

## Minutes for the SMPTO Meeting held at

### IFEC Library on May 8, 2014

#### **I. Call to order/Welcome**

- The Meeting was called to order by the PTO President, Elizabeth Meikrantz, at 7:00 PM
- Introductions were made by the PTO Board, the Principals and meeting attendees.
  - a. Those in attendance included: Elizabeth Meikrantz (PTO President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Kerrie Truax (IFEC Vice President), Stacey Knavel (Co-Vice President of Rice), and Mr. Boley (Principal of Rice). We had 5 additional people attend the meeting. Dr. Adams (IFEC Principal), Shawn Knavel and Jes Hughes (Rice Co-Vice Presidents) were unable to attend this meeting.
- Those who attended the meeting were asked to sign in on the attendance sheet.

#### **II. Approval of Minutes from previous meeting**

- Elizabeth Meikrantz made a motion to approve the April 2014 minutes. The board members who were present unanimously approved the minutes from the April 2014 meeting. Copies of the meeting minutes are posted on the PTO website at <http://www.smsd.us/webpages/pto/pto.cfm>.

#### **III. Principal Reports/School Board Representative**

##### **Mr. Boley - Rice Report**

- Mr. Boley shared his gratitude to all of the individuals who helped with May Fair. He felt that the event went very well (despite the weather) and noted that he received many positive comments about the event and the location change to IFEC.
- **A huge Thank You was given to Mr. Boley** for all of his help with moving May Fair from Rice to IFEC (due to weather issues) and for his bravery in enduring the dunk tank... again! Due to the sudden weather incident at May Fair this year, a temporary tent that Mr. Boley had shared to use for this event was damaged beyond repair. The PTO will be replacing this tent for him.
- The Easy CBM Benchmark Assessments will be conducted next week for both reading and math.
- 3rd Grade will be participating in their "Bubbling Over" party at the end of the month where they spend the day bowling and roller skating, celebrating their upcoming transition to IFEC.
- Field day will be held at South Middleton Park on June 5th and 6th for 1st to 3rd grades.

- Rice is very busy this month with field trips and assemblies. On May 9th, the students will be experiencing a music assembly, funded by the PTO for both Rice and IFEC students, entitled "Simple Gifts". In addition, a children's book illustrator will be coming to Rice next week as part of a presentation. Books illustrated by this individual will be available for purchase. The following week, the high school jazz band will be coming to Rice for an assembly for the students.
- The field trips for each grade are as follows (each field trip event is partially subsidized by the PTO to make the event more affordable to families):
  - 3rd Grade - Cumberland Co. Historical Society, Court House and Underground Rail Road educational tour
  - 2nd Grade - Indian Echo Caverns
  - 1st Grade- Hershey Zoo America
  - Kindergarten- Hershey Chocolate World

#### **Dr. Adams - IFEC Report**

Dr. Adams was out of town for this meeting and was unable to provide a report.

#### **School Board Representative**

- School Board President, Mr. Merlie, was unable to attend the meeting but asked Elizabeth Meikrantz (recently appointed to the school board) to provide a report to the PTO.
- The school board will be voting on the budget at the next meeting. The school board is looking at adding another Administrator position at Rice to assist Mr. Boley given the number of students at Rice with no Vice- Principal. One idea that has been floated was to share the Vice Principal from Yellow Breeches Middle School with Rice but there are issues with extending the contract and volume of students at each school.

#### **IV. Treasurer's Report**

- Jennifer Varner provided the Treasurer's Report.
  - a. The account balances are as follows - Checking account is \$38,339.55; Raffle account is \$2,392.46; Savings account is \$10,000.00.
  - b. Total expenses for this month were \$16,882.01. Our major expenses include: \$5,038.16 transfer to checking account; \$950 for the Simple Gifts Music assembly for both schools; \$1,290.81 toward educational grants (dye for dye cut machine, playground equipment, tree for 5th grade); \$1,508.40 as payment to Hershey Zoo for 1st grade field trip; \$1,965.60 as payment to Hershey Chocolate World for Kindergarten field trip; \$643.73 for Teacher Appreciation Week; \$126.92 for monthly teacher gifts; \$677.07 for providing new school supplies/ gift cards to teachers; \$4,573.27 in expenses for May Fair [costs included start up cash for tickets/ food/ raffle/ auction/ book and dvd sale/ spirit gear; balloon twister; inflatables; games and pony hops; pony rides and petting zoo; DJ; thank you gifts; pizza, etc.]

