Minutes for the SMPTO Meeting held at

IFEC Library on February 6, 2014

1. **Call to order/Welcome**

* The Meeting was called to order by the PTO President, Elizabeth Meikrantz, at 7:00 PM
* Introductions were made by the PTO Board, the Principal of IFEC and meeting attendees.
  1. Those in attendance included: Elizabeth Meikrantz (PTO President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Kerrie Truax (IFEC Vice President) and Dr. Adams - Principal of IFEC. We had 4 additional faculty and family members attend the meeting. Mr. Boley, Principal at Rice, was unable to attend this meeting. Stacey and Shawn Knavel (Rice Co-Vice Presidents) and Jes Hughes (Rice Co-Vice President) were 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 January 2014 minutes. The board members who were present unanimously approved the minutes from the January 2014 meeting. Copies of the meeting minutes are posted on the PTO website at http://www.smsd.us/webpages/pto/pto.cfm.

1. **Principal Reports/School Board Representative**

**Mr. Boley - Rice Report**

* Although Mr. Boley was unable to attend the meeting, Dr. Adams provided some updates that he had given her.
* Students at Rice will be participating in the Jump Rope for Heart event during the week of 2/10/14 (specifically 2/12-2/14). Students will be jumping rope during gym class to raise money for heart disease.
* The "Reptile Man" has been booked as an assembly for students at Rice in the spring 2014. The "Reptile Man" brings in a variety of reptiles to educate students about these animals. The students always enjoy this program. This is a PTO sponsored assembly.
* Mr. Boley is also looking into bringing back the "Agriculture Van" that came to Rice in the spring of 2013. This van provided a variety of educational information for students related to agriculture. The feedback from students was that they really enjoyed it. We are hoping to have the "Agriculture Van" in the spring of 2014. This is also a PTO sponsored event.

**Dr. Adams - IFEC Report**

* Dr. Adams informed those in attendance at this meeting that the new building plans for IFEC will be presented at the rescheduled school board meeting on Monday, February 10th. Dr. Moyer and Dr. Adams will discuss the plans at the meeting. The current plan is to move 3rd grade over to IFEC to join the 4th and 5th graders once the building expansion/ remodel is complete. Dr. Adams explained that the building designer suggested that the Administrators visit a recently completed school that he has designed, which they did. She reported that the visit was very informative and eye-opening. She shared that they came away from that visit with new ideas and modifications to the original plan for IFEC. The new plan will be shared at the school board meeting. Elizabeth Meikrantz noted that the PTO posted a reminder to families to attend the school board meeting on the PTO's Facebook page.

* Dr. Adams also noted that there will be discussion at the school board meeting about whether any changes will be made to the school calendar due to the all of the inclement weather days we have had. One possible make up date could be 2/17/14 (Presidents Day). UPDATE: After the meeting was held, the school board decided to reinstate the following days to be put back in the school calendar: Monday, February 17th; Friday, March 14th; Monday, April 14th; Tuesday, April 15th. The other dates of Easter/ Spring Break in April are still possible make-up days.
* The Scholastic book fair will be held at IFEC during the week of February 18-21. Students will again have the opportunity to visit the book fair during their lunch times (about 2-3 classes at a time) to make purchases. Please member that the prices of books/ items **does not** include tax. Make sure your child has enough money to cover tax on his/her purchase. In addition, the fair will be held in the evenings each night that week, including after school on Friday 2/21, during the Groovy Movie.
* The PTO has agreed to fund a music assembly (to be held at both IFEC and Rice) that was requested by Mrs. Wilson. We are not sure when this assembly has been scheduled for but will likely occur later in the spring 2014. Mr. Yinger has also requested an assembly for a Junk Bank to come to IFEC to teach students about recycling. The Junk Bank uses "everyday items" to make instruments. This assembly has not been scheduled yet either but may not occur until the fall of 2014.

**School Board Representative**

* There was not a school board representative at this meeting, so no report was given.

1. **Treasurer’s Report**

* Jennifer Varner provided the Treasurer's Report.
  1. The account balances are as follows - Checking account is $39,947.28; Raffle account is $1,385; Savings account is $15,030.74.
  2. Our major expenses include reimbursement for expenses related to the Breakfast with Santa in the amount of $246.20; reimbursement for monthly teacher appreciation gifts in the amount of $64.06; and payment of a bill for bags for the Secret Santa Gift Shop in the amount of $280.95. Total expenses were $563.21.
  3. We had $28.00 in income this month. We received a $5 donation for an old yearbook someone purchased and settled up a bounced check from the Secret Santa Gift Shop in the amount of $23.00.

