Minutes for the SMPTO Meeting held at

IFEC Library on November 17, 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.
* Those in attendance included: Jodi Jumper (PTO President), Jennifer Metz (Secretary), Melanie Reifsteck (Co-VP of IFEC), Laura Kilko (Co-VP of IFEC), Shelly Barrick (Co-VP of Rice), and Mr. Boley (Principal of Rice). Mrs. Reed (IFES Principal), Charlie Bailey (Co-Vice President of Rice) and Suzanne Shriner (Treasurer) were unable to attend this meeting. We had 11 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 October 2016 minutes. Karen Rhodes seconded the motion. The board members who were present unanimously approved the minutes from the October 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 they were finishing up conferences at Rice this week.
* Third grade was participating in “Colonial Days” this week.
* After the Thanksgiving break, we will be having the Breakfast with Santa at the HS (on 12/3/16) and the Secret Santa Gift Shop at Rice (the week of 12/5 – 12/9).

**Mrs. Reed - IFEC Report**

* Mrs. Reed was unable to attend this meeting and was unable to provide an update, but Tracy Lyons provided the report for her.
* IFES will be hosting Career Day on Friday, November 18th for 4th and 5th graders.
* They are also finishing up conferences at IFES this week.
* The teachers thanked the PTO for the meal provided during the week of conferences.

**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 October 2016.

**Income:** The major sources of income for October 2016 included a few Bubblethon donations, coverage of bounced checks/fees, t-shirt sales in the amount of $1783.43; payment for the 3rd grade field trip to Lake Tobias in the amount of $1409.00; and spirit gear sales of $47.00.

**Expenses:** The major expenses for October 2016 included Bubblethon costs that included bounced check fees, grand prizes, classroom prize parties and supplies for the events in the amount of $1622.99; Groovy Movie popcorn bags in the amount of $41.88; purchasing of supplies for Breakfast with Santa in the amount of $85.09; teacher/educational grant in the amount of $168.30; 4th grade field trip contribution in the amount of $430.50; 3rd grade field trip contribution in the amount of $2,376.00; purchase of snacks for school nurses in the amount of $26.17; and the purchase of supplies/decorations for the IFES Halloween party in the amount of $1,172.36.

 **Account Balances:** As of 10/31/16, the checking account balance was $48.422.80, the

raffle account balance was $100 and the savings account balance was $10,030.14.

1. **Correspondence**
* We received many thank you notes this month. Ms. Fisler sent a note thanking us for the educational grant for leveled reading books. Oriental Trading Co. sent us a thank you for choosing them for our prize/event purchases. Mrs. Sheaffer thanked us for the motivation prize box for her students and for the new paper cutter we purchased for IFES. We also received a number of thank yous from students/classrooms. Three were from third grade thanking us for the field trip to Lake Tobias. One was for Bubblethon from Mrs. Sunday’s class. One was for the Reader’s choice books from Mrs. Wilson’s class.
1. **Chair/Committee Reports**

* 1. **Box Tops-** A new holiday contest will begin soon. Look for information on a new boxtop form to come home soon. The contest will run until close to the winter holiday break. *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. **Groovy Movie -**  The first Groovy Movie for IFES students is scheduled for 12/2/16 after school. We are planning to show The Secret Life of Pets (note: this was changed because the film was not out on DVD at the time of the event and instead, Ice Age- Collision Course was shown.) We are still in need of volunteers for this event. Anyone who volunteers needs to have all of their clearances as they will have unsupervised time with the students. This event is sponsored in part by Giant Foods.
	3. **Breakfast with Santa** – This year Breakfast with Santa will be held on Saturday, December 3rd at the BSHS Cafeteria. The set up for the event will be Friday afternoon, 12/2. The ticket request forms were sent home and have been steadily flowing back in. 1st and 3rd graders will be filling out letters to Santa and 2nd graders will be helping with making table center pieces. We will also be selling spirit gear at this event. We still need volunteers to assist with the event and we need cakes for the cake walk portion of the event. Please share any Facebook posts about this event. This year the menu will include a waffle bar, a parfait bar, traditional breakfast foods and a hot coco bar. This event is sponsored by the PTO and Aramark.
	4. **Secret Santa Gift Shop at Rice** – Information about this event will be going home with students on Friday, November 18th. We will need a lot of volunteers for this event. Please visit the PTO website for our Time to Sign Up for this event.
1. **Old Business**
	1. **Rice Book Fair** – Tonight was the last night for the Scholastic Book Fair at Rice and it appears that the week has been very successful. We have had a lot of students and families in shopping during the week. Thank you to all of the volunteers who assisted!
	2. **Teacher Meals During Conferences** – Kat Seiber assisted with coordinating the meals at Rice and IFES. She was arranged the main meal to be catered by the Olive Garden who also provided $200 worth of salads for free along with utensils and paper products. A huge thank you to all of the people who helped with the meals, made food, donated items and set up.
	3. **Bubblethon Events Recap –** The events for both schools went well. The weather was great. The students had fun. The kids enjoyed receiving their prizes. Thank you so much to all of the volunteers who assisted with putting on the actual fitness events!
	4. **Bubblethon Prize Parties –** The pizza parties and the movie/popcorn parties are almost all done. Many are scheduled during this week and the week of Thanksgiving.
2. **New Business**
	1. **Educational/Teacher Grants-**  Fifth grade has requested another set of the Scholastic Weekly Readers as an educational grant. The PTO voted to approve the purchase of this request.
3. **Announcements**
* **Thank you to the Olive Garden –** The PTO provided a catered meal for the faculty and staff at Rice and IFES during conference week. The main meal was provided by the Olive Garden restaurant. In order to help with keeping our costs down, the Olive Garden donated over $200 worth of salads for these meals and also provided all of the paper products and utensils. Please consider patronizing their business as a thank you to them.
1. **Open Floor/ Miscellaneous**
* N/A
1. **Adjournment**
* A motion was made by Melanie Reifsteck to adjourn the meeting and Shelly Barrick seconded it. The meeting adjourned 7:35 PM.
* Respectfully submitted for approval at the next PTO meeting byJennifer Metz, SMPTO Secretary.

**Our next PTO meeting will be held on January 19, 2016.**

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

**www.smpto.com**