Minutes for the SMPTO Meeting held at

IFEC Library on February 5, 2015

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 and 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), Mr. Boley (Principal of Rice), and Mrs. Reed (Principal of IFEC). We had 7 additional people attend the meeting. Kerrie Truax (IFEC Vice President) was unable to attend the meeting.
* Those who attended the meeting were asked to sign in on the attendance sheet.
* Stacey passed out extra $5 off coupons for Karns that we received from them for Bubblethon.

1. **Approval of Minutes from previous meeting**

* Stacey Knavel made a motion to approve the January 2015 minutes. The board members who were present unanimously approved the minutes from the January 2015 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 spoke to the group about the new changes that will affect volunteers in terms of clearances and mandated reporter trainings. He shared that they are still getting clarification about the definition of the term "volunteer" in the various ways that people help at school and at events (i.e. having regular direct contact and supervision of students, assisting as a chaperone on a field trip or in a classroom party, helping at school sponsored events, etc.) At this time, there will be three potential clearances people would need to get or have updated - 1) a Report of Criminal History from the PA State Police, 2) the Child Abuse History Clearance from the Department of Human Services and possibly 3) a fingerprint based federal criminal history from the FBI completed through the PA State Police. The third one may not be required if you have been a resident of PA for 10 consecutive years or more. Additionally, clearances will now need to be renewed every 3 years. Dr. Moyer will be putting together information about what volunteers will need have done. They are also seeking clarification about who will be considered mandated reporters and what type of training will be needed. Training could be provided at the schools and/or on-line.
* **Some questions asked:** *If your job requires you to be a mandated reporter and have clearances, will you need to get them again for school events, etc?* Clarification will be needed on this but it is likely that they should count. *Are parents who help for classroom holiday parties considered "visitors" or "volunteers" under this new definition?* They are not clear on this yet either since generally parents are not alone with students. More information will be needed to determine this. *What about situations in which parents volunteer for PTO events?* They are not clear on that yet but think it will be likely that those volunteers will need clearances too.
* **Additional info:** At this time, Dr. Moyer has stated that we can move forward with May Fair and getting volunteers as we have done in the past. Please help by volunteering for this great event. Stacey also noted that as soon as we have clarification about this issue, people should begin the process of getting clearances.

**Mrs. Reed - IFEC Report**

* Mrs. Reed reported shared that they are also working on clarifying the definitions and parameters of volunteers at IFEC.
* She also shared that they will hopefully begin construction at IFEC at the end of February.

**School Board Representative**

* There was not a representative from the school board at this meeting so no report was given.

1. **Treasurer’s Report**

* Jennifer Varner provided the Treasurer's Report. Jen's computer was being serviced so she was unable to enter the monthly data into her computer at the time of this meeting.
  1. The account balances are as follows - Checking account is $44,009.25; Raffle account is $100; Savings account is $10,010.94.
  2. Our income for the month totaled $11,448.31. Some of the major sources of income included: Breakfast with Santa ($2,005); miscellaneous donations ($170); Amazon purchases generating donations ($211.34); Groovy Movie ($334.75); Secret Santa Shop - purchases made by student shoppers ($5,105.19) and donations made by families ($650.44); and spirit gear sales ($891.60). NOTE: $2000 was moved from the Raffle account into the Checking account.
  3. Our expenses for the month totaled $27,428.92. Some of the major expenses included: IFEC down payment for Ag Van "assembly" ($750); Breakfast with Santa ($2,236.57); payment for new IFEC playground to be installed at completion of renovation ($14,451); educational/teacher grants ($3,375.72) - guided reading books for IFEC, sets of chair pockets for several classrooms, coats, Brain PopJR program and dry erase markers for IFEC; 5th grade field trip to Allenberry ($750); Groovy Movie ($419.03); IFEC yearbook ($500); payment to Scholastic for Rice bookfair ($2,398.47); Secret Santa Shop expenses ($1,687.75); the science fair ($270.27); raffle tickets for May Fair ($116); box tops expenses ($217.88); miscellaneous ($382.88) - gift cards, walking club and PTO meeting activities for kids; and teacher appreciation ($91.23).

