SMPTO Meeting

held at IFEC Libarary on

December 5, 2013

1. **Call to order/Welcome**
* The Meeting was called to order by the PTO President, Elizabeth Meikrantz, at 7:02 PM
* Introductions were made by the PTO Board, the Principal of Rice and meeting attendees.
	1. Those in attendance included: Elizabeth Meikrantz (PTO President), Kerrie Truax (IFEC Vice-President), Shawn Knavel (Rice Co-Vice President), Jes Hughes (Rice Co-Vice President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), and Mr. Boley - Principal at Rice. We had 4 guests. Dr. Adams, Principal at IFEC, was unable to attend this meeting. The IFEC students had a skating party the night of this meeting. Stacey Knavel (Rice Co-Vice President) was unable to attend this meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet.
1. **Approval of Minutes from previous meeting**
* Elizabeth Meikrantz made a motion to approve the November 2013 minutes and Jes Hughes seconded it. The board members who were present unanimously approved the minutes from the November 2013 meeting. Copies of the meeting minutes are posted on the PTO website at http://www.smsd.us/webpages/pto/pto.cfm . In addition, a summary of the presentation given by Dr. Adams and IFEC staff explaining the Response to Instruction and Intervention program is also posted on our site.
1. **Principal Reports/School Board Representative**
* Mr. Boley reported that the "jump drives" (also called flash drives) were handed out to all of the teachers at Rice today (5 per classroom). These jump drives were requested in a PTO "Teacher Grant" proposal. The entire set of jump drives were purchased jointly with PTO funds and school funds. The teachers were appreciative of this purchase.
* Mr. Boley also reported that the kids have been actively shopping that the Secret Santa Gift shop all week and the students are very excited about their purchases.
* The 3rd graders will be performing their holiday concert on 12/11/13.
* The 1st and 2nd graders will be attending a performance of the Nutcracker ballet at the Whittaker Center on 12/13/13. Mr. Boley noted that the cost of the bus was covered by the Whittaker Center.
1. **Treasurer’s Report**
* Jennifer Varner provided the Treasurer's Report.
	1. The account balances are as follows - Checking account is $37,858.30; Raffle account is $1,385; Savings account is $15,025.07.
	2. Our major expenses include the 5th grade field trip to the Allenberry, the stock the teacher's lounge event during conferences, educational teacher grants (jump drives), purchases for the Secret Santa gift shop, and purchases for Breakfast with Santa.
	3. The money coming in included the Scholastic book fair ($7,769.81- this money went directly to Scholastic, the PTO does not keep it), the spirit gear sale at the book fair ($834), Groovy Movie at IFEC ($566 - $500 goes toward the licensing fee to show the movie), Scare a Bubbler lollipop sale at IFEC ($128.25), and a few more donations for Bubblethon.
1. **Correspondence**
* The PTO received a number of thank you notes this month.
* **Melissa Vincent** thanked us for the Stock the Teacher's Lounge meal and the books she was able to purchase at the book fair. **Matt Flohr** thanked us for the Stock the Teacher's Lounge meal and the books he was able to purchase at the book fair. The **IFEC 5th grade teachers** sent a thank you note for the Stock the Teacher's Lounge meal. **Carol Posavec** sent a thank you note for the Stock the Teacher's Lounge meal. **Mrs. Geiger's 1st grade class** made the PTO a large purple and gold thank you poster signed by all the students. **The Amelia Givin Library** sent a thank you note for the spirit gear that the PTO donated to its online fundraiser. We also received a thank you note for all of the things the PTO does around the school. It was not signed.
1. **Chair/Committee Reports**
	1. **Box Tops-** Merrel O'Brien was unable to attend the meeting to provide a report, however, she has indicated that she could use an assistant to help her count box tops*. Please contact the PTO if you are interested in assisting with this task*. The next contest is underway - voting on what the prize will be for the winner of the year-long contest. Make sure when you send in your Box Tops that you label the bag with your child's name and classroom so that s/he will be credited appropriately. You can also shop through the Box Top website and it will provide box top credits to our schools. Visit https://www.boxtops4education.com/marketplace to log in an shop!
	2. **Labels for Education** - There was no report about the Labels for Education at this meeting.
	3. **Spirit Gear** - The new spirit gear is here and available for purchase. It will be available for sale at the Breakfast with Santa. The new designs are on our website to view. If you have questions about items/ sizes available, you can contact Jes Hughes at hughes413@gmail.com .
