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Description automatically generatedSMPTO Meeting – November 9, 2023

**MEETING MINUTES**

1. **Call to Order/Welcome/Introductions**
   1. The meeting started at 7:07 PM. In attendance were:
      * Brooke Butler Wagner (WG Rice, CO-VP)
      * Janelle Cekovich (IFES Co-VP)
      * Sheri Bock (WG Rice, CO-VP)
      * Kelsi Forster (IFES Co-VP)
      * Tori Christen ( Co-Treasurer)
      * Sarah Faller-Bowermaster (Co-Treasurer)
      * Courtney Burke (Secretary)
      * Trisha Reed (IFES, Principal)
      * 2 Parents
      * 2 teachers
2. **Minutes**
   1. The October 2023 Meeting Minutes were reviewed and approved with a motion by Tori, seconded by Kelsi.
3. **Principal Reports/School Board Representative**
   1. **Rice:**
   2. **IFES**: Conferences are coming up next week. With Thanksgiving and December coming up the next two months will fly by at school. Picture retake day is next week, permission forms must be signed on Saphire.
4. **Treasurer’s Report**
   1. Financial documents provided to those in attendance for review.
   2. It was reported that we are well within the budget for the year at this point. Several projected expenses regarding Bubblethon Rewards were below budget. Budget is doing very well this year thanks to Bubblethon fundraiser this year.
   3. Reminder to teachers that SMPTO will cover teacher grants requests.
   4. The budget was reviewed and approved with a motion by Janelle, seconded by Sheri.
5. **Correspondence**
   1. None to report.
6. **Chair/Committee Reports/Updates**
   1. Bubblethon Committee – thank you to Erin Hendrix! Huge thank you to all board members and volunteers that made this a successful event. We will be providing lots of popcorn and movie parties this year.
   2. Fall Fun Fest & Spooky Party Committee – Great job to Kelsi & Janelle, this was a fun and successful event. Thank you to all our volunteers that made this possible!
      1. A change for next year will be to have board members at each door for entry to ensure students are not permitted to enter prior to the start of the event.
   3. Bookfair – The bookfair will be held at Rice next week while parent teacher conferences are ongoing. Students will preview during the day with their class and parents will be able to purchase in the evenings. We still need volunteers.
      1. We will have a Scholastic E-wallet set up for the school. The E-wallet will allow for donated funds to be used on Scholastic items only. Rice E-wallet may be used to purchase books for teachers, stock the library, or possibly for students that may not have been able to purchase a book.
   4. Holiday Market + Cookies & Cocoa with Santa (Brooke and Sheri)
      1. Holiday Market - This is an event held only at Rice where students can do holiday shopping for their families. The Rice Holiday Market will be December 4-8, 2023.
         1. A schedule is needed from Mr. Boley in order to plan and create time to sign up sheets for volunteers.
         2. This year we will be limiting the number of tags available per student to 6.
         3. Families may choose to donate funds as well to help students shop that may not have otherwise been able. No student will go home without anything. Excess donations last year allowed for SMPTO to purchase 16 turkeys for families within the district. If there are excess donations this year, the funds will be used in a similar manner for district families.
      2. Cookies and Cocoa with Santa – this is a free event where Santa and Mr. Boley ride a firetruck around the district and arrive at Iron Forge for Cookies and Cocoa. This event will be held on December 16.
         1. Courtney Wentz volunteered for the event and will likely be taking lead. Additionally hoping to get BSHS Interact students as well as mini thon students involved.
   5. Groovy Movies (2) – (Torie & Sarah) This is a free event but will require reserved ticketing. Open to students and their families to attend. The first movie will be in late January.
      1. An online poll will be put out at a later date to determine the movie.
   6. IFES Luau – Kelsi & Janelle -
   7. Spring Fling - Bridgette
   8. Teacher Appreciation – Torie & Sarah
      1. SMPTO took the opportunity to ask teachers in attendance what they like for teacher appreciation. Teachers agreed that food is always appreciated, and a chair massage may be nice too.
   9. Bubbling Over / Forge Ahead Days – Brooke, Sheri, Kelsi & Janelle
7. **Old Business**
   1. Bubbler Foundation Partnership – wants to partner with the SMPTO to better serve this community. Hoping to have their involvement with the feed the teachers for the conferences.
   2. Student Directories – last day is November 10. So far there is 174 entries, this will be digital. Only the families that participate will receive.
8. **New Business**
   1. Bubblethon Rewards Excel Check – completed and scheduling looks good.
   2. Harlem Wizards 2024 – This event would not be until next year but will require a lot of planning. The team will come to the school and play against 20 teachers. Costs for this event may include team fee, hotel costs, travel costs, security, etc. Using the high school gym a total of 783 tickets could besold for the event. Ticket prize packs could also be used for PBIS rewards.
      1. Janelle following up next week about dates/scheduling.
      2. Cumberland Valley held the event this week and it was a great event!
9. **Announcements/Upcoming Events**
   1. November 13, 15, & 17 – WG Rice Book Fair
   2. December 4-8 – WG Rice Holiday Market
   3. December 16 – Cookies & Cocoa with Santa
   4. December 19 – SMPTO Meeting
   5. January 28 – Groovy Movie
10. **Open Floor/Miscellaneous**
    1. Thank you to Matt Christen for his time as webmaster and thank you to Colby Kraemer for volunteering to be our new webmaster!
    2. Thank you to Tori for shelving units and organizing the closet for SMPTO.
    3. Fall Fest Feedback
       1. We were made aware of 2 students that were unable to attend the Fall Fun Fest due to not having access to internet at home. Unfortunately students/families were not aware that permission slips were available at the door for last minute attendees. For future events we may still have an online registration but students will also be allowed to register at the event.
       2. It was suggested that for all events where volunteers may be around flashing/strobing lights a disclaimer be made on the time to sign up form.
       3. Teacher participation in the Fall Fun Fest and in all events is greatly appreciated. Students love seeing the teachers out and about and having fun too!
11. **Adjournment**
    1. The meeting ended at 7:39 PM with a motion by Tori, seconded by Sheri.