1. **Correspondence**

* The PTO received a thank you card signed by all of the faculty at Rice thanking us for all of the things that we do for the students and faculty.

1. **Chair/Committee Reports**
   1. **Box Tops-** Meryl O'Brien is the Chairperson for Box Tops. The current contest for Rice is a popcorn and movie party for the winning classroom. The contest for IFEC is a trip to the rock climbing wall at the high school for the winning classroom. Note that all box tops submitted for this contest also count for the yearlong contest totals. When the box tops are submitted, the redeemed money is given to the school principals to utilize (not the PTO). 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 and shop!
   2. **Labels for Education** - Carol Orner is the Chairperson for the Labels for Education. We are still collecting labels. Don't forget to clip your labels and send them into school. There are collection buckets at both Rice and IFEC.
   3. **Spirit Gear** - The PTO held a spirit gear sale at the Breakfast with Santa in December. We sold a lot of gear and took a number of orders for holiday gifts. The vendor that we had arranged to work with to print our spirit gear was not willing to fill these holiday orders before the holiday break. We contacted another print company and they were able to fill these orders prior to the break. We are very grateful to them for their assistance. We thank all the families who placed orders at the breakfast for their patience and understanding. 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** - During the winter months, Walking Club typically does not occur. However, if the two volunteers are willing and able to supervise Walking Club on a nice winter day, it may be held intermittently until spring when it will start up regularly again. So far, the winter has not been cooperating with any good days.
   5. **Groovy Movie** - The third Groovy Movie will be held on Friday, February 21st at IFEC. The movie has not been determined yet but will possibly have an "arctic" theme, given the weather lately. Please remind all students to be respectful of everyone who attends the movie. Students there want to enjoy their time watching the movie.
   6. **The Scholastic Book Fair** - The book fair will be held at IFEC from 2/18 - 2/21 during lunchtime and after school into the evening, including Friday, 2/21 during the Groovy Movie. Students are reminded when bringing in money for purchases that the prices of the books/ items does not include tax. Please bring enough money to cover the cost of tax too! The books will be delivered on 2/14 and are geared toward 3rd-8th graders. We still need volunteers to sign up for shifts. Please visit our time to sign up link, http://www.timetosignup.com/smpto1/signupsheet/23121, to sign up to volunteer.
2. **Old Business**

* There was not any old business to discuss at this meeting.

1. **New Business**

* Elections for the positions of PTO President and Co-Vice Presidents of Rice Elementary will be held at our March meeting. Please consider running for one of the positions. If you are interested in one of these positions, please contact Jennifer Metz at dnjmetz@aol.com or Jennifer Varner at vfamily15@centurylink.net.
* Our spring May Fair is in need of a **Silent Auction Chairperson** (or chairpersons). This event involves contacting local businesses to seek donations (via letter/ phone) and organizing the items donated. In addition, the position involves set up and coordination of the actual silent auction during May Fair. At the end of the meeting, Tonya Waslewski and Kris Zwemer agreed to co-chair the silent auction. Thank you so much for volunteering for this important event!
* **May Fair** - The inflatable bounce houses have been scheduled for May Fair. Other vendors are also being arranged. There was a brief discussion at this meeting about whether we should hold 1. a used DVD/ Game sale; 2. a used book sale; 3. both a used DVD/ Game sale and a used book sale. The organization of the book sale is involved and time consuming and in the past, we have had trouble finding a place to donate the unsold books. The DVD/ Game sale was simpler to organize and set up and it was easier to find a place to donate unsold items. In addition, the DVD/ Game sale made about the same amount of money that the book sales have made in the past. A decision has not been made yet, but either way, there will be limitations on what items can be donated.

1. **Announcements**

* Kohl's Department store recently contacted Mr. Boley about their Associates in Action grant program they have in which they would donate $500 to a non-profit organization as well as provide a Kohl's associate to volunteer on site. While Rice could not directly receive these funds because they are not a non-profit organization, Mr. Boley suggested that they donate the volunteer time and grant money to the PTO. Coralita Wilson, a former PTO board member and Kohl's Associate, will be volunteering her time at the school library to assist in organizing the books. The PTO is unsure if the grant money is to earmarked for specific educational needs. This will be clarified with the contact person at Kohl's.
* 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** - There were no additional discussion items.
2. **Adjournment**

* The meeting adjourned 7:50 PM.
* Respectfully submitted for approval at the next PTO meeting by

Jennifer Metz

SMPTO Secretary

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

**Thursday, March 6, 2014 at 7:00 PM**

**at the IFEC Library.**