Minutes for the SMPTO Meeting held at

IFEC Library on November 6, 2014

1. **Call to order/Welcome**

* The Meeting was called to order by the PTO Co-President, Stacey Knavel, at 7:05 PM
* Introductions were made by the PTO Board, the Principals and meeting attendees.
  1. Those in attendance included: Shawn and Stacey Knavel (PTO Co-Presidents), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Kim Hiles (Co-Vice President of Rice), Kerrie Truax (IFEC Vice President), Mrs. Reed (IFEC Principal), and Mr. Boley (Principal of Rice). We had 12 additional people attend the meeting. Julie Snyder (Co-Vice President of Rice) was unable to attend the meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet.

1. **Approval of Minutes from previous meeting**

* Stacey Knavel made a motion to approve the October 2014 minutes. The board members who were present unanimously approved the minutes from the October 2014 meeting. Copies of the meeting minutes are posted on the PTO website at www.smpto.com .

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

**Mr. Boley - Rice Report**

* Mr. Boley shared that Parent Teacher Conferences will be held at Rice in mid-November and report cards will be distributed on November 7th.
* He noted that in conjunction with conferences, the Scholastic Book Fair will be held in the evenings at Rice during the week of November 17th.
* He shared that the next Pre-K Family Fun Event will be on Saturday, November 15th in the morning at Rice.

* The Rice Halloween Parade and classroom parties were held on Friday, October 31st. Everything went well for the parade and the parties. Mr. Boley shared his thanks to all the individuals who volunteered time and donated items to make the day a success.

**Mrs. Reed - IFEC Report**

* Mrs. Reed shared that the PA School Profile Reports had been released for both Iron Forge and Rice and she provided copies of the reports to people at this meeting. She reviewed information in the report and explained some of the factors that contribute to the determination of Iron Forge's overall score. Mr. Boley also explained the report for Rice and how their overall score was determined.
* A parent at the meeting asked Mrs. Reed if IFEC is continuing to do RTII time (Response to Instruction and Intervention). She shared that they are not currently blocking time in the schedule for this specifically but the new reading program that they are implementing has guided reading that is geared toward students' academic skill level. They are also implementing a guided math program in a similar way. Interventions and enrichments for students are being implemented but in a different way than RTII was.

* The Student Council is sponsoring a Food Drive that will benefit Project Share. Fourth and Fifth graders have been asked to collect specific food donations that are different for each grade.
* The Magazine sale recently began at IFEC. It was noted that this is not a PTO fundraising event. It is an IFEC fundraiser to help raise money to pay for the cost of field trip expenses like buses and fuel.

* Mrs. Reed also shared that report cards will be distributed on November 7th. Parent Teacher Conferences will be held in mid-November for IFEC.

**School Board Representative**

* A representative from the School Board was not able to attend 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 $59,693.39; Raffle account is $2,802.46; Savings account is $10,003.38.
  2. Total expenses for this month were $9,329.45. Our major expenses included: $50 donation to the Science Fair; $4,883.85 in items purchased for the Bubblethon events and misc expenses (lap stickers, water cups, prize bags, thank you gift for Jeanette Kole, bank and paypal fees, sponsor thank you letter supplies and $1,846.13 for prizes); $2,130 for field trips for 3rd grade; $1,559.26 for the IFEC Halloween Party (decoration supplies, food, DJ, prizes and the Scare a Bubbler pops) ; $74.34 for teacher appreciation monthly gifts; $632 for reorder of new spirit gear
  3. We had $2,244.96 in income this month. Our major sources of income included: $1,110 from Bubblethon (additional donations received, t-shirt purchases by staff and sponsorships received); $1,115 for field trips for Kindergarten and Third grade; $65 for sales of spirit gear at the Rice Halloween Parade.

1. **Correspondence**

* We received a thank you note from Mrs. Vincent thanking the PTO for the Bubblethon Event on 10/17/14. We also received a thank you note from Mrs. Reed thanking the PTO for the Halloween Party and the Bubblethon Event on 10/24/14. Mrs. Strawley's class created pop-up thank you notes for the PTO which will be shared at the next meeting.

1. **Chair/Committee Reports**
   1. **BUBBLETHON 2014** Summary: Stacy thanked everyone who gathered donations and who volunteered for the events and helped with classroom parties. The Knavels provided a summary comparison for the fundraiser for 2013 and 2014. If you would like a copy of this information, please contact the board at board@smpto.com .

Notable comparisons include:

* + - * Sponsorships - We increased the number of letters sent out requesting sponsorship. Some businesses repeated their sponsorship and some did not. We got a few new ones and a few from last year switched to donating goods/ services. If you have ideas on how to improve sponsorships, please share them.
      * Prizes - Costs for prizes were greater this year due to a larger amount of students participating (an additional $2000) and classrooms earning classroom prizes (an additional $900).
      * Printing costs - Expenses for printing the packets of information/ letters was greater this year. We will look into other printing options for next year (i.e. online or possibly Dickinson).
      * A comparison of donation statistics was provided for individual donations collected and classroom totals collected.
      * We also incurred additional expenses due to bounced donation checks. There was a discussion of this issue at the meeting and the board is looking into ways to address this issue fairly.
      * We are interested in any ideas that could help stream line the costs for this event but we still want to make the prize structure unique and valuable to students.
      * After additional expenses were covered, Bubblethon had an extra profit of about $600. We had hoped to look into ideas of where to best utilize these extra funds but due to an unexpected possible expense of an Audit needed annually to maintain our insurance and non-profit status, the board and the people in attendance at this meeting felt it would be best to hold off on allocating this money until the expense of the Audit is determined.

