Minutes for the SMPTO Meeting held at

IFEC Library on December 15, 2016

1. **Call to order/Welcome**
* The meeting was called to order by the PTO President, Jodi Jumper, at 7:05 PM. Introductions were made by the PTO Board, the Principals and meeting attendees.
* Those in attendance included: Jodi Jumper (PTO President), Jennifer Metz (Secretary), Laura Kilko (Co-VP of IFEC), Shelly Barrick (Co-VP of Rice), Charlie Bailey (Co-Vice President of Rice), Suzanne Shriner (Treasurer), Mr. Boley (Principal of Rice), and Mrs. Reed (IFES Principal). Melanie Reifsteck (Co-VP of IFES) was unable to attend this meeting. We had 5 additional people attend the meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet.
1. **Approval of Minutes from previous meeting**
* Karen Rhodes made a motion to approve the November 2016 minutes. Charlie Bailey seconded the motion. The board members who were present unanimously approved the minutes from the November 2016 meeting. Please note: 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 that they were also gearing up for the holiday break. Students will get to see the HS Concert Choir and they will also be holding their own in-house assembly where the students sing holiday songs.

**Mrs. Reed - IFEC Report**

* Mrs. Reed reported that students are excited for the holidays and will be participating in fun classroom and building wide events. Many classrooms will be hosting a holiday related activity. Students will also be going to the HS to see the HS Concert Choir perform.
* Their next “school community event” will feature Mrs. Sunday’s 4th grade class who will be acting out a characteristic of Every Bubbler CARES.
* Karen Rhodes, Aramark Food Service Director, reported that starting on January 3, 2017, IFES will be serving breakfast. Students will be able to purchase a breakfast that they can take to their classroom and eat during morning announcements. Students who are eligible for free or reduced price meals will have the same benefit for breakfast as for lunch. Students may also purchase/charge breakfast with cash or money in their accounts.

**School Board Representative**

* No report was provided at this meeting.
1. **Treasurer’s Report**
* Suzanne Shriner provided a summary of the budget, account balances and income and expenses for the month of November 2016.

**Income:** The major sources of income for November 2016 included a few Bubblethon donations, coverage of bounced checks/fees, t-shirt sales in the amount of $850.94; Amazon Smile/Amazon Associates income of $84.22; Boo-A-Bubbler sales $324.50; Rice Book Fair $2,894.20 ; and spirit gear sales of $79.89.

**Expenses:** The major expenses for November 2016 included Bubblethon costs that included individual prizes, t-shirts, classroom prize parties and supplies for the events in the amount of $10,078.43; Box Tops contest prizes $178.93; purchasing of supplies for Breakfast with Santa in the amount of $170.47; teacher/educational grant in the amount of $145.987; Parent Teacher Conference meals for IFES and Rice in the amount of $662.79; expenses for the Rice Book Fair (preview breakfast, start up money, teacher bins) in the amount of $709.53; purchase for the Secret Santa Gift Shop at Rice in the amount of $2,500; and the purchase of supplies/decorations for the IFES Halloween party in the amount of $583.75.

 **Account Balances:** As of 11/30/16, the checking account balance was $37,403.80, the

raffle account balance was $100 and the savings account balance was $10,030.14.

1. **Correspondence**
* We received many thank you notes this month. Mrs. Stahl sent us a note thanking us for the meal during conference week and the books from her wish list from the Scholastic Book Fair. Mrs. Long thanked us for the donated Kohl’s Cares books top her classroom. Mr. Boley and Mrs. Spisak sent us a thank you for the Rice Bubblethon event and the meal during conference week. Kelly Klacik thanked us for the meal during conference week and for the books from her wish list. Mr. Boley and Mrs. Spisak also sent a note thanking the PTO for the Breakfast with Santa and the Secret Santa Gift Shop for the Rice students. We also received a thank you letter from the Amelia Givin Library for our donation of spirit gear to their online auction fund raiser.
1. **Chair/Committee Reports**

* 1. **Box Tops-** The December contest ended on this date (12/15). Winners will be announced and prizes will be handed out to both schools prior to the winter break. *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. **Breakfast with Santa** – This year Breakfast with Santa was another great success! Thank you to all of the volunteers who helped set up and facilitate the event. Thank you to Kat Seiber for organizing the event and to Karen Rhodes and Aramark for the great menu. Thank you to Santa for being you! The multiple serving lines helped things run smoothly for meals. As always, the line for Santa was long but we tried our best to keep it moving. The craft was also very cute.
	3. **Secret Santa Gift Shop at Rice** – This event was held at Rice last week (the week of 12/5). The format was changed slightly from previous years. Students were given tags to complete to identify for whom gifts were to be purchased. The form completed was to indicate the amount to spend and the amount to donate (if applicable). No change was given and students were given a letter to return for the shopping make up day if they forgot their money. These changes seemed to help make things run a bit more smoothly. One significant issue was that ***we were very low on volunteers daily***. We were hoping for up to 10 per time slot but only had about 3-4 each time slot. With that few volunteers, it makes it very hard to assist all the students in the shopping time they are allotted. Maybe the teachers could assist the PTO in getting parent volunteers next year by reaching out to classroom parents. Families were once again immensely generous with providing additional donations. There were over $850 in donations made!!!! A large portion of these funds will go toward supplies for the school nurses (such as extra clothing and outerwear and snacks/meals).
1. **Old Business**
	1. **Rice Book Fair** – Suzanne reported that the gross sales for the book fair at Rice was over $8400. (The PTO does not get this money, usually, we receive something called Scholastic Dollars that can go toward purchasing Scholastic items from their catalog or for purchasing books.) At the end of the book fair, we purchased the books on the teacher’s wish lists.
	2. **Groovy Movie –** The Groovy Movie held on 12/2/16 at IFES went well. Holding it in the gym gave students lots of space and the new screen and sound system worked well. Generally students handled themselves very well. The PTO is planning on hosting another after school social event near the end of February for students (it will be a different activity than a movie).
	3. **Bubblethon Prizes –** This year, we purchased prizes from a different supplier. We purchased less extra items so we have much less leftover.
2. **New Business – None**
3. **Announcements**
* **Remember to SHOP for the PTO -**  You can shop through Amazon Smile, Target and register your Giant bonus card to help support the SMPTO. Please visit the PTO website to get more information on how to have your shopping experience also help support the PTO.
1. **Open Floor/ Miscellaneous** **- None**
2. **Adjournment**
* A motion was made by Charlie Bailey to adjourn the meeting and Karen Rhodes seconded it. The meeting adjourned 7:37 PM.
* Respectfully submitted for approval at the next PTO meeting byJennifer Metz, SMPTO Secretary.

**Our next PTO meeting will be held on January 19, 2016.**

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

**www.smpto.com**