Minutes for the SMPTO Meeting held at

IFEC Library on September 4, 2014

1. **Call to order/Welcome**
* The Meeting was called to order by the PTO Co-President, Stacey Knavel, at 7:00 PM
* Introductions were made by the PTO Board, the Principals and meeting attendees.
	1. Those in attendance included: Stacey Knavel (PTO Co-President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Julie Snyder and Kim Hiles (Co-Vice Presidents of Rice), and Mr. Boley (Principal of Rice). We had 20 additional people attend the meeting. Mrs. Reed (IFEC Principal), Shawn Knavel and Kerrie Truax (IFEC Vice President) were 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**
* Stacey Knavel made a motion to approve the May 2014 minutes. The board members who were present unanimously approved the minutes from the May 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**

* Mr. Boley shared his gratitude to all of the students, families and faculty who assisted in making the first two weeks of school run smoothly. He noted that the bus routine is beginning to run smoothly too.
* The first set of Easy CBM Benchmark Assessments will be conducted next week. This is a school wide screening conducted to help determine placement for students into their Response to Instruction and Intervention groups (RTII). (Please see minutes from last year on our website www.smpto.com for an explanation of RTII.)
* On September 20, 2014, Rice will be holding its first "Pre-K Family Fun Event" from 9-11:00 AM at Rice. These events will be held every other month throughout the school year to assist next year's incoming Kindergarteners in becoming familiar with Rice Elementary in a fun, festive atmosphere.

**Mrs. Reed - IFEC Report**

Mrs. Reed was unable to attend this meeting due to a family commitment.

**School Board Representative**

* School Board Representative, Elizabeth Meikrantz, attended the meeting to provide a report to the PTO. Elizabeth shared that they are moving forward with the IFEC Building Renovation (and provided a brief explanation behind the need for the expansion for new families). Currently, Rice Elementary houses grades K - 3 and has almost no extra space left due to large number of students registering in our district. IFEC houses grades 4 and 5 but is much older and the classrooms are quite small. Once the renovation is complete, Rice will house students grades K- 2 and IFEC will house grades 3-5.
* One thing noted was that they MAY need to look at modifying the school calendar for next year in order to cause the least amount of disruption for students. This may mean changes to the start of the school year and possibly other dates. This not set in stone and will not be officially determined until later in the school year. It will depend a lot on the progress of the project.
* Elizabeth also shared that the renovated IFEC building will be a "Lead Gold Certification Building". This means that much/ most of the building will be very energy efficient (Platinum is the top level but very difficult to achieve.)
* Parents and other family members were encouraged to attend the School Board Meetings each month to gain an awareness of what is happening in our school district.
1. **Treasurer’s Report**
* Jennifer Varner provided the Treasurer's Report.
	1. The account balances are as follows - Checking account is $30,986.46; Raffle account is $2,802.46; Savings account is $10,003.38.
	2. Total expenses for this month were $7,297.08. Our major expenses include: $3,800 (Back to School Teacher support - $50 to each teacher); $466.45 (educational grant for Mountain Math Program for two teachers); $257.77 (printing costs for Bubblethon); $781.36 (Back to School Luncheon for faculty at both schools); $1000 ( $500 donation to the library at each school); $805 (PTO Insurance).
	3. We had $1,742.85 in income this month. Our major sources of income included: $2,450 in sponsorships for fall fundraiser, Bubblethon: $72.79 from purchases on Amazon through our PTO site: utilized $779.94 in donations received from December 2014 Secret Santa Gift Shop to purchase back to school supplies for students identified by guidance counselors and to purchase breakfast food items for school nurse to provide to students were in need of breakfast upon arrival at school.
	4. Since this was the first meeting of the school year and the Executive Board met this summer to finalized the budget for the school year, Jen reviewed the budget and significant changes to the budget for the school year.
	5. Notable changes in the 2014-2015 Budget include:
		+ Assemblies was increased to $4000;
		+ Educational grants increased to $7800
		+ Bubblethon goal increased to $40,000
		+ Field trips reduced to $5000 (students eligible for free/ reduced lunch will continue to be fully funded)
		+ Halloween Party increased to $2000
		+ Playground equipment maintenance for each school added at $1000
		+ IFEC Playground renovation/ new structure added at $2500 ($14,000 given to school over 2 year period)
		+ Yearbook expenses reduced by $500
		+ Spring school supplies removed from budget
	6. The board members had reviewed all of the changes to the 2014-2015 Budget prior to the meeting and had approved it via in-person and email vote. At this General meeting, the board and the attendees voted to approve this budget as presented. If you have any questions about the budget, please contact our Treasurer, Jennifer Varner.
1. **Correspondence**
* The PTO received several thank you notes this month. We received a note from Georgann Bailey thanking the PTO for a donation made to her church when her mother passed away this past spring. We also received 6 thank you notes from faculty at both Rice and IFEC for the $50 Back to School donation and the Back to School luncheons.
1. **Chair/Committee Reports**
	1. **BUBBLETHON 2014** - The SMPTO's only school-wide (Rice and IFEC) fundraiser for the entire school year! This year, we hope you will "MAKE AN IMPACT" and help Rice and IFEC raise $40,000! A kick-off assembly will be held at both schools for all grades to explain Bubblethon and get them excited. Rachel Andreoli (Chair of Bubblethon) provided an overview of the power point presentation she will be giving that day. The donation period is shorter this year (9/5/14-9/24/14). Packets of information about Bubblethon, the prize structure and the donation request letters will be sent home with students. Additional donation request letters are available on our website and in the schools main offices.

