Minutes for the SMPTO Meeting held at

IFEC Library on January 8, 2015

NOTE: Prior to calling the meeting to order, there was a musical presentation made by Mrs. Garland and several 3rd grade students. Mrs. Garland brought the new instrument (the bass metalophone) that the PTO purchased for her class as well as several 3rd grade students who performed on several instruments and sang songs. These students have been practicing during their recess time to prepare. Thank you to Mrs. Garland and these students for taking the time to put on a wonderful performance and thank you to their families for bringing them to the meeting to participate. They all did a wonderful job!

1. **Call to order/Welcome**

* The Meeting was called to order by the PTO Co-President, Stacey Knavel, at 7:20 PM
* Introductions were made by the PTO Board, the Principals and meeting attendees.
  1. Those in attendance included: Stacey and Shawn Knavel (PTO Co-Presidents), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Julie Snyder (Co-Vice President of Rice), Kim Hiles (Co-Vice President of Rice), Kerrie Truax (IFEC Vice President), Mrs. Reed (Principal of IFEC) and Mrs. Spisak (Vice Principal at Rice). We had 11 additional people attend the meeting. Mr. Boley (Principal of Rice) was unable to attend the meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet.
* Stacey passed out extra $5 off coupons for Karns that we received from them for Bubblethon.

1. **Approval of Minutes from previous meeting**

* Stacey Knavel made a motion to approve the December 2014 minutes. The board members who were present unanimously approved the minutes from the December 2014 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**

* Mrs. Spisak provided the report for Rice as Mr. Boley was unable to attend the meeting. She reported that they have had a lot of students experiencing cold and flu illnesses.
* Due to the very cold weather, they have been keeping students inside for recess.
* She reported that they are also conducting mid-year benchmark testing for students in 1st through 3rd grade. They have set up laptops in a spare classroom as work stations.
* The last phase of iPads that the PTO purchased are in and Sharon Williams is preparing them and loading them with apps for the student to use.
* Teachers are embarking on a book study.
* Mrs. Spisak also recognized Mrs. Garland for all of her efforts with the Rice music program and the engaging experience she provides for the students.

**Mrs. Reed - IFEC Report**

* Mrs. Reed reported that the teachers and students are participating in the mid-year benchmark testing to determine student progress.
* Yearbook sales will begin this month and run through early March. Make sure your student gets his/her order in soon.
* Mrs. Reed reported that they are hoping to begin construction in late January or early February.
* She also shared that the iPads the PTO purchased for IFEC are in and are being housed in Mrs. Kuhn's classroom. They will be assigned to teachers as needed/ requested.

**School Board Representative**

* Elizabeth Meikrantz provided a school board report to the attendees at this meeting. She shared that renovations for IFEC should hopefully begin by late January or early February. If you are interested in viewing the renovation plans, they can be found on the district website or you can contact Elizabeth Meikrantz for additional information. School board meetings have been moved to the BSHS cafeteria while renovations occur. They are still held on the first Monday of the month at 7PM. At the next meeting, they will be discussing changes to the social studies programs especially for students 6th grade and higher. New officers were elected: President: Shelly Cappozzi; Vice President: Mike Burke; Chair of the Education Committee and the Fundraising Committee: Elizabeth Meikrantz.

1. **Treasurer’s Report**

* Jennifer Varner provided the Treasurer's Report. Jen's computer was being serviced so she was unable to enter the monthly data into her computer at the time of this meeting.
  1. The account balances are as follows - Checking account is $46,600.85; Raffle account is $100; Savings account is $10,007.15.
  2. This month, we transferred most of the money out of the raffle account into the checking account. We left enough in the raffle account to keep it open. We paid for the IFEC playground equipment to be installed at the completion of the renovation, total cost $14,451.
  3. Preliminary totals for Breakfast with Santa were: $2,377.93 in expenses and $2,160 in income from the event. We were expecting to run at a loss of $500 but only had a loss of about $217. We sold $581 worth of spirit gear at the breakfast.
  4. Preliminary totals for Secret Santa Gift Shop were: $5,503.77 in expenses (purchasing gift items for the shop) and $5295.75 in income from the event. At the time of the meeting, that was a loss of $208.02. But, this does not include donations amounts at this time. Just to compare from last year's shop: income was $4,804 from shopping and $915.50 in additional donations. This was a total of $5,719.50 in income with expenses for last year at $5,192.13. The extra donated money was used for needy families in our school and to purchase back to school supplies for those students.
  5. We also want to thank Kat Seiber on her efforts with Breakfast with Santa. When the wrong size cocoa mix was purchased off of Amazon, she contacted them to see if she could return it. Although they would not take these items back, they did refund her the money for the purchase and the extra hot cocoa mix was donated to Project Share. ☺

