcements**
   * A Games Chairperson is still needed for the IFEC Halloween Party which will be held at the Yellow Breeches Middle School on October 22nd from 6-8pm.
   * If you are interested in helping count Box Tops, please contact Jamie at [michlerj@carlisleschools.org](mailto:michlerj@carlisleschools.org).
   * We are looking for parents who are interested in coordinating teacher meals 4 times per year at each school. If you are interested, please contact us at [board@smpto.com](mailto:board@smpto.com).
4. **Open Floor/Miscellaneous**
   * A question was raised if the PTO does anything to recognize the school bus drivers throughout the year. Currently, there are 14 buses and 1 van at Rice and 9 buses and 3 vans at IFEC with only one driver overlap. We do not currently do anything for them, but would be interested in exploring the idea further or partnering with the teachers and staff to recognize them at keys points in the year.
5. **Adjournment**
   * The meeting adjourned at 7:57 PM.
   * Respectfully submitted for approval at the next PTO meeting by Suzanne M. Shriner, SMPTO Secretary.

**Our next PTO meeting will be held on October 8, 2015 .**

**Check our website for additional information about meetings and events.**

**www.smpto.com.**