- c. We had \$14,190.50 in income this month. We transferred money out of our savings account (bringing that account balance down to \$10,000) and the raffle account (to cover expenses for getting a new license and starting the Disney Raffle) which resulted in moving over \$6000 into the checking account. We received \$1005 in donations (\$1000 from Kohls and \$5 from Groovy Movie). The last Groovy Movie made \$360. We sold \$185 of Spirit Gear at May Fair. We received \$959.25 for the Kindergarten field trip to Hershey Chocolate World. May Fair brought in \$5,463.70 [Bake sale = \$504.70; Silent Auction donations = \$254; Silent Auction bidding = \$978 (not all bids have been paid up); Teacher raffle = \$234; ticket sales = \$3,298.25; Book/ DVD sale = \$269.75]
- d. Since this was the last meeting of the school year, Jen Varner also reviewed some of the major income and expenses for the year.
- e. Stacey Knavel shared with those in attendance that the PTO is looking to do a "capital expenditure" with a portion of the funds raised from Bubblethon. This expenditure would likely be either science or technology based. The expenditure is to benefit both Rice and IFEC, whether it is one large purchase or two separate purchases that are weighted based on the size of the school. More information will be forthcoming.

## V. Correspondence

- The PTO received several thank you notes this month. We received set of individualized thank you notes with corresponding drawings from each student in Mrs. Group's first grade class thanking us for sponsoring the Reptile Man Assembly where they got to see a wide variety of reptiles, including a huge albino python named "Banana Peel". We received thank you notes from the Kindergarten and First grade teachers for the classroom supplies we provided in April. We also received a thank you note from the Support Teachers at IFEC for the gift cards we provided to them in April. The Fifth grade teachers sent us a thank you note for the Teacher Luncheon provided during Teacher Appreciation Week. The PTO provided a \$50 donation to the Summer Program for Youth (SPY) and we received a thank you note from them for our donation.

## VI. Chair/Committee Reports

- a. **Box Tops- WOW!!!** So far this year, **over 86,000 box tops** have been collected between the two schools!! Box tops will continue to be collected through the end of May 2014 for this school year. The two classrooms that won the most recent contests need assistance for their reward. Mr. Sharlau's class is getting a classroom party for winning the year long contest and helpers are needed and Mrs. Lobo's class won the rock climbing wall contest - volunteers are needed to assist when the students are at the rock wall on 5/12/14. The top four classes for the year long contest were all very close (Mr. Sharlau - 3,446; Mrs. Beecher - 3,389; Mrs. Harris - 3,385 and Mrs. Spears - 3,314).

\* Meryl O'Brien, who has chaired this committee for several years, will no longer be handling the box tops. A new chairperson(s) is needed to handle the coordination of contests/ events and collecting/ counting box tops. During the meeting, Becky Kaczur and Jamie Michler volunteered to chair the Box Tops.

**Thanks so much to Meryl for all of you time and dedication and to Becky and Jamie for taking over this project!!**

\*When the box tops are submitted, the redeemed money is given to the school principals to utilize (not the PTO). Make sure when you send in your Box Tops that you label the bag with your child's *name and classroom* so that s/he will be credited appropriately. You can also shop through the Box Top website and it will provide box top credits to our schools. Visit <https://www.boxtops4education.com/marketplace> to log in and shop!