* 1. **Box Tops-** Becky Kaczur and Jamie Michler, chairpersons, provided a summary of the box tops collected so far and the 3rd contest is underway. This contest will end on Friday, December 5th and the winning classroom will receive a pizza party prior to the December holiday break. The total amount raised for IFEC is $972.50 (plus amount remaining from last year… $891.10), so their total is $1791.60 The total amount of box tops collected for Rice this year is $1,739.90 (17,393 box tops actually collected). Mrs. Long's classroom won the fall contest which was a sweet treat and a prize. ***Please utilize the forms provided as they are easier to count the box tops and credit students/ classrooms for the contests. ALSO, please make sure the box tops are NOT expired.*** PLEASE make sure that you include the student's name, classroom and teacher on any box tops submission so s/he may be credited appropriately for their submissions. Also, be sure to check out the box top website at **http://www.boxtops4education.com/ Good luck and enjoy clipping box tops!!**
  2. **Labels for Education -**  Suzanne Shriner (chairperson) shared an update at the meeting. She made goal thermometers that she will post at each school to show the progress of labels collected. She shared that a wide range of things can be "purchased" with the points, from visa gift cards to playground equipment.
  3. **Scholastic Book Fair at Rice** - The book fair will be held in the library at Rice during the week of Parent Teacher Conferences after school and into the evening (3:45pm to 7:45 pm). The materials will be set up the week prior. The librarian will review the materials with the students as they come for their library time. Teachers will make wish lists and they will be available to view at the fair if you wish to purchase an item for the teacher from his/her list. ***We need volunteers to help run the book fair during that week.*** Please visit our website to sign up to volunteer.

1. **Old Business** - None
2. **New Business**
   * **Capital expenditures for Rice and IFEC:**  The PTO set aside $10,000 to make a capital expenditure purchase for each school. Last spring, a survey was sent out to all families seeking input. We also worked with the principals. We will be purchasing two iPad carts (with 6 iPads each) for Rice which will allow for teachers to sign out a cart on a specific cycle day to incorporate into their lesson plans (cost- approximately $5600 for 4 grades) and we will be purchasing one iPad cart and 3 document cameras for IFEC for classroom use (cost - approximately $3300 for 2 grades).

* + **Teacher Grant Requests:** A number of grant requests have been made recently and were reviewed with the people in attendance at the meeting.Currently, we have $7300 left in the budget for grants.
    - 1. Guided Reading Books - A request for guided reading book sets for 4th and 5th grade at IFEC was made by Mrs. Reed to enhance the variety of reading options available. The purchase would provide additional fictional books for student to read. The sets include 6 books and a teacher guide. The estimated cost for this purchase is around $1800.

BrainPOP Jr. Subscription - This was requested by the staff at Rice for all grades to be utilized in the classroom. It is a 1 year subscription that provides an online resource to aid in lesson planning and instruction in a wide variety of academic areas (math, reading, science, spelling, social studies, etc.) You can look up this site online to see what it has to offer for teachers and students. The estimated cost for this purchase was $850 (actual cost is quoted at $399).

* + - 1. Junk Band Assembly - Mr. Yinger, band teacher at IFEC, requested this assembly which teaches students about recycling items to make instruments. This assembly could be provided for both IFEC and Rice. We are looking at having it sometime near Earth Day in the spring. The estimated cost for this event for both schools is $850.
      2. Agricultural Van for Rice and IFEC in the spring - We are looking into the cost of bringing back the Ag Van to Rice again for the third year. This time we will be planning to have the Ag Van at IFEC too. The total cost for this is still being determined but is estimated at about $2600.
  + **Possible holiday event for IFEC students? -** We would like to consider developing some kind of holiday event for students at IFEC. **Please let us know your ideas!**
  + **Volunteers Needed:** We have a number of events coming up that we need volunteer assistance with - The Ice Cream Parties for the students at Rice for Bubblethon; the Teacher Meal for Rice during conference week; donations for the Stock the Teacher's Lounge event at IFEC during conference week; the Scholastic Book Fair at Rice during the week of conferences; Breakfast with Santa on 12/6; the Secret Santa Gift Shop at Rice during the week of 12/9-12/12/14; and visitor check-in for Career Day at IFEC on 11/21. We also need a chair person for Breakfast with Santa to be held in the high school cafeteria on Saturday, December 6th. (Kat Seiber agreed to chair this event at the end of the meeting. Thank you!)

1. **Announcements** 
   * No Announcements at this meeting.
2. **Open Floor/ Miscellaneous** -
   * When discussing the Halloween events, a question was raised about what will happen when 3rd grade moves over to IFEC. What will the 3rd graders get to experience - a parade? a party? This issue will be looked at in the future.

1. **Adjournment**

* The meeting adjourned 8:15 PM.
* Respectfully submitted for approval at the next PTO meeting by

Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held on December 4, 2014.**

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

**www.smpto.com**