Minutes for the meeting held

October 8, 2015 at IFEC Library 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), Shawn Knavel (PTO Co-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), and Mr. Boley (Principal of Rice.) We had 12 additional parents and teachers attend the meeting. Rachel Andreoli (IFEC Co-Vice President) and Mrs. Reed (Principal of IFEC) were unable to attend the meeting.
	* Those in attendance were asked to sign in on the attendance sheet.
2. **Approval of Minutes from previous meeting(s)**
	* Both the May 2015 and September 2015 meeting minutes were presented for approval at this meeting. Melanie Reifsteck made a motion to approve both sets of minutes, Karen Rhodes seconded it. The board members who were present unanimously approved the minutes from the both meetings. Copies of minutes will 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 student field trips had begun with the Kindergarten group scheduled to visit Paulus Orchards on Friday the 9th.
	+ He noted that Health Screenings would be occurring on the 13th and 14th of the month and that the nurses could still use some volunteers to help.
	+ A reminder was given that Rice would have their Bubblethon event on the 16th and that the Halloween Parade will be on the 30th.
	+ Central Penn Youth Ballet also visited the school to work with the 1st and 2nd grade PE classes and in exchange, we are invited to a free field trip to “Once Upon A Rhyme.”
* **Mrs Reed – IFEC Report**
	+ Mrs. Reed was unavailable, but Mr. Boley reminded those in attendance that IFEC’s Bubblethon would be held on October 9th.
	+ He also conveyed that the renovation of the school is on schedule with the cafeteria and gym slated to open November 1st.
* **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 and noted that as a best practice, we were advised to run the account balance at the beginning and end of each month. Therefore, as of 9/30/2015:
		+ The account balances are as follows – Checking account is $55,983.28; Raffle Account is $100; Savings account is $10,022.20.
		+ Our income for the month totaled $49,145.03. Almost all of the income was generated as a result of donations from the Fall Fundraiser, Bubblethon.
		+ Our expenses for the month totaled $7,919.97. Some of the major expenses included funding Teacher Grant Requests (-$671.65); Bubblethon Expenses ($-3508.74); Brain Pops Subscription (-$1,695.00) Halloween Party Supplies ($-227.14) and May Fair inflatables deposits (-$6,71.88)
		+ Mrs. Metz indicated that we were still receiving some donations from Bubblethon.
2. **Correspondence**
* The PTO received no correspondence to be shared at this meeting.
1. **Chair/Committee Reports**
* **Bubblethon 2015** - The SMPTO's only school-wide (Rice and IFEC) fundraiser for the entire school year raised over $52,000! With around 960 students, that equates to about $50 per child. There were 6 classrooms that collected over $1500 each. After expenses, the PTO will have made an additional $5,000 to spend on the students this year. Some of the ways that money was being put back into the budget included an additional $1,000 put to the Field Trips line item and a Laser Light Assembly for the IFEC students to celebrate the milestone of a new cafeteria and gym! We plan to discuss at our next meeting where the remainder of the surplus should be applied. We are looking for parental and teacher feedback, so please reach out!
* **Box Tops** – Our Box Tops Chairperson, Jamie Michler thanked the volunteers who helped her count over 1400 box tops for Iron Forge and 3600 for Rice. She is planning to have totals out to the website soon of leading classrooms for the current fall contest where winners will receive a snack and a trinket. She also discussed the next contests which will be winter (popcorn and trinket and spring (pizza party.) She has also requested that when sending in Box Tops, please paste those to the sheets provided which makes counting faster and identifying expiration dates easier. Extra forms are located on the SMPTO website and in the office at each school.
* **Labels For Education** – Chairperson Suzanne Shriner updated those in attendance that the goal for this year is 25,000 points. At this time, we are 5% to goal, with a sizeable deposit ready to be mailed for October. November is Bonus Points month so we have the ability to double our points up to 1,000 with labels submissions. Labels do not expire, can be placed in plastic baggies and can be found on most Campbell’s soup products, Pepperidge Farm breads, crackers and cookies, and high-value points can be found on Pop Secret popcorn and Emerald Nuts. Please see more information on the SMPTO website.
