Minutes for the SMPTO Meeting held at

IFEC Library on November 12, 2015

1. **Call to order/Welcome**

* Prior to calling the meeting to order, Stacey Knavel made an announcement regarding changes recently made to the PTO board positions. Jennifer Metz was voted in as Treasurer but was not comfortable in the position. She stepped down from the position and Suzanne Shriner (Secretary) agreed to step into the position. This would have left the Secretary position open and Jennifer Metz agreed to fill that position. At times when positions need to be filled at a non-voting time, the board approves the appointment of a new person. The board was polled and agreed to the position changes. 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), Suzanne Shriner (Treasurer), Jennifer Metz (Secretary), Kim Hiles (Co-Vice President of Rice), Julie Snyder (Co-Vice President of Rice), Melanie Reifsteck (IFEC Co-Vice President), Rachel Andreoli (IFEC Co-Vice President), Mrs. Reed (IFEC Principal), and Mr. Boley (Principal of Rice). We had 12 additional people 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 September and October 2015 minutes. The board members who were present unanimously approved the minutes from the September and October 2015 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 the week of November 16th. The Scholastic Book Fair will also be held at Rice during that week.
* He noted that everyone is looking forward to the Thanksgiving Break.
* The upcoming events for December for Rice will be Breakfast With Santa on December 5th (held in the High School cafeteria) and the Secret Santa Gift Shop at Rice beginning on December 7th.

**Mrs. Reed - IFEC Report**

* Mrs. Reed shared that conferences will also be held at IFEC the week of November 16th.
* She stated that the PTO funded iPads and Document Cameras have been ordered.
* The first Groovy Movie of the year will be held in the IFEC cafeteria on Friday, November 13th.
* The PTO is also providing a fun assembly for the students at IFEC to commemorate the re-opening of the cafeteria and gym during the construction. The assembly will be a laser light show.
* Fifth grade will be attending the Harrisburg Symphony on November 13th.
* They are also holding a career day at IFEC for students to learn about different careers.
* The gym is finally open!!

**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**

* Suzanne Shriner provided the Treasurer's Report.

1. The account balances for the month of October were: Checking account $48,942.98; Savings account $10,022.20 and Raffle account $100.00.
2. The income for the month of October included: $197.95 for Bubblethon (donations, t-shirt purchases and recovered bounced check fees); $10.83 from Amazon Smile purchases; $6.88 in bank interest and $21.09 in Spirit Gear purchases.
3. The expenses for the month of October included: $970.30 in educational grants (stopwatches for two classrooms, a guided reading kit, snacks for the nurses, Mountain Math, pencils and grips); $6940.44 for Bubblethon (t-shirts, miscellaneous items for the events, prizes, gifts, classroom prizes – movie, popcorn, pizza and drinks); $370 toward the fourth grade field trip; $789.85 for the IFEC Halloween party for decorations and party favors; $146.13 for new playground equipment for IFEC.
4. **Correspondence**

* We received cards from Ms. Swank (IFEC Librarian) thanking the PTO for ordering books for IFEC and from part of the 5th grade team for the readers choice award books. We also received a thank you for purchasing Mountain Math for IFEC.
* Stacey Knavel thanked Melanie Reifsteck and Rachel Andreoli along with all of the other volunteers for all of their effort and hard work on the IFEC Halloween Party. And she also thanked YBMS for allowing us to use their facility as IFEC is being renovated.

1. **Chair/Committee Reports**
   1. **General announcements:** Stacey noted that the PTO has a number of holiday events going on in December (Breakfast with Santa and Secret Santa Gift Shop) that we need volunteers for. She also noted that we still need a number of volunteers for the Scholastic Book Fair during the week of conferences. In addition, help is needed with setting up and cleaning up these conference meals. Donations of baked goods are also needed for the Breakfast with Santa Cake Walk.
   2. Additional general announcements: Mr. Stroh is looking for help with the Jump Rope for Heart event. There will be a brief training session (about 45 minutes long) for the 4th/5th grade program. The event will actually be held on 12/22.
   3. We need a chair for the Silent Auction at May Fair.
   4. **BUBBLETHON 2015** Summary: Stacey reported on the summary for this event. Overall, this event made a profit o $39,534.01 after expenses. The cost of t-shirts was notably more due to getting t-shirts that were purple. The PTO also covered the purchase of about 80 t-shirts for identified lower-income students.
      * + There was about a 71% participation rate among the students at Rice and IFEC.
        + 66% of the students reached the $35 goal.
        + The expenses for the shirts and prizes were higher due to more student participation.

* 1. **Box Tops-** Jamie Michler provided a summary of the Box Top collections. She noted that the people who helped to volunteer and count have been great! (Thank you!) The classroom winners were Mrs. Harris’s class for Rice and Mrs. Paskalik’s class at IFEC. The next contest will conclude prior to Christmas. There will be a prize and treat for the winning classroom. ***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 reminded everyone to check out Goldfish and other Pepperidge Farm products for labels. Sometimes they are hard to recognize.
  3. **Scholastic Book Fair at Rice** – Kim Hiles suggested that a plea for volunteers be placed on Facebook. Set up will occur on Friday, November 13th. Teacher wish lists will be available at the book fair. Each teacher receives a $15 allotment toward books. The librarians get $50 each. The option of shopping online is also available. ***We need volunteers to help run the book fair during that week.*** Please visit our website to sign up to volunteer. If we do not have enough volunteers, we may have to close down the book fair for those times.
  4. **Secret Santa Gift Shop** - This event will be held from 12/7 to 12/11. There is a TimeToSignUp on the PTO site to help students shop. Please consider helping with this very fun, festive holiday event.
  5. **Breakfast with Santa –** The breakfast is all planned for Saturday, December 5th. There will be a craft, cake walk, hot chocolate bar, Santa and other fun things. Donations of baked goods are needed for this event. They do not have to be homemade. We will be showcasing PTO Spirit Gear, available to purchase online.
  6. **Groovy Movie –** This first Goovy Movie of the year will be at IFEC on Friday, November 13th in the cafeteria. Please visit our PTO website to sign up for future movie dates.
  7. **Entenmanns’s labels** - This is a new program where empty pouches are collected. Once 5 pounds are collected, they are sent in to be redeemed for cash for the schools.

1. **Old Business** - None
2. **New Business**
   * **Teacher Grant Requests:** We purchased pencil grips for Mrs. Hamilton’s class at Rice. We purchased stop watches for two classes at Rice to assist with the Daily Five (reading). We will be purchasing 5 document cameras for IFEC and one for Rice. We purchased Mountain Math for classrooms at IFEC and a reading program for Mrs. Sadler.
3. **Announcements** 
   * There were 36 classrooms that earned a popcorn/movie party for their fundraising goal for Bubblethon. Only 5 more parties are left to hold.
   * We are in need of chairpersons for the Silent Auction at May Fair and the Talent Show.
   * We will be having openings for the position of PTO President, Co-Vice Presidents of Rice and one Co-Vice President of IFEC.
4. **Open Floor/ Miscellaneous** -
   * The High School Interact Club is offering extra child care hours and gift wrapping during the holiday season.
   * Please check with your students’ teachers to see if there is a need for extra snacks in the classroom.

1. **Adjournment**

* The meeting adjourned 8:05 PM.
* Respectfully submitted for approval at the next PTO meeting by

Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held on December 10, 2015 .**

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

**www.smpto.com**