Minutes for the SMPTO Meeting held at

IFEC Library on January 14, 2016

1. **Call to order/Welcome**
* The meeting was called to order by the PTO Co-President, Stacey Knavel, at 7:05 PM.
* Introductions were made by the PTO Board, the Principals and meeting attendees.
	1. Those in attendance included: Shawn and Stacey Knavel (PTO Co-Presidents), Suzanne Shriner (Treasurer), Jennifer Metz (Secretary), Kim Hiles (Co-Vice President of Rice), Julie Snyder (Co-Vice President of Rice), Melanie Reifsteck (IFEC Co-Vice President), Rachel Andreoli (IFEC Co-Vice President) and Mrs. Reed (IFEC Principal). Mr. Boley (Principal of Rice) was unable to attend this meeting. We had 14 additional people attend the meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet.
* Stacey shared a huge thank you from the PTO to Kat Seiber and Stacey Plante for all their hard work in coordinating such a successful Breakfast with Santa in December.
1. **Approval of Minutes from previous meeting**
* Stacey Knavel made a motion to approve the November 2015 minutes. The board members who were present unanimously approved the minutes from the November 2015 meeting. Please note that the December 2015 was cancelled so there were no minutes from that meeting to approve. 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 was unable to attend this meeting so there was no report presented for Rice.

**Mrs. Reed - IFEC Report**

* Mrs. Reed reported that they are wrapping up the end of the marking period and report cards will be going out soon. In addition, they are currently conducting student benchmarking assessments.
* There will be a breakfast for staff at IFEC on January 15th, prepared by district Administrative staff, because IFEC was the top school for United Way donation collections.
* Mrs. Reed presented a brief slide show of the demolition and renovations that have been going on at IFEC in preparation for the tour of the newly completed classroom wing at IFEC. She also noted that demolition of another part of the building will begin soon.
* ***A Tour of the newly completed classrooms at IFEC was conducted at this point.***  All those in attendance at this meeting got a tour and explanation of the changes and upgrades that were included in the classrooms and other facilities.

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**School Board Representative**

* Mike Berk, who is currently the President of the School Board, attended this meeting and provided an update to those in attendance. Randy Varner and Christopher Morgan were recently elected to school board. Mr. Berk announced the board positions – President: Mike Berk; Vice President: Tom Merlie; Treasurer: Elizabeth Meikrantz (she has been elected for a 4 year term). He also announced that Stacey Knavel has been appointed to a vacancy on the board. Mr. Berk addressed the issues with the state budget not being approved yet. While the renovations at IFEC have been in the forefront in terms of school needs, he noted that the other buildings will also be receiving attention for improvements in the future, especially Rice. In addition, he noted that there will be more technology in the schools in the future. Mr. Berk said that he could be reached by email (which can be located on the school district site), if anyone wanted to contact him about anything.
1. **Treasurer’s Report**
* Suzanne Shriner provided the Treasurer's Report.
	1. The account balances as of 12/31/15 are as follows - Checking account is $45,814.41; Raffle account is $100; Savings account is $10,026.
	2. Total expenses for this month were $10,544.53. Our major expenses included: $2,699.67 toward Breakfast with Santa; $101.08 for Bubblethon classroom parties; $935 for the 5th grade field trip to Allenberry; $147.33 in miscellaneous (tamper evident folders for money transfers, Quicken for PTO treasurer, gift card); $33.29 for Groovy Movie snacks; $66.60 in hospitality expenses (Teacher conference meals and supplies); $2,334.27 for the Rice Scholastic Book Fair; $4,227.29 for Secret Santa Gift Shop (purchasing items for students to buy as gifts, shopping bags for students, bounced check fees).
	3. We had $2,337.90 in income this month. Our major sources of income included: $2,303.00 from Breakfast with Santa (tickets purchased for the event); $18.90 in interest from our savings account; $11.33 from Amazon; $6.29 in interest from Checking account interest; $16.00 in a bank correction for a deposit from Secret Santa Shop.
1. **Correspondence**
* We received a thank you note from Mrs. Santana’s class for the Prismatic Laser Show that the students at IFEC got to see prior to Thanksgiving. We also received a thank you notes from Mrs. Stahl and from Mrs. Santana, Mrs. Draper and Mr. Hellam.
1. **Chair/Committee Reports**

* 1. **Box Tops-** Jamie Michler, our chairperson, provided a summary of the box tops collected so far. She noted that the people are helping count and verify the box tops have been a great help. The current totals of box tops collected for IFEC is 1420 and for Rice is 3683. ***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. **Labels for Education -**  Suzanne Shriner (chairperson) shared an update at the meeting. Currently, we are at 36% of our goal for collecting 25,000 points. She presented the idea of having a classroom competition that would provide a prize to the winning classroom. Those in attendance at this meeting agreed that this would be a good idea.  ***Please remember to clip your Labels. They are on items like Post cereals, Pepperidge Farm products, Campbell’s Soup,Pop Secret popcorn, Swanson products, Spaghetti-Os, V8 products and more. They never expire! There are boxes in the lobbies of Rice and IFEC where you can drop your labels. Be sure to indicate your student’s name, grade and teacher so they can get credit for the contests.***
	3. **Entenmann’s Little Bites –** A parent has offered to set-up collection of the Entenmann’s Little Bites packaging pouches for recycling. When they are collected and submitted for recycling, it can earn cash for the school district. This parent was unable to attend the meeting to provide a report on the project this month.
	4. **Groovy Movie for IFEC –** Due to the CASC Science Fair scheduled for the third weekend in January, the second Groovy Movie was moved to Friday, February 19, 2016. As we get closer to the date, the voting choices will be provided to the students.
1. **Old Business** - None
2. **New Business**
	* **May Fair 2016 –** Kim Hiles and Julie Snyder reported on the status of planning May Fair 2016. They have confirmed that YBMS will be available this year for the fair. They are still planning many of the details and layout of the event. At this point, we are looking at potentially holding the Talent Show as a separate event. We currently do not have a chairperson for this event either.
3. **Announcements**
	* Stacey reminded everyone that several positions on the PTO board will be open for the next school year. The positions include President, Co-Vice Presidents of Rice (two positions) and Co-Vice President of IFEC (one position for one year). These positions are for two year terms.
	* Volunteers are always needed. Please check our PTO site for volunteer opportunities and sign up on our Time To Sign Up link. Look for new events soon!
	* Mr. Berk extended a thank you to the PTO for all the things we do for the schools and the students. He noted that it is greatly appreciated.
	* At next month’s meeting, Tom Merlie of the School Board will be coming to discuss the PTO’s purchase of playground equipment for the new IFEC playground that will be installed near the end of construction. The PTO paid $14,500 for this piece of equipment.
	* There was very positive feedback from the 5th grade students regarding the field trip to the Allenberry. They loved the buffet and the show.
4. **Open Floor/ Miscellaneous** -
	* None

1. **Adjournment**
* The meeting adjourned 8:02 PM.
* Respectfully submitted for approval at the next PTO meeting by

 Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held on February 11, 2016 .**

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

**www.smpto.com**