Minutes for the SMPTO Meeting held at

IFEC Library on October 18, 2016

1. **Call to order/Welcome**

* The meeting was called to order by the PTO President, Jodi Jumper, at 7:05 PM.
* Introductions were made by the PTO Board, the Principals and meeting attendees.
  1. Those in attendance included: Jodi Jumper (PTO President), Jennifer Metz (Secretary), Melanie Reifsteck (Co-VP of IFEC), Laura Kilko (Co-VP of IFEC), Charlie Bailey (Co-Vice President of Rice), Shelly Barrick (Co-VP of Rice), Suzanne Shriner (Treasurer) and Mr. Boley (Principal of Rice). Mrs. Reed (IFES Principal) was unable to attend this meeting. We had 9 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**

* Melanie Reifsteck made a motion to approve the September 2016 minutes. Jennifer Varner seconded the motion. The board members who were present unanimously approved the minutes from the September 2016 meeting. Please note: 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 the annual Halloween Parade would be held at Rice on Friday, October 28th. Classroom parties will be held following the parade.
* Kindergarteners were visited by “Safety Bear”. He is a representative of the State Police and spoke to the students about ways they can be safe.
* Mr. Waynick, the gym teacher at Rice, will be hosting a family fitness night at Rice for 2nd graders and their families on 10/26/16.
* Student health screenings will be conducted at Rice on 10/25 and 10/26. Volunteers are needed to assist. Please visit the SMPTO website for the time to sign up.
* Parent Teacher conferences will be held during the week of 11/14-11/17. The SMPTO will also be hosting the Scholastic book fair at Rice that week in the evenings. Volunteers are needed!!! Please visit the SMPTO website for the time to sign up
* Mr. Boley offered a personal thank you to all of the students, families, staff and volunteers who have assisted with the success of Bubblethon 2016.

**Mrs. Reed - IFEC Report**

* Mrs. Reed was unable to attend this meeting and was unable to provide an update.

**School Board Representative**

* No report was provided at this meeting.

1. **Treasurer’s Report**

* Suzanne Shriner provided a summary of the budget, account balances and income and expenses for the month of September 2016.

**Income:** The major sources of income for September 2016 included Bubblethon donations and sponsorships in the amount of $49,556.06; Amazon Smile income for $24.37; and spirit gear sales for $231.13.

**Expenses:** The major expenses for September 2016 included $195.30 for printing and supplies related to Bubblethon; $687.63 for the deposit on the bounce houses for May Fair; $1000 for the deposit for the Mobile Ag Van for Rice; $480.12 for a PTO laptop and software; $102 for teacher grants; $1027 for the Kindgarten field trip to Paulus Orchards; $169.29 for purchases for the Halloween Party; $1000 ($500 each) to the librarians at Rice and IFES to purchase new books for the libraries at the beginning of the year; and $70 for part of the Back to School Luncheon.

**Account Balances:** As of 9/30/16, the checking account balance was $51,105.68, the

raffle account balance was $100 and the savings account balance was $10,029.38.

* The proposed 2016-17 Budget was presented and discussed at the September meeting. A vote on the budget was tabled until we were able to fully determine the success of Bubblethon 2016. We met and exceeded our goal so Suzanne put forth a motion to approve the 2016-17 SMPTO Budget. Melanie Reifsteck seconded the motion. All those present who voted approved the acceptance of the 2016-17 Budget.

1. **Correspondence**

* We received thank you notes from Ms. Swank (IFES Librarian) for the $500 donation to the IFES Library and the scholastic dollars she has received; from the 5th grade teachers for the back to school luncheon and the back to school money; and from Mrs. Paskalik’s class for the “offices” that the PTO purchased for the students to use in the classroom.

1. **Chair/Committee Reports**

* 1. **Bubblethon 2016** – Thank you to everyone for all of the support during the donation collection period for Bubblethon. The fitness events will be held on Friday, November 4, 2016 at IFES and Friday, November 11, 2016 at Rice. There is a Time to Sign Up for both events on the SMPTO website. Please consider assisting with the fun, festive events. Prizes and t-shirts will be distributed closer to the time of the events. T-shirts will be given out on the day of the events in order for students not to forget to wear them.

**Suggestion:**  The information letter sent home about the event noted the dates of the actual events (November). A parent suggested that we highlight the donation period time frame more emphatically so that it is clear.