- b. Labels for Education** - We continue to collect labels. These labels can be redeemed for classroom supplies. Don't forget to clip your labels and send them into school. There are collection buckets at Rice and at IFEC.
- c. Spirit Gear** - Due to the upcoming renovations at IFEC, we will need to find a new location to store the extra spirit gear. We are looking into other options. We sold a lot of spirit gear at May Fair. You can check out the new designs on our website and place orders on line or by contacting Jes Hughes. If you have questions about items/ sizes available, you can contact Jes Hughes at [hughes413@gmail.com](mailto:hughes413@gmail.com) .
- d. Walking Club** - Walking club will need a new chairperson starting the fall of 2014. This activity involves two volunteers daily from 11:50 am to 1:10 pm. The volunteers assist with monitoring students on the high school track to make sure they are walking and being safe. In addition, the volunteers assist with keeping track of the number of laps completed by each student participating. Walking club is not held when the weather is inclement. Volunteers sign up on our website to assist on a specific day of the week or agree to be an alternate in case someone is unable to be there on his/her regularly scheduled day. A list of volunteers and alternates should be available to those assisting in order to keep this event going as regularly as possible. Please contact Kerrie Truax if you are interested in chairing this event.
  - \* It was suggested to look into a place like the Appalachian Running Company for a possible t-shirt (or something else) donation to be given to the top Walking Club participant(s).
  - \* Another suggestion was to provide a chain or bracelet to the top participants and give "awards" throughout the year that the student can add to the chain/bracelet.
- e. Groovy Movie** - Groovy Movie will need a new chairperson starting in the fall of 2014. This is a movie event put on at IFEC four times during the school year on a Friday afternoon. The movie is shown on a large screen in the cafeteria and the PTO provides popcorn and drinks for the students. Many students bring a blanket and pillow to watch

the movie. Rachel Andreoli volunteered at the end of the meeting to chair this event.  
Thank you, Rachel!

- f. **Teacher Appreciation Week** - The week of May 5-9 was Teacher Appreciation Week. Jen Chadwick coordinated the week of events for the teachers with the assistance of some great helpers and donations. The teachers were given several useful gifts and a luncheon and breakfast during the week. **Thank you, Jen Chadwick**, for all of your time and effort in coordinating the week's events **and thank you to all of the individuals who assisted** with the activities during the week.

## VII. Old Business

- **May Fair** - The feedback about changing the location to IFEC at the last minute due to the heavy rains earlier in the week was quite positive. And, even despite the sudden storm passing through during the second half of May Fair, attendees really seemed to enjoy themselves.
  - a. **Volunteers** - Although we really struggled to fill all of the 150 volunteer slots for this event (and we were short volunteers so some activities/ events were not set up), all of the individuals who signed up for a time slot did show up. **THANK YOU** to all of the people who donated their time to help make May Fair and all of its events/ activities a success!
  - b. **The Silent Auction** was quite successful this year, with many new and interesting items up for bid. **Thank you to Tonia W. and Kris Z.** for all of their efforts in taking on this event for the first time this year! You did a wonderful job!
  - c. Due to the **sudden storm**, the games, rides and activities needed to shut down very quickly, including the inflatable bounce houses. The PTO will discuss an action plan for sudden inclement weather to share with volunteers for future May Fairs. The use of walkie talkies would be beneficial.
  - d. **Talent Show**- This event is always quite popular and we plan to continue it for future May Fairs. We will be considering moving the time of the show from 4-6 PM to 5-7PM. Due to family commitments and sporting events, arriving early in preparation for the show can be challenging for families when the show starts at 4pm.
  - e. **Profits** - As of the PTO meeting on 5/8/14, the May Fair had raised enough money to cover expenses for putting on the fair by \$280. Additional income is expected from the payouts from the food vendors and from the bids made on the silent auction items.

## VIII. New Business

- **Disney Raffle** - A raffle for 4 One-day Disney Park Hopper Passes began during May Fair and is continuing until June 3rd. The passes are good for two years. The cost for tickets will be \$5 for one raffle ticket/ \$10 for 3 raffle tickets / \$20 for 5 raffle tickets. Information will be sent home with students next week providing details of the raffle. Please contact Kerrie Truax with any questions about this event.
- **May Fair Volunteers Name Drawing for Prizes** -  
Bubbler Fleece Blanket (3) - Tom Arnold, Kyler Figueroa, Jamie Berrier

Bubbler t-shirt - Erin Thorn  
Bubbler sweatshirt - Jennifer Conley  
Café 101 gift card - Meredith Rauhut  
Starbucks gift card - Honey Punt  
Target gift card - Hannah Herman  
Red Robin gift card - Joy Garman  
\$100 Visa gift card - Amanda Pacheco

