SMPTO Meeting

held at IFEC Libarary on

January 9, 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 Principal of Rice and meeting attendees.
  1. Those in attendance included: Elizabeth Meikrantz (PTO President), Jennifer Varner (Treasurer), Jennifer Metz (Secretary), and Mr. Boley - Principal at Rice. We had 9 additional faculty and family members attend the meeting. Dr. Adams, Principal at IFEC, was unable to attend this meeting. Stacey and Shawn Knavel (Rice Co-Vice Presidents), Jes Hughes (Rice Co-Vice President), 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**

* Elizabeth Meikrantz made a motion to approve the December 2013 minutes. The board members who were present unanimously approved the minutes from the December 2013 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**

**Mr. Boley - Rice Report**

* Mr. Boley greeted those in attendance at the meeting and wished everyone a Happy New Year.
* He also thanked all of the families and faculty who volunteered to help in the Secret Santa Gift Shop and the Breakfast with Santa in December.
* The students at Rice are currently participating in the Easy CBM assessments for the next phase of the Response to Instruction and Intervention (RtII). (IFEC students are also participating in these assessments this week.) Students will then be placed into groups for additional instruction.
* The events going on at Rice during January include no school on 1/20/14 and a Pre-K Family Fun Event on 1/25/14.
* Jump Rope for Heart will be occurring in February.
* Those in attendance at this meeting also discussed the calendar of make-up days due to inclement weather. Prior to returning from the holiday break, three of those make-up days had passed. There are still three more make-up days and then days will be added on to the end of the school year. The first make-up day is on 3/14/14. A few parents relayed to Mr. Boley that the reporting of school closing/ delays was not consistent. Parents have not received email notification and on some occasions, only the home phone OR cell phone was called (not both). Mr. Boley said that he would relay this information to Dr. Moyer.

**Dr. Adams - IFEC Report**

* Although Dr. Adams was unable to attend the meeting, Joetta Sunday, IFEC 4th grade teacher, brought up an email that Mr. Yinger had sent about a "Junk Band" event. This would teach students about recycling and how to utilize items around the house to make instruments. This information was given to Kerrie and she will follow up on it.
* The Science Fair will be on January 24-26. The PTO will not need to supply boards for this event this year as there were many left over from last year.
* Tara Trostle, IFEC Librarian, reported that Pennies for Patients will begin on 1/27/14 at IFEC.

**School Board Representative**

* There was no school board representative at this meeting, so no report was given.

1. **Treasurer’s Report**

* Jennifer Varner provided the Treasurer's Report.
  1. The account balances are as follows - Checking account is $39,593.89; Raffle account is $1,385; Savings account is $15,025.07.
  2. Our major expenses include educational teacher grants (new dye cut machine for IFEC, worksheet program for teachers at IFEC, jump drives for Rice, font program for teachers at both schools), purchases for the Secret Santa gift shop, purchases for Breakfast with Santa, Walking Club awards, Groovy Movie license fee and snacks, teacher appreciation gifts, spirit gear, and a down payment on the May Fair inflatables.
  3. The money coming in included the Scholastic book fair (this goes directly to Scholastic), the spirit gear sale at Breakfast with Santa, the Groovy Movie at IFEC (majority of income covers licensing fee to show the movie and the snacks), a credit from Amazon on an unfulfilled purchase, Breakfast with Santa (this income covers the expenses for the food, craft, supplies, etc) and Secret Santa Gift Shop (income covers expense of purchasing gift items/ supplies). Any additional income from the Secret Santa Shop is utilized to purchase gift cards for families in need for things like groceries and gas.

1. **Correspondence**

* The PTO received a Christmas card from Coralita Wilson, former PTO board member, and a thank you note from the teachers at IFEC for the new dye cut machine.

