1. A cartoon of an owl

   Description automatically generated**Call to Order/Welcome/Introductions**The meeting started at 7:06 PM. In attendance were Bridgette Wickard (President), Emily Kremski (Rice Co-VP), Janelle Cekovich (IFES Co-VP), Colby Kraemer (IFES Co-VP), Tori Christen (Co-Treasurer), Katherine Schwenn (Co-Treasurer), Courtney Burke (Secretary), David Boley (WG Rice, Principal), Trisha Reed (IFES, Principal), 1 teacher, 3 parents.
2. **Minutes**The September 2024 Meeting Minutes were reviewed and approved with a with a motion by Tori, seconded by Rebecca.
3. **Principal Reports/School Board Representative**
   1. **Rice:** The Rice Halloween Parade will be held on November 1st, where students will parade in costume in front of school. Always a fun event where parents are invited to view the parade. Parent-Teacher conferences will be held on November 18 and November 20.
   2. **IFES**: Parent-Teacher conferences will be held on November 19 and November 21.
   3. **Federal Program Update**: Title 1 Meeting held earlier tonight. Slides presented at the meeting shared with SMPTO attendees. Mr. Boley and Dr. Reed provided information regarding Title I-IV programs and funding.
4. **Treasurer’s Report**
   1. Katherine provided an overview of the Treasurer’s Report. After attendee review the report was approved with a motion by Janelle, seconded by Rebecca.
   2. REMINDER: Teacher reimbursements are due by the end of the month. For those that have received checks already please cash your checks as soon as possible.
   3. SMPTO donations to each school
5. **Correspondence –** 
   1. SMPTO received a Teacher Grant Request for all kindergarten for the caterpillar/butterfly lifecycle. This was approved by the SMPTO Board.
   2. A request was received from the Amelia Given Library for a donation for their Silent Auction event. SMPTO stated that a donation can/will only be provided once a year whether for the Silent Auction event or the Summer Reading Program, but SMPTO is unable to donate to both events. SMPTO asked for input as to which event a donation would be preferred, and it was determined that SMPTO will donate to the Summer Reading Program ilo Silent Auction.
6. **Chair/Committee Reports/Updates**
   1. Audit Committee Review – An audit was conducted on the 2023-2024 financials by a third-party audit committee. At the conclusion of the audit the committee provided SMPTO with recommendations to assist with improved tracking and projections. The audit committee also recommended additional financial reporting during the monthly SMPTO meetings.
   2. Bubblethon – SMPTO Board
      1. Bubblethon Events Recap – SMPTO received positive feedback from teachers, parents, and students. If there are any ideas for future Bubblethon events to improve or revamp the event, SMPTO encourages individuals to contact board@smpto.com
      2. Reward Days (IFES 10/18/24 & W.G. Rice 11/8/24) – On 10/18/24 Renta Fiesta will be dropping off inflatables by 7-730 and picking up between 4 and 5pm. Torie will aid with the drop off and provide payment to Renta Fiesta.
   3. IFES Fall Fest and Spooky Party (11/1/24, 6-8pm) – Colby & Janelle – Volunteers are still needed but overall, we are in a good position for the upcoming event. This year, ilo the fortune teller booth we will be doing a Halloween Escape Room. The event is well under budget after revamping signage last year. Exploring the option to purchase clearance Halloween items for future years use. Thank you to all the parents and teachers, especially who have signed up already. Food donations for the event are looking slim. To get more people to sign up we will be asking teachers to share the Time to Sign Up links with parents.
   4. W.G. Rice Bookfair (11/18/24-11/22/24) – Dates are confirmed and the Time to Sign Up sheet will be created and distributed in the next Rice Reporter. Volunteers will be needed to assist with the setup, running and teardown of the book fair.
   5. Cookies & Cocoa with Santa + Firetruck Parade (12/7/24) Sheri & Emily – SMPTO will be hosting this event again this year. During this event Santa along with Mr. Boley travel through the district neighborhoods on the back of a firetruck before arriving at IFES for cocoa and activities. This event is open to the entire community.
   6. W.G. Rice Holiday Market (12/9/24-12/12/24) Sheri & Emily – Will be conducting an inventory of items remaining from previous years and will order new items in early November.
7. **Old Business**
   1. Teacher Reimbursements – Receipts are due by October 31st end of day. Reminder for teachers to cash checks if you have already received checks.
   2. Student Directory – Kather will be taking point of formatting and generating the Student Directory. This will be done as a digital copy like last year.
   3. WG Rice Reptile Assembly – Will be held on March 26th
   4. Family Fun Event – (2/1/25) – Previously received suggestions for game night, Popcorn Hat Players, a magician… a decision will need to be made within the next couple weeks to submit the facilities request.
   5. Teacher Favorites List –SMPTO requested favorites of the teachers at the beginning of the school year. Sheri is working on putting the consolidated file together, once it is completed it will be made available on the SMPTO website.
   6. Raffle Account – SMPTO is awaiting clarification from the audit committee if the account is still needed. The primary concern is if it is required for the small game of chance license.
   7. SMPTO Bylaw Review (IRT Savings Account Holdings & Audits) – changes will need to be made – current bylaws state that we need 3 months’ worth of budget in the savings account, however the budget fluctuates from year to year. SMPTO would like to update the bylaws to read that we need to have 20K ilo of a fluctuating number. Additionally, the bylaws state that an audit is required every other year. However, insurance requires it yearly – SMPTO will update to align the two.
8. **New Business**
   1. Teacher Grant Request – Discussed in correspondence.
9. **Announcements/Upcoming Events**
   1. November 12th – SMPTO Meeting @ 7PM in IFES Library
   2. December 17th – SMPTO Meeting @ 7PM in IFES Library
10. **Open Floor/Miscellaneous**
    1. Ariel Wiley – Committee Chair for Hospitality – Considering offering a boxed lunch for teacher conferences on November 22nd. This would include an opportunity for teachers to select from a couple of different options to allow teachers to preselect the lunch of their choice.
11. **Adjournment**The meeting concluded at 8:04 PM with a motion from Janelle, seconded by Marissa.