- **Bubbling Over (3rd Grade) and Forge Ahead (5th Grade)** - The Third graders visit Iron Forge at the end of the school year in preparation for their transition to their new school next year. In celebration of this transition, the PTO sponsors a day of fun for the students where they get to go bowling and roller skating all day at Midway Bowling and Skating. The Fifth graders also take a trip to visit Yellow Breeches Middle School at the end of the school year to prepare for their transition to the middle school next year. In celebration of this transition, the PTO sponsors a day where the students get to go swimming, play games and get a t-shirt.
- **Field Days** - Field day will be held on June 5 and June 6 at South Middleton Park for Rice students. Field day for IFEC will be held at IFEC on May 28th.
- **Bubblethon** - Bubblethon is the PTOs new fall fundraiser (started in 2013) where the students at Rice and IFEC participate in a walk-a-thon, giving up their recess to walk laps in a festive atmosphere. Donations made to Bubblethon support the PTO and our efforts to provide a variety of educational, useful and fun items/ events for both Rice and IFEC. This fall will be our 2nd Annual Bubblethon and we will need a chairperson to organize this event and oversee the committees associated with the event. Planning for Bubblethon 2014 will begin during the summer months with the PTO board and committee members. Meetings during the summer are usually held at a local park where parents can plan and kids can play.
  - \* Shawn and Stacey Knavel were the chairpersons for the flagship year and created a very useful/ effective database of student involvement and donations. They are working on an effective way to transfer the database to the new chairperson.
  - \* They also suggested that due to the short turn around time for ordering t-shirts and prizes, the donation time frame should be 3 weeks rather than 4. This would allow for more time to coordinate the ordering of prizes and t-shirts.
  - \* A suggestion was made to cross reference the sponsor request list for Bubblethon with the list of Silent Auction donors for May Fair. We may get some new sponsors!
  - \* At the end of the meeting, Rachel Andreoli offered to chair Bubblethon for 2014. Thank you, Rachel!

## **IX. Announcements**

- A huge Thank You to **Shawn and Stacey Knavel** and **Jes Hughes** for all of their time and effort as Vice Presidents of Rice for the past two years! We will miss you!!
- Thank you to **Meryl O'Brien** for all of her effort and dedication to Box Tops (collecting, counting and coordinating contests/ events).
- A truly grateful Thank You to **Dr. Janet Adams**, IFEC Principal, for all of her years of dedication and service to the students, school and PTO. We will miss you! Best of Luck to you!
  - The new principal for IFEC has been hired and has been spending time with Dr. Adams at IFEC learning about the school and the system. The new Principal's name is Mrs. Trisha Reed. Welcome to the new Principal, we look forward to working with you on many projects!

## **X. Open Floor/ Miscellaneous -**

- Some parents have inquired about the feasibility of the PTO sponsoring events like Groovy Movie at Rice like we do for IFEC. There are actually a number of large scale events at both Rice and IFEC. The PTO sponsors the Secret Santa Gift Shop, Breakfast with Santa and May Fair at Rice and the Halloween Party, Walking Club and Groovy Movie for IFEC. We also assist in providing Scholastic Book Fairs at both schools each year. In addition, students at Rice have holiday classroom parties throughout the year from Kindergarten through Third Grade. Once students move on to IFEC, most classrooms do not have holiday parties at all. The PTO has discussed the idea of additional events for Rice at length, considering a wide variety of ideas. We have discussed the idea of a family movie night/ Saturday morning or a skating party at the roller rink. The main challenge for an event like this for students at Rice would be the sheer volume of students we would need to accommodate, the age range of the students (K vs. 3rd), the skill level of the different age ranges and the need for more parent/ family volunteers to run additional events. We will continue to discuss and explore ideas of possible additional events for Rice in the next school year.
- We are always looking for exciting, new ideas for current events we sponsor and for new events to sponsor. *PLEASE share your ideas with us!*

## **XI. Adjournment**

- The meeting adjourned 8:50 PM.
- Respectfully submitted for approval at the next PTO meeting by  
Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held in September, 2014.**  
**Check our website for additional information about meetings and events.**  
**[www.smpto.com](http://www.smpto.com)**

See You Next Year! Enjoy your summer!!!