1. **Chair/Committee Reports**
   1. **Box Tops-** Meryl O'Brien was unable to attend the meeting to provide a report, however, she has indicated that she could use an assistant to help her count box tops*. Please contact the PTO if you are interested in assisting with this task*. The contest to determine the prize for the "year long" contest ended in December 2013. The winning prize idea was a classroom party at the end of the year. So far, the top 3 classrooms for the "year long" contest are Mrs. Lobo (with 1700), Mrs. Harris (with 1616) and Mrs. Beecher (with 1604). The total amount of box top money collected for IFEC is $1350.00 and for Rice is $2706.11, with a grand total of $4056.11. 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** - Carol Orner, Chairperson, reported that there was a huge amount of labels to cut out and sort. Different labels are worth different amounts and some of the labels were expired. However, Carol informed everyone that she found out that we can even get credit for expired labels. She recently submitted 1000 labels to receive "double credit" for them. She would like to provide clarification about what items the labels are on and how we can use them.
   3. **Spirit Gear** - The new spirit gear is here and available for purchase. The new designs are on our website to view. If you have questions about items/ sizes available, you can contact Jes Hughes at hughes413@gmail.com . The sale of spirit gear at Breakfast with Santa was quite successful (sold over $800 - that money goes toward covering the cost of purchasing the gear to sell) and we had a number of orders placed during the event that were to be holiday gifts. We experienced a problem with our current vendor who would not fill the order prior to the holiday break. We went to our previous vendor and they were able to fill the orders prior to the holiday break.
   4. **Walking Club** - During the winter months, Walking Club typically does not occur. However, if the two volunteers are willing and able to supervise Walking Club on a nice winter day, it may be held intermittently until spring when it will start up regularly again.
   5. **Groovy Movie** - The second Groovy Movie was held on Friday, December 13th at IFEC and the movie shown was "Elf". Apparently there were some issues with students misbehaving during the movie. Volunteers and Dr. Adams addressed the problems with the students but issues continued during the movie event. All students attending the event are expected to maintain appropriate behavior. The third Groovy Movie is scheduled for 2/21/14 at IFEC.
2. **Old Business**

* **Breakfast with Santa:** Thank you to Shirley Hoover for helping chair this event. All of her hard work setting up and preparing for the breakfast helped make the day great! **Thank you** to all of the faculty and family members who volunteered their time to help make the breakfast a fun and successful event. Families should be aware that if you are able to volunteer to help, you are guaranteed the time slot you request to attend the breakfast.
* **Secret Santa Gift Shop:** Thank you to Kim Hiles and Chantelle Voyak for all of their hard work coordinating this entire event! There were great gift ideas at the shop and we did not have too much inventory left over. **Thank you** to all of the volunteers who came in to help set up the shop and to help the students pick out that perfect present for the loved ones on their lists. Thank you for all of the generous monetary donations sent in as well! Those donations will help several families in need this winter.

* **Teacher Grants:** All of the items requested by the teachers have been purchased and provided at this time. The following items were covered by our grant program: a new dye-cut machine for IFEC, Fonts for Teachers software for both schools, jump/ flash drives for classrooms at Rice (5 per classroom) (cost shared with Rice funds), and Super Teacher Worksheets program for teachers at IFEC.

1. **New Business**

* **Scholastic Book Fair at IFEC:** This book fair will be held at IFEC during the week of February 18-21. The book fair will be open during the student lunch hours as well as after school during that week. Check our website soon for the time to sign up link to volunteer for this event.

1. **Announcements**

* We are not planning on holding a spring fund raiser. But, we are looking at holding a raffle for a great prize in February or March to utilize the raffle license we had to obtain before it expires. More information about this will be available at a later date.
* The PTO is interested in looking at new ideas and ways to enrich student experiences. We will be issuing a survey to get feedback about the things the PTO currently participates in and implements and how we utilize our funds. We would provide an explanation about what we are currently doing and what some of our future ideas could be. Some modifications in fund allocations may have to occur in order to implement new ideas/ programs/ events.
* We are working on developing committee chair and volunteer descriptions for the programs and events we implement. These will be available on our website in the near future to help everyone know what type of involvement a position would generally require. The more people involved in supporting and coordinating the PTO sponsored events can only make our students experiences better.
* We will be holding *elections* for some of our board positions in March. The positions that are up for election include: **PTO President and the 2 Vice-President positions for Rice**. Anyone who is interested in running for one of these positions should contact Jennifer Varner or Jennifer Metz.
* We are in need of a **Chairperson to coordinate the Silent Auction for May Fair.** Please contact the PTO if you are interested. We can provide you with information about what is involved chairing this event.
* We always need VOLUNTEERS. Please visit our website to sign up for the exciting, fun events that are scheduled for the new year. We need help with volunteers and donations. Please consider one or both ☺ http://www.smsd.us/webpages/pto/

1. **Open Floor/ Miscellaneous** - A few parents of 4th graders noted that their children told them they really enjoyed the Lebanon Valley College Jazz assembly held on the day of this meeting. Lebanon Valley College is Mr. Yinger's alma mater. Thank you to Mr. Yinger for arranging this event!
2. **Adjournment**

* The meeting adjourned at 8:00 PM.
* Respectfully submitted for approval at the next PTO meeting by

Jennifer Metz

SMPTO Secretary

**Our next PTO meeting will be held on**

**Thursday, February 6, 2014 at 7:00 PM**

**at the IFEC Library.**