SMPTO Meeting

held at IFEC Libarary on

SEPTEMBER 5, 2013

1. **Call to order/Welcome**
* The Meeting was called to order by the PTO President at 7:05PM
* Introductions were made by the PTO Board, Superintendent, the Principals of IFEC and Rice, teacher representatives and meeting attendees.
	1. Those in attendance included: Elizabeth Meikrantz (PTO President), Kerrie Truax (IFEC Vice-President), Stacey Knavel (Rice Co-Vice President), Jes Hughes (Rice Co-Vice President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Dr. Moyer - Superintendent, Dr. Adams - Principal at IFEC, Mr. Boley - Principal at Rice. We had 3 teacher representatives (Stephanie Kuhn, Joetta Sunday and Deb Strawley) and 15 guests. Shawn Knavel (Rice Co-Vice President) was unable to attend this meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet
1. **Approval of Minutes from previous meeting**
* This was the first meeting of the school year so there were no minutes to approve.
1. **Principal Reports/School Board Representative**
* Dr. Moyer, the new Superintendent of South Middleton School District attended this meeting and addressed the group.
	1. Dr. Moyer encouraged families to have an awareness of the school board issues and to attend meetings when possible.
	2. He announced that Dr. Withum, the Assistant Superintendent, will be leaving to become the new Superintendent at Cumberland Valley School District.
	3. NOTE: School Board meeting dates, agendas and minutes are posted on line at www.bubblers.k12.pa.us under the "School Board" tab
* Mr. Boley gave a report on W G Rice Elementary
	1. He explained that they continue to work on streamlining the processes for bussing, lunches, etc
	2. There will be school wide health screenings conducted at Rice on October 1st and 2nd. The school nurse, Mrs. Gibbs, is requesting volunteers to assist with keeping the event orderly. Volunteers need to have a negative TB test and appropriate clearances. Volunteers can sign up on the SMPTO website under the "volunteer" tab. www.smsd.us/webpages/pto
* Dr. Adams gave a report for IFEC
	1. She explained the Easy CBM Benchmarking which is an assessment tool that measures student performance at his/her grade level. The results of this assessment are used to help provide targeted instruction for students according to their individual needs. This is part of the Response to Instruction and Intervention (RtII), which is a framework for assessing students' needs and providing interventions to help students close academic gaps they may have.
	2. Intervention time will be held for all IFEC students 3x/week. Students with similar needs will be grouped together. Currently, they are focusing on reading skills. The official start to this program will be in mid-October. She also expressed that they are working on ways to keep families informed about where a student is grouped for Intervention, based on various needs/ skills.
	3. Student Health Screenings at IFEC will be held on September 18, 2013. Volunteers are needed to help make this run smoothly. Volunteers need to have a negative TB test and appropriate clearances. Please see the "time to sign up" on the "volunteer" link on the PTO website.
* Individual PSSA results have not been received yet. They will likely be available later in the Fall.
* The new food service, Aramark, seems to be doing well. The students seem to like it. At IFEC, they have two different food purchasing lines that sell different meal items each day. Depending on what students are purchasing for lunch will determine which line they go to. Some fine tuning of that process still needs to occur.
	1. A suggestion was made to have the pricing of meals and a la carte items be listed somewhere visible in the lunch lines for students and families purchasing food to know the price of items. This will likely occur in the near future.
1. **Treasurer’s Report**
* Jennifer Varner provided the Treasurer's Report.
	1. The account balances are as follows - Checking account is $22,304.87; Raffle account is $1,385; Savings account is $15,019.40.
	2. Our major expenses through the summer were our insurance $785, Class activity fund ($50 per classroom) totaling $3,750, Back to School luncheon $675.17, $500 given to both libraries, Secret Santa purchases $205.
	3. The money coming in was some spirit gear sales and business sponsors for Bubblethon. We had enough money left over from doing Vinny Capozzi's memorial garden to purchase 4 patriotic books for Rice's library in memory of him ($67.14).
1. **Correspondence**
* The PTO received a number of thank you notes from faculty for the Back to School luncheon we provided on the Friday before school started and for the monetary gifts we provided to teachers to be utilized for classroom needs.
* At the Back to School luncheon, a school supply basket was provided as a door prize for one faculty member at both Rice and IFEC. The winners were Mrs. Snyder (3rd grade teacher) and Mrs. Spisak (5th grade teacher). Congratulations to both of them!
1. **Chair/Committee Reports**
	1. **Fall Fundraiser - *Bubblethon*** - This is the SMPTO's new fall fundraiser! Students will be giving up their recess to walk laps for donations. At Rice, Bubblethon will be on October 18th and at IFEC, it will be on October 21st. The information/ donation packets were sent home to students at Rice on 9/5/13 and for IFEC on 9/9/13. Students are being asked to mail out the donation forms to friends and family. All the information in the packet sent home is also available on the PTO website under "Bubblethon". Additional donation request letters will also be available in the main office at each school. The funds raised for this event will help fund or subsidize a number of events at the schools that the PTO sponsors (i.e. Artists in Residence, Book fairs, field trips, Groovy Movies, IFEC Halloween Party, Secret Santa Shop, Mayfair and more!)
* NOTE: A suggestion was made that the packet also be emailed out to students/ families for them to have. Another suggestion was to have the teachers post the information/ forms on their websites.
	1. **Box Tops-** Meryl O'Brien is the Box Tops Chairperson. She is planning a few new contests for the students this year. One will include a year long contest. At the end of the year, the classroom with the most accumulated total box tops will win a prize. A reminder to students and families, box tops can be submitted throughout the year, not just when a contest is being held. Box Tops submitted throughout the year will count toward the Year Long Contest. Any Box Tops collected over the summer can be submitted now. Make sure when you submit them in a bag, that the student's name and class information is listed so that the correct class will be credited.
	2. **Spirit Gear** - Jes Hughes is handling the Spirit Gear and with the assistance of a new vendor, we will be rolling out a new Bubbler logo this year! We will continue to provide purchasing on-line. The discontinued logo spirit gear will be on discount soon!
	3. **Walking Club** - During recess time at IFEC, students will be allowed the opportunity to walk or run laps on the high school track, while being monitored by parent volunteers that will be coordinated by the Walking Club Chairperson. For every lap a student completes, s/he will be handed a popsicle stick to help track how many laps each student who participates completes throughout the school year. Volunteers are needed regularly for this club and those with younger children at home are more than welcome to help out this club with your children. Recess times are close together this year so the time frame for volunteering will be about 11:45 am to 1:15 pm.
	4. **Teacher Appreciation** - Throughout the school year, we provide teachers with special gifts each month, snacks, luncheons and other events to let them know we value what they are doing for the students. Jennifer Chadwick is the chair of this committee. For some events, she will likely need some assistance. Please consider helping her out when you can!
	5. **Groovy Movie** - This event is held 4 times during the school year for the students at the Yellow Breeches Middle School. Students stay after school to watch a movie presentation and have popcorn popped in our own fun machine. We do charge a small admission fee to help cover the costs of licensing fees to show the movie. Any additional funds raised after these costs are covered are donated to charity. Volunteers are needed to help facilitate this event too!