	4. **Walking Club** - Coralita Wilson, Chairperson, reported about the Walking Club. Student totals have been tallied and posted outside the cafeteria at IFEC. Prizes were handed out on November 22nd to students for 10, 20 and 30 mile clubs. Typically Walking Club takes a break during the colder winter months (December to March). The IFEC Office staff reported that it would be great if it could continue through the winter on nice days. If the weather is nice and both volunteers for a particular day want to come to IFEC to do Walking Club, they can. Coralita will provide a tally sheet for each month.
	5. **Groovy Movie** - The first Groovy Movie was a great success! Almost 200 students attended and student pick-up went smoothly at the end of the event. The next Groovy Movie will be on Friday, December 13th at IFEC and the movie voted for is "Elf". Volunteers were asked to arrive by 2 PM to help start popping popcorn. It was noted that during the last Groovy Movie, the popcorn machine was not working very well. Dr. Adams was informed about this.
	6. **Secret Santa Gift Shop:** The Secret Santa Gift Shop has been going on this week at Rice in Room 101. Chantelle Voyak and Kim Hiles are the chairpersons for this event. We have had a few openings for volunteers for each shift and the more volunteers available to assist students with shopping, the quicker and easier it is for the students. **THANK YOU** to all of the volunteers who have come in to help set up the shop and to help the students pick out that perfect present for the loved ones on their lists. Thank you for all of the generous monetary donations sent in during the week as well! Those donations will help several families in need this winter.
	7. **Breakfast with Santa:** Breakfast with Santa will be this Saturday, December 7th in the High School Cafeteria. Shirley Hoover reported that the Cocoa station and craft supplies have been purchased and are ready for the event. In addition, the supplies to make the Reindeer food and the candy canes were purchased. Assistance will be needed to set up the cafeteria on Friday afternoon about 4 PM. Thank you to all of the families and faculty who have signed up to help this event run smoothly.
2. **Old Business**
* **Scholastic Book Fair**: This year's book fair was quite successful. We sold $7,769 worth of books and accessories. Many teachers utilized their opportunity to purchase up to $15 worth of books for their classrooms. One issue was that many of the books sold out early in the week due to a limited supply sent. NOTE: While the book fair made this amount of money, the PTO does not keep this money. That money goes directly to Scholastic. Scholastic then pays the PTO a portion of the proceeds in cash (about $1000) and a portion in "scholastic dollars" (about $500). "Scholastic dollars" can only be used to purchase items from the Scholastic catalog (things like books, library items, storage and furniture, classroom supplies, etc.)
* **Stock the Teacher's Lounge** event: This event was held during the week of conferences. Volunteers were asked to provide desserts, snacks and beverages to help provide quick meals for the teachers during this busy week. The rest of the meal was provided by the PTO. The feedback was that the teachers enjoyed the choices and variety of food/ snack items and that it provided them with food through the week. Jen Chadwick, Teacher Appreciation Chairperson, offered to help with this event in the future.
1. **New Business**
* **Teacher Grants:** Earlier in the year, Tara Trostle, IFEC Librarian, requested a new dye-cut machine. The cost for this was above what the PTO could allocate. A new plan was arranged for the PTO to purchase just the machine and not new dyes (dropping the expense by $900). The PTO was able to purchase the new machine for IFEC at a cost of about $300. In addition, the PTO was able to purchase a computer software program for both Rice and IFEC called Fonts4Teachers (originally at the request of Melissa Vincent). And as mentioned by Mr. Boley earlier in the meeting, the PTO and school were able to purchase 5 jump drives for *each* classroom at Rice.
* We are looking at possibly holding a raffle as a fundraiser in February or March to utilize the raffle license we had to obtain before it expires. More information about this will be available at a later date.
1. **Announcements**
* We always need VOLUNTEERS. Please visit our website to sign up for the exciting, fun events that are scheduled for the new year. We need help with volunteers and donations. Please consider one or both ☺ http://www.smsd.us/webpages/pto/
1. **Open Floor/ Miscellaneous** - No new information was discussed.
2. **Adjournment**
* The meeting adjourned at 8:00 PM.
* Respectfully submitted for approval at the next PTO meeting by

 Jennifer Metz

 SMPTO Secretary

**Our next PTO meeting will be held on**

**Thursday, January 9, 2014 at 7:00 PM**

**at the IFEC Library.**