* 1. **Box Tops-** We have a new chairperson for Box Tops! Thank you Erykka Brletich for taking over this responsibility and thank you to the people she has enlisted to assist with counting. We currently have a Halloween Contest underway. *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. **IFES Halloween Party –** Melanie reported that things are on track for the IFES Halloween Party. It will be held on October 26, 2016 from 6-8 PM at YBMS again this year because of the IFES construction. We are still in need of volunteers for a number of different slots. Please visit the SMPTO website for the time to sign up. Remember that volunteers assisting with the party must wear a costume. We are looking at modifying the pick-up format. Please make sure that you provide the name of the person who is scheduled to pick up your child and make sure that they bring a valid form of ID at pick up. An email will be sent out prior to the party with details about the procedure.
  3. **Boo a Bubbler Sales** – The SMPTO sells lollipops that look like ghosts that students can purchase to send to other students/ teachers/etc. They will be available for purchase for the week of 10/19. Students fill out a form of who it should go to and “boos” will be delivered on 10/31/16.
  4. **Breakfast with Santa** – This year Breakfast with Santa will be held on Saturday, December 3rd at the BSHS Cafeteria. There will be a time to sign up for this event. We will need a lot of assistance for this fun, festive event! We will have the same menu as last year (including a waffle bar and a granola bar). We have the facility reserved but just need to clear that there are no other events occurring or setting up at the time we need to set up. We will plan to decorate after school on Friday, December 2nd and then arrive about 7 AM on the morning of the breakfast. Kat Seiber is the Chair Person and she has recruited Tracy Heyman as co-Chair. We are planning on having a Cake Walk again this year (there will also be a time to sign up for this too). We may need to consider adding another session or extending the time to accommodate all the festivities. Mr. Boley stated that he would look at whether extending the time would be beneficial based on the actual seating counts closer to the event. Kat stated that she would be planning on a 600 person seating. We will also be looking to the HS Interact Club for assistance with this event.

**Question:** *How will we handle it when 3rd grade moves over to IFES? Will they still be included in the event?* We have not determined how the switch in the schools will be managed.

**NOTE:** Anyone who might be interested in Chairing this event next year or co-chairing to learn the ropes, please contact Kat Seiber.

1. **Old Business**
   1. **Rice Book Fair** – The SMPTO will host the Scholastic Book Fair at Rice during the week of Parent Teacher Conferences. They will be having a sneak preview breakfast for the teachers on Friday, November 11th from 8:00-8:30 am.
   2. **Teacher Meals During Conferences** – The SMPTO provides a meal at both Rice and IFES for the teachers during the week of conferences. Mr. Boley and Mrs. Reed will check with the teachers to determine the best night to have the meal at the schools. Mr. Boley shared that he requires that teachers be at school on both Tuesdays and Thursdays so those would be better nights. Kat Seiber will organize the meals and there will be a time to sign up for volunteers to provide food/supplies/drinks/desserts. If anyone is available to assist with set up or clean up, that would be helpful.
   3. **Teacher Grants-**  So far this school year, the SMPTO has approved a number of teacher/educational grants. We purchased more level readers for Kindergarten (Fisler and Barnett classrooms); we will provide the water for the 2nd grade family fitness night; we purchased a new paper cutter for the 5th grade copy room.
   4. **Nurse Supplies -**  We will be providing snacks and breakfast items for the school nurse at Rice. This is an ongoing line item in the PTO budget (nurse assistance).
2. **New Business**
   1. **Walking Club –** An email was also sent out to teachers to get feedback about their thoughts on this event. Not much feedback was given but of those who did respond, there was concern expressed with timing (split recesses due to construction), safety and access to the track. At this point, this is being put on hold until the spring when the weather improves, the playground is ready and the bulk of the renovations are done.
   2. **Groovy Movie –** The SMPTO is looking at holding at least one Groovy Movie this fall. An email was sent out to the teachers to poll them about this event. They were in favor of having some event for the students. Because November is so busy with other events, we will need to look at early December to schedule the possible event. The dates we are looking at are either Friday, December 2nd or Friday, December 9th.
3. **Announcements**

* **Hospitality Coordinator(s) Needed –** We are in need of someone to assist with coordinating the meals/ hospitality that the PTO provides for the teachers/faculty during the school year. These events include the back to school teacher luncheon, meals/ snacks during conference weeks, teacher appreciation week.
* **Bubblethon Event Time to Sign Up –** There will be a Time to Sign Up for volunteers to assist with the Bubblethon events at IFES on 11/4 and Rice on 11/11. Please visit our website to sign up.

1. **Open Floor/ Miscellaneous**

* N/A

1. **Adjournment**

* The meeting adjourned 7:58 PM.
* Respectfully submitted for approval at the next PTO meeting byJennifer Metz, SMPTO Secretary.

**Our next PTO meeting will be held on November 17, 2016.**

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

**www.smpto.com**