1. **Correspondence:** We received a thank you note from Jen Chadwick for a gift card we gave her as thank you for all of her years of service handling teacher appreciation gifts and events. We also received a thank you note from the fourth grade teachers for the subscription to Scholastic News for next year.
2. **Chair/Committee Reports**

* 1. **Box Tops-** Becky and Jamie provided a brief summary of the collections so far. Becky shared that IFEC has had $1451 in submissions so far (that 14,510 box tops!) and that the same 4th grade class will likely win the next contest. Everyone at the meeting agreed that that would be fair since there are students in that class that are putting forth the effort. Jamie shared that several classes are very close (Mrs. Snyder, Mrs. Holland and Mrs. Gump's classes) and are working hard to collect the box tops. She also noted that 1st grade has several classes working hard. ***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 -**  There was no report for Labels for this month. Check back next month for more news!
  3. **May Fair 2015 -** Kim Hiles reported on the planning for May Fair. They have the inflatables ordered and there will be some new ones this year along with some new games. There will be a Silent Auction and Talent Show. Mr. Sharlau will be working on Science fun. We will need chair persons for the DVD/ Used Book Sale, the Food Coordination and the Cake Walk. We are not sure where May Fair will be yet (back at Rice or near Yellow Breeches Middle School).
* We have decided not to sell Spirit Gear at the event this year.
* We will try to acquire Disney Hopper Passes for the Silent Auction. Ideas for new businesses that might be willing to sponsor a basket? Any suggestions on how to make pick up of won items more efficient? What about a deadline/ time and if no response, move onto the next name? It was also suggested that additional bidding pages include the specific item information. This will assist when posting the sheets on the walls at the end.
* We received a suggestion for a Fun House (possibly at a future May Fair).
* Please share any other new ideas with Kim Hiles or Julie Snyder. Thanks!
  1. **Teacher Appreciation** - Kat Seiber and Stacey Plante put together the teacher appreciation gifts for this month. Thank you to both of them for their efforts.

1. **Old Business**

* None

1. **New Business**

* + **Teacher Grant Request -** We have received a request for "Superteachers.com" which could be utilized by faculty at Rice and IFEC. We have funded this in the past. It is now $500 (more than in the past). The Principals will look into how much this program is utilized and report back to the PTO.

1. **Announcements** 
   * **PTO Elections** for the positions of IFEC Co-Vice Presidents (we added an additional position), Treasurer and Secretary will be held in April 2015. Anyone who is interested needs to express interest by the March 2015 meeting. The elected positions are two-year terms and we meet two times per month as a board and hold the general PTO meeting once a month. Jen Varner noted that there is software available to manage the Treasurer position and she would be willing to assist the new Treasurer in learning the position. Please see Shawn or Stacey Knavel, Kim Hiles or Julie Snyder if you have any questions about the positions.
   * **PTO Audit** - Mrs. Reed's father is a retired accountant. He expressed that he would be willing to chair an Audit Committee but will need 2-3 volunteers to assist. He felt that it would likely take 2 sessions (a few hours each) and no financial background is required. The PTO is looking for volunteers to help him with this committee. We will provide meals for these meetings and give you a thank you! ☺ Preferably, we would like to have the audit done prior to May Fair. You can work out meeting dates as a committee. PLEASE let us know if you are willing to help with this important task! Thank you!
   * **Kohl's Cares donations** - Stacey and Shawn shared that Kohl's has provided us with the second installment of donated stuffed animals and books. We received 285 stuffed animals and 71 books. They also explained that when they send volunteers to work at PTO/school events, we receive $500 from them as well.
2. **Open Floor/ Miscellaneous** - No new information
3. **Adjournment**

* Julie Snyder made a motion to adjourn the meeting and Jen Varner seconded the motion. All voted in favor of the motion. 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 March 5, 2015 .**

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

**www.smpto.com**