* 1. **IFEC Halloween Party** - This event will be held on Thursday, October 24th from 6-8 PM at IFEC for the 4th and 5th grade students. It is highly anticipated, fun event for the students! Volunteers are needed to help with a number of areas for this event. There will be a "time to sign up" link set up on our PTO website under the "volunteer" link soon! Please help make this a great event!!
1. **Old Business**
* At the end of last school year, a memorial garden was placed around the flagpole at Rice Elementary in memory of Vinny Capozzi, a student who passed away last year. The ceremony was held on the last day of school with the 3rd grade students participating in a tribute to Vinny. This memorial was made possible through donations made from students, families, faculty and friends. The extra money raised was utilized to purchase patriotic books for the Rice Library this fall.
1. **New Business**
* **Bubblethon** is the new fall fundraiser for both Rice and IFEC. Please encourage your child to get involved and get excited about this event!
1. **Announcements**
* Jennifer Varner encouraged people to visit the SMPTO website to learn more about Bubblethon and other events, upcoming dates to remember, and links to "Staff Favorites" lists. These lists share things that are personally interesting to each teacher. This is a great place to visit and learn more about your child's teacher and helps with gift ideas too!
* The new Volunteer Policy and Clearance Procedure requires all volunteers to have a negative TB test conducted by a physician's office. A copy of the results need to be provided to the school. This will be necessary for any and all individuals who plan to volunteer in the classroom, for field trips and for other events at or sponsored by the school/ PTO. Please make sure your have this completed prior to signing up as a volunteer. Thank you!
* There are a number of Committees/ Events listed above that still need chairpersons. Please consider becoming a chairperson for one of these events. It is a great experience that allows you to be more involved with the school and allows you to get to know more of the student body and faculty.
* A printout of the "Upcoming Events at Rice and IFEC" was made available to guests at this meeting. The current list of events can be found on the SMPTO website
1. **Open Floor/ Miscellaneous** - None
2. **Adjournment**
* The meeting adjourned at 8:15 PM.
* Respectfully submitted for approval at the next PTO meeting by

 Jennifer Metz

 SMPTO Secretary

**Our next PTO meeting will be held on**

**Thursday, October 3rd at 7:00 PM**

**at the IFEC Library.**