1. **Call to Order/Welcome/Introductions**The meeting started at 7:07 PM. In attendance were Bridgette Wickard (President), Sheri Bock (Rice VP), Emily Kremski (Rice VP), Janelle Cekovich (IFES VP), Tori Christen (Co-Treasurer), Katherine Schwenn (Co-Treasurer), Courtney Burke (Secretary), 3 teachers, and 1 parent.
2. **Minutes**The January 2025 Meeting Minutes were reviewed and approved with a with a motion by Emily, seconded by Janelle.
3. **Principal Reports/School Board Representative**
	1. **Rice:** EBC Assembly on 2/28/25. Parent Teacher Conferences during the week of 3/10/25.
	2. **IFES**: Kids Cardio Night will be on 2/20/25. Parent Teacher Conferences are being held the week of March 10.
	3. **Federal Program Update**: none.
4. **Treasurer’s Report**
	1. Fraud was detected on the SMPTO account. The fraud has been handled with the bank and debit cards were replaced with new ones.
	2. Katherine provided an overview of the Treasurer’s Report. After attendee review the report was approved with a motion by Janelle, seconded by Emily.
5. **Correspondence**
	1. CV Synchronized Swim – Contacted SMPTO to offer free tickets to their event. SMPTO accepted and may use as a raffle during the Spring Fling Event or a possible PBIS prize donation.
	2. Scholastic Dollars for PBIS – Kristin Lebo contacted SMPTO regarding the use of scholastic dollars for PBIS prizes. SMPTO advised that the board will be purchasing books for students at the end of the school year to help kick off the summer reading challenge; after costs have been determined SMPTO may be able to purchase PBIS prizes. SMPTO requested that a preference list is made in the interim until funds can be allocated.
	3. Wizards Game Popcorn – Erin Rech contacted SMPTO requesting a donation to the concession stand for the Harlem Wizards game. Requested to use the SMPTO popcorn machine and a donation for the popcorn. SMPTO approved the request for both pending the approval from facilities that popcorn is allowed in the gym & that a grant request form is completed.
6. **Chair/Committee Reports/Updates**
	1. IFES Book Fair – (3/10/25-3/14/25) – Students will be shopping the book fair during the school day and the book fair will also be open during parent teacher conferences. A Time to Sign Up list has been created and is available for volunteers wanting to assist with the book fair. SMPTO Board will cover the set up of the book fair the Friday prior and will cover missed shoppers & tear down on 3/14. Drop off of Scholastic Book Fair materials and pick up has been coordinated with IFES office.
		1. NOTE: For the cash registers during the book fair, do not open all rolls of change. Change must be rolled to deposit back into the account at the bank.
	2. IFES Luau – (3/28/25) – A Time to Sign Up sheet is available for volunteers to help with food donations, decorating, and chaperoning the event. Planning is well underway for the event. Currently planning to build 3 mini golf holes to be used in the hallway for the event as a new addition.
	3. Ag Van – Deposits are paid. Remainder is paid after the event.
		1. WG Rice – (4/22/25 – 4/25/25)
		2. IFES – (5/5/25 – 5/9/25)
	4. Spring Fling – (4/26/25) – The event will be 4-pm-7pm. Planning for the event is well underway. SMPTO will be using a different vendor than years past for the inflatables at the event. New Vendor provides a large cost savings to SMPTO. Carnival games are still needed for the event. SMPTO is reviewing the options of game rentals vs. purchasing. Additionally, SMPTO will be reviewing the cost of renting a spin art machine vs. purchasing. Purchasing these items allows for the possibility of greater long-term savings. Bridgette will contact Mr. Boley regarding the table and chair rental status. SMPTO is still looking for a coffee truck to attend the event. The biggest change for the Spring Fling this year is SMPTO will not be hosting a calendar raffle or a silent auction this year due to declining interest over recent years.
	5. Teacher Appreciation – (5/5/25 – 5/9/25) – SMPTO is planning to offer teachers a specialty Bubblers sweatshirt. Teachers will pick their style (hoodie, quarter zip, etc.) and size from the options provided for SMPTO to purchase as a gift. Unfortunately, after further review of the chair massage option for teachers, it was determined that scheduling chair massages throughout the day for teachers may not be feasible. SMPTO will provide a breakfast or lunch for teachers during teacher appreciation week and will coordinate the date for the meal.
