Minutes for the SMPTO Meeting held at

IFEC Library on December 4, 2014

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: Stacey & 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), and Mr. Boley (Principal of Rice). We had 15 additional people attend the meeting. Mrs. Reed (IFEC Principal) was unable to attend the 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 November 2014 minutes. The board members who were present unanimously approved the minutes from the November 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 thanked the PTO for all they do for the schools and shared that there are several fun events happening in December - Breakfast with Santa and the Secret Santa Gift Shop.
* He also thanked everyone who participated in meeting with their students' teachers to discuss their education during Parent Teacher Conferences.
* He wished everyone Happy Holidays and best wishes for the new year!

**Mrs. Reed - IFEC Report**

* Mrs. Reed was unable to attend this meeting so a report for IFEC was not provided.

**School Board Representative**

* A representative from the School Board was not able to attend this meeting so no report was given.

1. **Treasurer’s Report**
   1. Stacey noted that the account balances included in the Treasurer’s Report had not been reduced for grant and equipment purchases that have been approved but not yet invoiced to us. These purchases total approximately $30,500 and include the recent technology purchases for both schools, the IFEC playground enhancement, the Ag Van assembly, the junk band assembly, new guided reading books for IFEC and a Brain Pop Jr. subscription for Rice. In addition, the accounts still contain $21,000 that we expect to spend during the remaining portion of this school year. NOTE: In addition to the Teacher Grants listed below in New Business, the PTO partnered with the school board to invest $14,400 into a playground enhancement for the completed IFEC renovation. The school board indicated that the PTO could fund this initiative over a period not to exceed two years. The obligation will paid in full by the end of December 2014.
   2. Jennifer Varner provided the Treasurer's Report.
2. The account balances are as follows - Checking account is $58,639.63; Raffle account is $2,802.46; Savings account is $10,007.15.
3. Total expenses for this month were $6,543.55 Our major expenses included: $141.36 for initial expenses for Breakfast with Santa; $1,674.17 in Educational Grants to fund a new instrument for Mrs. Garland and clothing storage for the Rice Nurse; $252.23 for Bubblethon Ice Cream Parties at Rice and an $0.85 fee from PayPal; $32.30 to purchase new checks for the PTO; $22.19 for Scare a Bubbler purchases; $425.53 in expenses for the Teacher Conferences Dinner at Rice and snacks and breakfast at IFEC and for Teacher Appreciation monthly gifts; and $3,995.77 for the Secret Santa Shop purchases to prepare for the event.
4. We had $5,285.74 in income this month. Our major sources of income included: $525 for Bubblethon; $1,135.22 for various donations from Kohl's volunteer program, a designated donation from the United Way, Amazon purchases and interest; $515.12 for Groovy Movie after expenses of purchasing snacks, plus an additional $8 donation; $113 for the Scare a Bubbler sale of "boo pops" at Halloween; $2,421.77 for the Scholastic book fair at Rice; $567.13 for the sale of spirit gear at the Scholastic book fair at Rice.
5. **Correspondence:** We received five thank you notes for the meal at Rice and the snacks at IFEC during conference week in November from the Fifth Grade teachers at IFEC, Mrs. Fisler, Mrs. Vincent, Mrs. Posavec and Mr. Boley/ Mrs. Spisak. Mrs. Long thanked us for a book for her classroom and for the other things the PTO does. We also received a thank you letter from SPY for a donation we gave their program.
6. **Chair/Committee Reports**

* 1. **Box Tops-** Becky Kaczur and Jamie Michler, chairpersons, provided a summary of the box tops collected so far. The current contest ends on 12/5/14 and one classroom per school (Rice and IFEC) will win pizza parties for their classrooms. ***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!**
  2. **Labels for Education -**  Suzanne Shriner (chairperson) shared an update at the meeting. She made goal thermometers which have been posted in information areas at each school. The goal is to reach 50,000 points this year. While not as many labels were submitted in November, please remember to clip them and send them in. 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). Suzanne is interested in developing contests for collecting labels similar to box tops contests. Hopefully this will help clarify what each type is.

1. **Old Business**

* **Kohl's Cares Donations:** At a previous PTO meeting, we discussed how to distribute books and stuffed animals that Kohl's was donating to us (this will be an ongoing donation). Based on that discussion, the items were distributed in the following way for the first batch: 168 books and 47 stuffed animals to the Giving Tree Project; 18 books and 18 stuffed animals to Mrs. Posavec for families that are not part of the Giving Tree Project, but who are being sponsored by the Rice staff for the holidays; 76 Books to learning support teachers for classroom libraries and distribution to students. The next batch will be coming in January.

1. **New Business**

* + **Teacher Grant Requests:** The following grant requests were approved by the board for purchase, although not all items have actually been paid for yet. Please see the November 2014 minutes for a summary of what each grant was asking for.
    - 1. Guided Reading Books will be purchased for IFEC students at a cost of $2000.
      2. BrainPOPs Jr. Subscription for all grades at Rice will be purchased at a cost of $350.
      3. A Junk Band Assembly for IFEC and Rice will be scheduled for the spring time and will cost $850.
      4. Agricultural Van for Rice and IFEC in the spring will cost $4000. (Note: This amount was quoted at the meeting to be $2600 because of grants the company was trying to get but we later found out that the cost had changed.)
  + **Secret Santa Gift Shop at Rice:**  Kim Hiles is the chairperson for this event which is a gift shop put together by the PTO for students at Rice to shop for their families. Each gift is $1. The shop is held in an empty classroom at Rice during the school day from December 9-12, 2014. **Many** volunteers are still needed to assist with this really fun event.
  + **Breakfast with Santa:** Kat Seiber is the chairperson for this event which will be held on 12/4 in the Boiling Springs HS cafeteria. She reported that tickets are still available for the 8:00 AM and 10:15 AM seatings. So far 478 tickets have been sold and there are still about 100 tickets available. Volunteers are needed to help run this event. We have 30 BSHS Interact Club students signed up to assist and a lot of parent volunteers so far. Thank you for your help!

1. **Announcements** 
   * Stacey thanked everyone who helped donate all of the food items during conference week and who has assisted with volunteering. **The donations and volunteers help make all of these events successful!**
   * Please remember to select the South Middleton PTO as your charity when shopping on Amazon or Amazon Smile (both links are available through our website). Once you select your charity for Amazon Smile, it will remember it each time you log in to shop and a small portion of your purchase provides a donation to the SMPTO. Thank you to everyone who has done this.
   * Also, please remember to register your Giant Bonus Card and make sure all of your information is up to date. You can identify a maximum of 2 schools so if you have children in both IFEC and Rice, you can help credit both schools. Thank you!
2. **Open Floor/ Miscellaneous** - No new information
3. **Adjournment**

* The meeting adjourned 7:40 PM.
* Respectfully submitted for approval at the next PTO meeting by

Jennifer Metz, SMPTO Secretary

**Our next PTO meeting will be held on January 8, 2015.**

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

**www.smpto.com**