Minutes for the SMPTO Meeting held at

IFEC Library on April 3, 2014

1. **Call to order/Welcome**

* The Meeting was called to order by the PTO President, Elizabeth Meikrantz, at 7:00 PM
* Introductions were made by the PTO Board, the Principals and meeting attendees.
  1. Those in attendance included: Elizabeth Meikrantz (PTO President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), Kerrie Truax (IFEC Vice President), Stacey Knavel (Co-Vice President of Rice), Jes Hughes (Co-Vice President of Rice), Mr. Boley (Principal of Rice), Dr. Adams (Principal of IFEC), and Dr. Mancuso (Assistant Superintendent). We had 8 additional faculty and family members attend the meeting. 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**

* Elizabeth Meikrantz made a motion to approve the March 2014 minutes. The board members who were present unanimously approved the minutes from the March 2014 meeting. Copies of the meeting minutes are posted on the PTO website at http://www.smsd.us/webpages/pto/pto.cfm .

1. **Principal Reports/School Board Representative**

Prior to conducting the general PTO meeting, Dr. Mancuso, Assistant Superintendant, addressed the attendees providing information about the newly re-designed SATs and how the school curriculum (particularly at the higher grades) will be implemented to complement the changes. He provided a handout of information about the SAT changes. The new test will be implemented in 2016. Dr. Mancuso also reported that at the next school board meeting on 4/7/14, there will be a presentation on the budget. Finally, Dr. Mancuso informed the group that in their search for a new principal of IFEC, they have narrowed the pool of candidates down to two external individuals. An offer has been presented to one of them but not formally accepted.

**Mr. Boley - Rice Report**

* Mr. Boley reported that everything went very well during the 3rd grade PSSA testing. The teachers reported that the students work very hard and took efforts to check their work.
* Mr. Boley thanked the PTO for the Reptile Man assembly that the PTO funded. The students had a wonderful time. In addition, he also thanked the PTO for funding the Mobile Agriculture Van that was visiting the week of this PTO meeting. The feedback from teachers and volunteers who assisted has been quite positive.
* Parent Teacher conferences will be held next week (4/7-4/11) at Rice.
* Mr. Boley also shared that their Pre-K Family events that are held throughout the school year for potential incoming kindergarteners and their families was recognized as an exceptional Pre-K program.
* Everyone at Rice is gearing up for May Fair !

**Dr. Adams - IFEC Report**

* Dr. Adams gave a brief report on IFEC. She shared that the first phase of PSSA testing was completed last week (3/25 - 4/2). Everything went well. She also noted that 5th and 8th grade will complete the writing test next week (4/7-4/11). At the end of April, 4th and 8th grade will complete testing for science.
* Dr. Adams also reported that she was offered and has accepted a position as Principal at a middle school in Maine, where she will be moving with her family after the end of the school year. Dr. Adams thanked everyone for all of their support. We will miss you, Dr. Adams!

NOTE: Following the principal reports, a question was asked about the PSSA testing. A person attending the meeting asked if the PSSAs tests were timed for students. The principals explained that although the test offers a recommended amount of time for students to complete the test, they are not timed and are given as much time as the they need to complete the tests.

**School Board Representative**

* No School Board member attended this meeting so there was no report.

1. **Treasurer’s Report**

* Jennifer Varner provided the Treasurer's Report.
  1. The account balances are as follows - Checking account is $36,103.25; Raffle account is $3,290.00 (due to Great Wolf Lodge Raffle); Savings account is $15,030.74.
  2. Our major expenses include: $1,375 for the Retile Man assembly; $172.50 for Math Buddies (an educational grant for Mrs. Sadler); $150 to sponsor the closing program for the Summer Reading program at Amelia Givin Library; $65 to purchase tickets for May Fair; $91 for the teacher appreciation monthly gifts; $1,997 in expenses for the IFEC Scholastic Book Fair; $500 to help pay for the IFEC yearbooks; $265 to purchase school supplies for teachers; and $40 to purchase breakfast foods for students/ families in need. Total expenses were $4,709.56.
  3. We had $2,035.07 in income this month. We received reimbursement for our half of the expenses for the purchase of the jump drives for the teachers at Rice. We made $113 in spirit gear sales. We had a voided check for $14. The Great Wolf Lodge raffle made $1905.