		1. An idea was brought to SMPTO to offer to supervise recess a day or two during teacher appreciation week. SMPTO would create a sign up sheet for volunteers to supervisor recess and give teachers free time during the recess period. This possibility will need to be further discussed with the principals and will require scheduling if approved.
7. **Old Business**
	1. Family Fun Event – (2/1/25) – Close to 200 tickets were reserved for the event, but only about 50 people attended. Still a greater participation than previous years’ Groovy Movie events. Carlisle Ice fest was also the same weekend and may have been a competing event.
	2. Scholastic Dollars & Book Fair Closeout – Rice Bookfair has been closed out. SMPTO will use the cash earnings to donate to the Amelia Given Library Summer Readding Program. SMPTO will be using scholastic dollars to work with principals to use for PBIS rewards and plans to use funds to purchase a book (or two possibly) to send home with every student at the end of the school year to help kick off the summer reading challenge from the schools. A check from Scholastic is expected in the coming days/weeks.
	3. Spirit Gear Transition – SMPTO plans to transition to a new design for spirit gear in addition to transferring to a different online platform. SMPTO is soliciting new designs and has contacted the art teachers within the district in hopes of potential art student/graphic design student designs. SMPTO will be reaching out to other art teachers within the district. SMPTO’s intention is to use a design from someone within the district, rather than having a print shop design. However, if there are no artwork or graphic design submissions SMPTO will coordinate a design with a print shop.
		1. Currently all Spirit Gear is 50% off as SMPTO continues to clear out inventory. Sale will continue to increase as the year continues.
	4. Swank Movie License – As requested, SMPTO has contacted Swank Movie license and informed the representative that we are awaiting the school district decision to purchase a movie license for the district. If the district decides against the purchase of a district wide movie license SMPTO will continue to work with the principals at IFES and WG Rice, to coordinate the renewal of the Swank Movie Licenses for each of the 2 schools.
	5. Yearbook Request –Approved and check provided.
	6. Cardio Kids Night – Final receipt/invoice will be provided to SMPTO after the event (event is on 2/20/25).
8. **New Business**
	1. SMPTO Website Updates – A rebuild of the SMPTO website is underway with th new builder. As the site is in transition and being rebuilt the website is not able to be updated.
	2. SMPTO Secretary Job Description Review – Courtney will provide an updated job description for the secretary position prior to the next meeting. It was noted that the current job description would require modifications.
	3. Open SMPTO Board Positions:
		1. The below positions will be open for the 2025-2027 term to serve on the SMPTO Board. Interested candidates should contact board@smpto.com prior to March 15th to express interest and candidates will be introduced at the March 18th SMPTO Meeting.
			1. Rice Co-VP
			2. IFES Co-VP
			3. Co-Treasurer
			4. Secretary
9. **Announcements/Upcoming Events**
	1. February 18th – SMPTO Meeting @ 7PM in IFES Library
	2. March 18th – SMPTO Meeting @ 7PM in IFES Library
	3. April 15th – SMPTO Meeting @ 7PM in IFES Library
	4. May 20th – SMPTO Meeting @ 7PM in IFES Library
10. **Open Floor/Miscellaneous**
	1. Bubbling Over Day – SMPTO was contacted by teachers planning for Bubbling Over Day regarding the budget. Current cost estimates for the preferred ice cream truck greatly exceed the prior year’s cost. In years past SMPTO has provided funds to cover the ice cream truck, bowling, and a T-shirt for each second-grade student. With the higher costs, there may not be enough funds for the T-shirt for each student. SMPTO will further review previous costs for ice cream truck and explorer other alternatives if necessary.
	2. Forge Ahead Day – Teachers have begun planning. Due to the planned upgrades to the pool at BSHS, the pool may be unavailable and other alternatives may be necessary.
11. **Adjournment**The meeting concluded at 8:20 PM with a motion from Tori, seconded by Janelle.