* **Walking Club -** The Walking Club is testing a concept that would allow the students to log their own laps. There is definite competition among the children and they do enjoy the club, but unfortunately, the recesses being split is proving difficult to find adult volunteers. If you are interested in helping, please reach out to Rachel directly. Her email is listed on the SMPTO website.
* **Groovy Movie** - The first Groovy Movie is still slated to 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.
* **IFEC Halloween Party** – We are still in need of food donations like cupcakes and fresh-cut vegetables and fruit. Also needed is one group to help with the Haunted Hallway. Please contact Michelle Sibert if available to help!
* **Breakfast With Santa** – Chairperson Kat Seiber updated us on the event scheduled for December 5th. Mr. Eck is having the 3rd graders make center pieces for the tables and Kat will be following up with Mrs. Wellington to see if she may be able to help with more. There will be some changes to the menu this year to provide some variety. Aramark is working with us to provide a waffle bar which will include berries, whipped cream, syrup, butter and chocolate chips. In addition, fresh fruit will replace the fruit salad from last year. This will cause the budget to operate at a small overage, but most agree that this is a change that will be beneficial. Kat will also be changing the craft available this year as well as incorporating a cake/baked goods walk into the event. This would mean that we need to ask for donations and additional volunteers to run the music at each seating.
1. **Old Business** – None
2. **New Business**
	* **iPad Order –** The iPads are now on order. The invoice was caught in the spending freeze but now the business office has pushed it though due to the SMPTO’s reimbursement agreement.
	* **May Fair –** Last year’s chairperson is unavailable to chair the Talent Show this year. Discussion surrounding separating the event from May Fair and asking if it can be done in Feb/Mar. At the very least, we are asking for a teacher or group of parents willing to take this over if it is to continue at the school in some form.
	* **Spring Book Fair –** Kim Hiles has been in contact with the Scholastic Book rep who offered us the option to do a Spring Book Fair. There are two ways to participate:
		+ A fair that strictly serves the community, with no monetary kick-back to the PTO. The fair would serve to help Scholastic move though late-year inventory at a BOGO price point. Thoughts are that this could replace the book sale at May Fair.
		+ A full fair that would help us get to a percentage with Scholastic that offers the PTO more of a percentage in profit afterwards. Discussion surrounding this was that it might conflict with the fair at Iron Forge if done in April at conferences. If you have more feedback for us, please let the Board know.
	* **Teacher Grant Requests** –
		+ **Mountain Math and Language** - Mrs. Ranck would like to purchase Mountain Math and Language for her Kindergarten class at the cost of $191.90. No objection by Mr. Boley. This was previously discussed and approved at tonight’s meeting.
		+ **Reaching All Readers –** Mrs. Sadler would like to purchase Reaching All Readers at the cost of $670.12. This is used to teach guided reading to small groups. Discussion centered on how the classes could use this tool and whether other classes might want it as well. This particular program is similar to “Hooked On Phonics” and is to be used as a supplement to the overall curriculum. Mrs. Vincent stressed the importance of the non-fiction aspect of this program, something that is needed with the students for current testing.
		+ **Document Scanners –** Last year the PTO purchased (3) document scanners/cameras for the Iron Forge teachers and they have been well received. Mrs. Reed is asking for a grant to purchase up to (10) more scanners at a cost of around $900 total. Mrs. Beverly shared that many of the teachers are using these cameras in Art, Science and even Math. Also, when iPads are used, the teachers can lay down the iPad and project the steps needed for the activity.
3. **Announcements**
	* We are looking for volunteers willing to make copies for the PTO. If you are interested, please contact us at board@smpto.com.
	* We are also looking for a volunteer for Secret Santa who can commit to being Chair of the event for next year. Ideally, this person would shadow this year’s current Chairperson to ensure a seamless transition next year. Please contact us if this is you!
4. **Open Floor/Miscellaneous**
	* Jennifer Varner offered a special thanks to the Board members for the hours volunteered to make Bubblethon a great success!
5. **Adjournment**
	* The meeting adjourned at 8:16 PM.
	* Respectfully submitted for approval at the next PTO meeting by Suzanne M. Shriner, SMPTO Secretary.

**Our next PTO meeting will be held on November 12, 2015 .**

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

**www.smpto.com.**