1. **Correspondence**

* The PTO received a thank you card from Lauren Sadler for the purchase of a "Math Buddies" program (educational grant). We also received a thank you note from Amelia Givin Library for sponsoring the closing program of their Summer Reading program that will be held this summer. We also received a thank you note from the fourth grade teachers at IFEC for the purchase of pencils and electric pencil sharpeners in preparation for PSSAs (and future needs).

1. **Chair/Committee Reports**
   1. **Box Tops-** The current contest is to determine what crazy activity the principals will do at May Fair this year. The choices are 1. Principals ride on giant "pony hoppers", 2. Principals complete an obstacle course, 3. Principals get a pie in the face. Note that all box tops submitted for this contest also count for the yearlong contest totals. When the box tops are submitted, the redeemed money is given to the school principals to utilize (not the PTO). Make sure when you send in your Box Tops that you label the bag with your child's *name and classroom* so that s/he will be credited appropriately. You can also shop through the Box Top website and it will provide box top credits to our schools. Visit https://www.boxtops4education.com/marketplace to log in and shop!
   2. **Labels for Education** - We continue to collect labels. These labels can be redeemed for classroom supplies. So far we have collected over 19,000 points! Don't forget to clip your labels and send them into school. There is a collection bucket at Rice but one is needed at IFEC.
   3. **Spirit Gear** - Jes Hughes reported that although we are not placing another bulk order of spirit gear this school year, orders will be filled as they are placed. We will again be selling spirit gear at May Fair this year! In the meantime, you can check out the new designs on our website and place orders. If you have questions about items/ sizes available, you can contact Jes Hughes at hughes413@gmail.com .
   4. **Walking Club** - We NEED VOLUNTEERS !!!! There is a time to sign up on the PTO website for people to volunteer for Walking Club or to be an alternate. The students are really anxious to get back out and participate. WE NEED YOUR HELP! This activity involves two volunteers from 11:50 am to 1:10 pm. 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.
   5. **Groovy Movie** - The final Groovy Movie will be held on April 4, 2014. The movie will be Cloudy with a Chance of Meatballs 2. Each movie event has had very strong attendance this year. The fourth graders are really into this event. A parent has been graciously sharing her portable, blow-up, large screen for the students to watch the movies on at the school. The PTO agreed that it would be a good idea to look into purchasing one of these to have on hand.
   6. **May Fair Silent Auction** - Tonya W. reported that 125 letters have been sent out to vendors and individuals requesting silent auction donation items. Some responses have already come in. They are preparing the flyer that will request donations for classroom baskets which will be sent home soon. We were able to acquire a set of Hershey park tickets by the hospital agreeing to be a sponsor for those tickets. We received 4 one-day park hopper passes for Disney World which may be part of a raffle.
2. **Old Business**

* **The Great Wolf Lodge Raffle** - In an effort to utilize our raffle license once last time prior to expiration, the PTO ran a raffle for a weekend getaway for a family of 4+ at the Great Wolf Lodge. The raffle was conducted for two weeks during the middle of March. The raffle earned $1905 with a net of over $1500 (after expenses). Thank you to Kerrie Truax for coordinating this event!
* **Teacher supplies** - In the spring, the PTO typically provides needed supplies to both schools based on surveying the faculty what they are in need of. This year, the PTO purchased 8 electric pencil sharpeners and close to 1000 pencils for IFEC in preparation for the first round of PSSA testing. The sharpeners and pencils (sharpened prior to delivery) were brought to IFEC before testing began. In addition, the PTO purchased markers, pencils, dry-erase markers, crayons, cleaning wipes and some other supplies for the teachers at Rice. The non-homeroom teachers at both schools were each given a $15 gift card to Target to purchase needed supplies. A parent donated a large amount of crayons to Rice too. Thank you so much!

