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Description automatically generatedSMPTO Meeting – August 15, 2023

**MEETING MINUTES**

1. **Call to Order/Welcome/Introductions**
   1. The meeting started at **7:09** PM. In attendance were:
      * Bridgette Wickard (President)
      * Janelle Cekovich (IFES Co-VP)
      * Sheri Bock (Rice Co-VP)
      * Sarah Faller-Bowermaster (Co-Treasurer)
      * Victoria Christen (Co-Treasurer)
      * Courtney Burke (Secretary)
      * David Boley (Rice, Principal)
      * Trisha Reed (IFES, Principal)
      * 2 Audit Committee members (Ashley and Katherine)
      * 3 Parents
      * No teachers were present at the meeting.
2. **Minutes**
   1. The May 2023 Meeting Minutes were reviewed and approved with a motion by Sarah, seconded by Tori.
3. **Principal Reports/School Board Representative**
   1. **Rice**: Getting prepped for 1st day of school and all upcoming events. Students are still being registered for this year. August 21st will be kindergarten kick off night (5:00-7:30). August 22nd is back to school night (6:00 for first grade, 7:00 for second grade). August 23rd will be meet the teacher (2:15-3:00). 24th will be the first day of school. There will be a staggered start for kindergarten to help students acclimate to school.
   2. **IFES**: Back to school night will be held on August 21 (5:00-7:00). This will be a floating event where attendees may drop in and meet the teachers. There will not be a formal presentation, but information will be provided on the desks of students. Students who are new to the district are invited to the New Student Orientation Night on August 17th (6:00-7:00). IFES is still working to register some students. New teachers to the district were in today (August 15th) for orientation. Positive behavior support team has been in to help improve ways to recognize students and staff for the school environment.
4. **Treasurer’s Report**
   1. Proposed Budget Review
      1. A copy of the proposed 2023-20234 WG Rice and IFES SMPTO budget was made available to all attendees.
      2. Prior to the meeting, board members reviewed and identified some changes with the budget. Items that will change on the budget are as follows: Quaver Music, Principal Appreciation, Teacher Support. Overall the budget will remain the same. Additional funds removed from the previously listed line items will be added to the teacher grant budget to help support those requests.
      3. No questions on the budget.
      4. The budget, with the discussed changes, was approved with a motion made by Sheri and seconded by Janelle.
      5. An updated budget will be on the website prior to the next meeting.
5. **Correspondence**
   1. There are 2 additional teachers requesting Scholastic news for their classrooms.
      1. Orders for Scholastic news are made in the spring; therefore, we are unable to request for additional classrooms currently. However, when ordering we plan for 25 students per class. Excess copies from other classrooms may be used to provide for the additional 2 classrooms.
6. **Chair/Committee Reports/Updates**
   1. Audit Committee Report & Recommendations
      1. The Audit Report and Recommendations can be found on the WG Rice and IFES SMPTO website, under the ‘About Us’ section.
      2. There were no additional questions regarding the Audit Report or Recommendations.
      3. Thank you to the members of the Audit Committee for your assistance and support!
7. **Old Business**
   1. Bubblethon
      1. WG Rice and IFES SMPTO is looking for volunteer to for a Bubblethon Committee. This committee with assist with the planning, set up for the Bubblethon Reward Day. Additionally, this committee will help to get parents more involved and create more collaboration between WG Rice and IFES SMPTO board and the parents.
      2. Bubblethon is our only fundraiser throughout the year, and we will be raising funds August 25-September 15. Sponsor letters were mailed out in July to local area businesses.
      3. Reward days are currently scheduled for IFES on October 13 and Rice on October 20. Principals will send out the schedule of activities for the Reward Days after reward has been decided.
      4. Bubblethon Rewards
         1. Individual - We are asking that students raise a minimum of $40. Students who raise a minimum of $40 will be rewarded with a T-Shirt. The top 3 students from each grade level (K-5) raising funds for Bubblethon will receive an additional prize pack as a reward for their earnings.
         2. Classroom – for total funds raised in each classroom:
            1. $500: Popsicles
            2. $750: Popcorn and a movie
            3. $1,000: Silly String a teacher
         3. School – for total funds raised at each school:
            1. Threshold for a school wide reward will be $20K due to budgeting needs.
            2. Reward is TBD. Ideas for reward include 3 Monkeys bounce houses, laser light show, magician, Zoo America, Students vs. Teachers kickball.
            3. Please send additional Reward Day ideas to WG Rice and IFES SMPTO. A decision regarding the reward day activity will need to be made by the next meeting (9/19) at the latest.
   2. Event Dates
      1. PTO Meetings will be on the 3rd Tuesday of every month in the IFES library, except for November. November to beheld on Nov. 9th.
      2. Principal approval for event dates… dates to be made public at BTS night.
   3. Joe Romano Assembly
      1. Multiple sessions available at 45 minutes each.
      2. Mr. Boley requested that sessions at WG Rice be held in the morning.
      3. Theme for the assembly to be decided by principals. Theme options for the assemblies are Reading or Character Education. Mr. Boley requested additional information/details regarding the character education theme.
8. **New Business**
   1. Scholastic Bookfairs
      1. On going discussions between the board, principals, and librarians regarding the responsibility of running all aspects of the book fair. Decision will need to be made soon due to coordinating with scholastic representatives.
   2. Teacher In-Service/Teacher Grants
      1. Teacher in-service to be held on August 23rd. SMPTO Representative (Rice VP, IFES VP) will attend at the respective school at 7:45 AM to distribute teacher grants and speak about the PTO.
   3. Back to School Lunch
      1. WG Rice and IFES SMPTO will provide lunch for teachers on Monday, August 21.
         1. Wraps from Giant and big bags of chips to be delivered at 1130.
   4. Back to School Night
      1. Board President to provide Mr. Boley with the SMPTO slides to include with the Kindergarten Kickoff night.
      2. WG Rice and IFES SMPTO representatives at Kindergarten Kickoff and Back to School Nights for each school.
9. **Announcements/Upcoming Events**
   1. August 21
      1. Back to School Teacher Lunch Provided
      2. Back to School Night at Iron Forge
      3. Kindergarten Kickoff Night at WG Rice
   2. August 22 – Back to School Night at WG Rice (Grades 1 & 2)
   3. August 23 – Teacher Grants distributed.
   4. August 25-September 15 – Bubblethon Fundraiser
   5. Future meetings to be held the 3rd Tuesday each month, at 7:00 PM in the IFES Library
      1. Except for the November meeting. November meeting to be held November 9, 2023 at 7:00 PM.
10. **Open Floor/Miscellaneous**
    1. No additional topics discussed.
11. **Adjournment**
    1. The meeting ended at 8:07 PM with a motion by Tori, seconded by Sheri.