1. **Correspondence:** We received a thank you note from the 4th grade teachers for the purchase of the scholastic news. Mrs. Geiger's class also sent an email to the Box Tops chairs thanking them for the pizza party they won for the highest amount of box tops submitted for the December contest.
2. **Chair/Committee Reports**

* 1. **Teacher Appreciation -** Stacey shared with everyone at the meeting that Jen Chadwick has been Teacher Appreciation Chair for the past 3 years. She had meticulously prepared 105 gifts monthly for faculty every month of the school year for those past 3 years. All of her efforts are truly appreciated for helping make all the faculty at Rice and IFEC know how much we value what they are doing for our students everyday. A HUGE thank you to you, Jen Chadwick! Jen was presented with a gift card for her years of service to this position. Another big thank you to Kat Seiber for taking over this position in January 2015! ☺
  2. **Box Tops-** Becky Kaczur and Jamie Michler, chairpersons, provided a summary of the box tops collected so far. Jamie reported that Rice has over $3000 worth of box tops submitted (approximately 31,171 actual tops turned in!). Becky reported that IFEC has $1,791 worth of box tops submitted (approximately 17,910 tops turned in!). She also shared that Mrs. Wilson's 4th grade class won the December pizza party contest. The next contest will end in the end of April. It will be to determine who gets to silly string the Principals at May Fair. ***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.*** 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. More information can be found about box tops on their website at **http://www.boxtops4education.com/ Thank you for all the tops submitted so far!**

**NOTE:** *A suggestion was made at the meeting about seeing if High School*

*students could assist with the competitions and collection of box tops. They*

*could collect them and give them to the elementary schools to submit.*

* 1. **Labels for Education -**  Suzanne Shriner (chairperson) shared an update at the meeting. She reminded everyone that these labels DO NOT expire! We are still working toward the goal of 50,000 points. Stacey noted that playground equipment was replaced at Rice with these labels and we plan to replace the equipment at IFEC too. Suzanne shared a list of possible ideas for contests during this meeting. Ideas were discussed and feedback indicated that the Traveling Trophy and students names put into a drawing for a gift card would be a good first contest which will start in March 2015. She also noted that January is Double Points month. Labels from Pepperidge Farm cookies and cakes as well as goldfish are worth double points when submitted in January. Collection buckets are in the lobby areas of each school. E-labels are also valid to submit. Collection sheets will be sent home. Please remember that Labels for Education (red) are different than box tops (pink).
  2. **Walking Club** - Rachel Andreoli reported on Walking Club for IFEC. This fall, the 4th and 5th grade students who participated in WC walked over 8,000 laps! (That's over 2,000 miles!) For the contest between the grades, 4th grade won by a large margin. They received stickers for being the winning grade. The top 3 students in each grade were recognized for the number of laps completed and given an prize at lunch time. We will need many volunteers for the spring session of WC. There will be a time to sign up on the PTO site. Please remember that you need to have your clearances to be a volunteer. A quick review of what to do during your volunteer time will be needed but it's easy! AND you can bring your children along if you do not have child care available. Please consider volunteering - the students LOVE it!

1. **Old Business**

* We had Karen from Aramark (the food service company for IFEC and Rice) join us at this meeting. She was able to assist in working out the budget for Breakfast with Santa and even volunteered to help shoppers at the Secret Santa Gift Shop. Thank you, Karen, for your assistance with both events!!

1. **New Business**

* + No New Business at this meeting.

1. **Announcements** 
   * Stacey announced that we are planning on holding a meeting in June before school lets out for the summer to discuss the PTO budget for the 2015-2016 school year. The specific date will be announced soon.
   * PTO Elections for the positions of IFEC Vice President, Treasurer and Secretary will be held in April 2015. Anyone who is interested needs to express interest by the March 2015 meeting. Please see Shawn or Stacey Knavel, Kim Hiles or Julie Snyder if you have any questions about the positions.
   * Please remember to bring your ideas for May Fair to our next meeting (February 5, 2015).
   * An idea about recycling printer ink cartridges and other related items was presented at this meeting. Recycling these items can get schools money to purchase items. More information will be needed to fully understand how this program works.
2. **Open Floor/ Miscellaneous** - No new information
3. **Adjournment**

* The meeting adjourned 8:20 PM.
* Respectfully submitted for approval at the next PTO meeting by

Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held on February 5, 2015 .**

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

**www.smpto.com**