1. **New Business**

* **PTO By-Law review and approval** - The PTO must review, update and approve their by-laws periodically. Prior to this meeting, the PTO board read, reviewed and edited the current by-laws to make them more up-to-date. Jennifer Varner reviewed all of the changes to the by-laws with everyone in attendance at this meeting. Jen Varner made a motion to accept the updated by-laws and Jes Hughes seconded it. The board unanimously approved to accept the updated by-laws. Dr. Adams noted that once the IFEC building renovation is complete, each building entity on the main school campus will have its own address (i.e. - IFEC, Yellow Breeches, the High School and the District Office will each have separate addresses). This will assist in information reaching the proper location more efficiently and will assist in instances in which are particular location needs to be contacted.
* **Elections** for the positions of PTO President and Co-Vice Presidents of Rice Elementary were held at this meeting. Elizabeth Meikrantz ran for the PTO President position and was unanimously voted in to her position again. Kim Hiles and Julie Snyder ran for the two Co-Vice President positions for Rice and were unanimously voted into their positions. Congratulations to everyone!
* **Teacher Appreciation week** - Teacher Appreciation week is the week after May Fair. Jen Chadwick is the chair person and will need help in coordinating and setting up for meals we will provide. Please consider helping out with food or set up/ clean up.
* **May Fair** -

1. Jes Hughes ordered the game prizes for May Fair.
2. The balloon twister has been scheduled.
3. Tara Trostle agreed to assist with coordinating tickets for May Fair.
4. The Principals are planning something fun to surprise attendees with.
5. Jeanette Cole will assist with the flash mob again and has scheduled practices for this event.
6. Steph Kuhn will organize the talent show.
7. Jason Trostle agreed to DJ the event again.
8. We will be offering pizza as a food item and we will be ordering from the Italian Taxi.
9. Volunteers will be needed for all of the events. The Time to Sign Up has been placed on the PTO website for all the help needed. **We have 170 slots to fill to make this event a wonderful success**. Please considering donating an hour of your time to help make sure all the events are covered. Additional family members can also volunteer (i.e. grandparents, older siblings, aunts/ uncles). For each hour that you volunteer for, your name will be entered into a drawing to win a variety of nice prizes.

1. **Announcements** 
   * **Change of Date for May PTO meeting** - Usually, the PTO holds their general meetings on the first Thursday of each month but due to the first Monday being 2 days before May Fair, it was agreed that the meeting would be moved to the following Thursday, May 8th at 7:00 PM at IFEC. Hope to see you there!
2. **Open Floor/ Miscellaneous** -
   * At the end of last year, a memorial garden and plaque were placed around the flagpole at Rice in memory of Vinny Cappozzi, a former student who passed away last year. We discussed checking on the garden for maintenance, weeding and/or any repairs/ replacements needed.
   * Dr. Adams mentioned that the fifth grade planned to plant a tree on the IFEC campus. Due to the renovations that will be beginning at IFEC soon, she thought that placing the tree in a place were it could get damaged during construction would not be a good idea. She suggested that the tree be planted by the flagpole near the high school stadium. The PTO typically covers the cost of the purchase of the tree. They are planning on planting the tree on 5/25/14.
   * The music assembly, "Simple Gifts", that Mrs. Wilson requested through a teacher grant earlier in the school year, is scheduled for May 9th at IFEC in the afternoon.

1. **Adjournment**

* The meeting adjourned 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, May 8, 2014 at 7:00 PM**

**at the IFEC Library.**

**PLEASE NOTE THE CHANGE OF DATE FOR THE NEXT MEETING!**