* 1. **Box Tops-** Thank you to our new Chairpersons who volunteered to take over this committee, Becky Kaczur and Jamie Michler.The first contest started at the beginning of school and will end on 9/5. Submit the box tops you have been collecting all summer to see if you are the top collector in your grade. The top collector for this contest will be awarded a new piece of "spirit gear"! There will be additional contests throughout the year and another "year-long" contest (cumulative through the whole school year). 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. **Walking Club** - Rachel Andreoli has agreed to be the Chair of Walking Club! This activity requires two volunteers daily from 11:50 am to 1:10 pm during recess at IFEC. 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.
	3. **Groovy Movie** - Rachel Andreoli has agreed to be the Chair of Groovy Movie! Groovy Movie is an event held 4 times per school year at IFEC, where the 4th and 5th graders can stay after school on a Friday afternoon to watch a movie and enjoy popcorn, drinks and a treat. This year the dates for Groovy Movie are November 14, January 16, February 20 and April 17. Volunteers are needed to assist with making popcorn, handing out snacks and supervising the students. Please sign up on our website at www.smpto.com.
1. **Old Business** - None
2. **New Business**
	* **Back to School Shopping -** Last winter, during the Secret Santa Gift Shop at Rice, many families generously provided extra monetary donations. Those donations were utilized to allow the opportunity for ALL students to make gift purchases for family. Thanks to those generous families, the PTO had extra funds left over that were utilized to purchase back to school supplies for students identified as "in need of assistance" by the school guidance counselors. Shopping for these students was done at Old Navy, Walmart, KMart and Kohl's, all of whom gave us a discount as well! Students received new shoes, clothes, backpacks, etc. as individually needed.
	* **Volunteers needed -**  We will need volunteers to assist with many events this fall. Many of these events are identified on our website under the "Volunteer" link. We need volunteers for Walking Club, Groovy Movie, Bubblethon (the day of the event and "Grade Parents" who assist with the organization of t-shirts and prizes for students in that grade), Homework Club at IFEC and much more!
	* **Chairpersons needed** - We have a new chairperson who will be handling the Labels for Education this year. Thank you to Suzanne Shriner for volunteering! Kat Seiber has agreed to be out new Teacher Appreciation Chair. Thank you!
		+ **We still need Chair Persons** for ***Teacher/ Staff Luncheons*** and for the ***IFEC Halloween Party (Haunted Hallway Chair and Decorating Chair).*** Please contact the SMPTO board if you are interesting in chairing one of the really fun events!
3. **Announcements**
	* + - **Donation made** - The PTO donated spirit gear to the Amelia Givin Online Auction event to be auctioned off during their fundraiser.
	* **Shop for PTO link** - On our website, there is a link titled "Shop for PTO". If you enter this link, you will find links for Amazon and Target. When you enter those sites through our website, the PTO receives a donation of a percentage of the purchase you make.
	* **Teacher Grants** - The PTO agreed to fund the purchase of Mountain Math for two teachers to utilize in their classrooms this year.
4. **Open Floor/ Miscellaneous** -
	* 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!*

1. **Adjournment**
* The meeting adjourned 8:10 PM.
* Respectfully submitted for approval at the next PTO meeting by

 Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held in October 2, 2014 .**

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

**www.smpto.com**