



PTO Committee

Melissa Duve, Principal	Jody Drager, Asst. Principal	Lisa Mann, Office Administrator	Elizabeth (EB) Sartor, Chair
Opening , Secretary	Janelle Faulkner, Treasurer	Whitney Meisner, Volunteer Coordinator	Crystal Bergerud, Teacher Appreciation Coordinator
Stephanie Diamond, Small Fundraisers Coordinator	Opening , Communications Coordinator		

Meeting Minutes

8/3/23 at 3:30 PM, Rice Media Center

Attendees: Melissa Duve, EB Sartor, Crystal Bergerud, Whitney Meisner, Steph Diamond, and Angie Leatherman

1. Welcome

1. Melissa introduced the idea of using the Leader in Me Habits as the PTO operating norm for this year. All agreed it aligned with how teachers and students work together and it was a good framework. View the habits [here](#).

2. General Updates

1. PTO Meeting time changes and logistics for FY23-24
 1. 2023-24 Meeting dates- See below for confirmed meeting dates. All monthly meetings will be held at **3:30 PM in the Rice Media Center**. These dates will be added to the Rice Master Calendar.
 - (i) Sept 11
 - (ii) Oct 2
 - (iii) Nov 6
 - (iv) Dec 4
 - (v) Jan 22
 - (vi) Feb 5
 - (vii) Mar 4
 - (viii) Apr 1
 - (ix) May 6
 2. To allow parents to attend these after school meetings, those parents participating in the PTO meeting can bring their Rice students with them and we will offer a leadership opportunity to 5th graders to lead and oversee activities (reading, coloring, game, etc.) for the Rice Students waiting for their parents who are in the PTO meeting.
 3. Add this to beginning of year communication to parents to encourage attendance
 4. Make PTO meeting minutes available on Rice web page. Angie will collect the minutes and post them on the website.

3. Principal's Report

1. Budget Update/Treasurer Report
 1. From last year – ordered playground equipment – portable soccer goals and class equipment and bags for a total \$3500 spent. One set of soccer goals have been purchased and depending on quality and use, consideration for another set will be made.
 2. Teacher/Grade Level Allocations:

1. \$900 for teacher shirts – all attendees approved.
 2. \$1100 for teacher welcome back lunch- all attendees approved.
 3. Teacher and Grade Level Allocations are as follows. Please note, not all these amounts may be allocated as remaining funds from last year will be offset to bring each grade level to its allocated amount noted below.
 1. Specials \$1200 each
 2. Counseling - \$150
 3. Psychologist - \$150
 4. Gifted and Talented - \$150
 5. Integrated Language Services - \$150
 6. Literacy Teachers - \$450
 7. 2 new 1st year Teachers - \$300 (\$150 each)
 8. Kinder, 1st, 3rd and 4th grades - \$450 each
 9. 2nd and 5th grades \$600 each
 10. Garden - \$150
 2. Playground Equipment for classrooms – purchased! see above note
 3. Playground bridge replacement- approved in June- timing for completion
 1. All done!
 4. Social-Emotional Book Library – any support from district on these materials?
 1. Mrs. Nolan looking into a grant to cover these costs to buy the library to help support teachers/students.
 5. Miscellaneous purchases for consideration: These will stay on agenda for tracking and prioritizing through out the year. List can also be added to as other ideas are suggested.
 1. Shade structures and benches for playground
 2. School mascot costume – Steph looked into these – continue to look at options for cost/sizing
 3. Leader in me t-shirts for school wide
 4. Small group teaching tables with flex seating for classrooms
 5. Annual Leader in Me costs – January cost - \$7500
 6. Art/Decoration Around the school
 1. \$304 for Leader in Me street signs for hallways – all attendees approved.
 2. \$270 for student pictures on canvas for decoration – all attendees approved.
- 4. Upcoming Events Planning**
1. Ice Cream Social – 8/15 5-6 PM
 1. Emma Stratton priced ice cream cups at Shamrock Foods, Costco and Walmart. Shamrock had best pricing. Emma to call Shamrock for an order and confirm use of tax exempt ID– Lisa to look at headcount for order amount to confirm; do these have the wood spoons or do we need to get spoons? Emma to follow up with EB and Melissa.
 2. Need to buy Otter pops (dairy free option) – Lisa will purchase these
 3. Ice cream at school by 8/14 to keep in kitchen freezers
 4. Announcement – Melissa to send parent email out soon with details of the event
 5. Specials teachers serving ice cream and greet everyone
 2. Back to School Night – 8/31 5:30-7 PM
 1. PTO Table at event- collect volunteer contact info, QR code for spirit gear, small fundraiser info
 1. QR code for spirit gear – EB to reach out to Megan Larson to generate
 2. QR code for small fundraisers – Steph to help pull steps to sign up/register
 3. How can we post this on Rice Website- create a PTO page under "Parents". Angie to look into posting this information
 4. Collect parent emails on Google Form – another QR code for that night. Whitney to create the Google Form.
 3. Walk-a-thon Support
 1. Business outreach – more to come as we ask for help with business outreach
 2. Portal or Venmo updates if available

1. EB to follow up with Booster after no response to initial inquiry.
2. Melissa confirmed that we can't create a Venmo but can do donations on School Pay- can do a QR code and link. Need to confirm if it can be tracked per student on School Pay. Melissa will confirm and get back to us. If no response from Booster, this might be best option for WAT collections this year.
4. **First Day Planning** – specific kinder drop off and coordination for Card My Yard
 1. Donuts – Lisa to call Ridley's about donuts; Emma to ask Shamrock about donut holes and to price with Sams.
 2. Picture spot for kinder – all set. No PTO support needed.
 3. Whitney to call Card my Yard for signage for first day out front on west side.
5. Internet Safety Parent Event – did not discuss – need to keep on agenda for September meeting.
5. **Confirmation of 2023-24 PTO Positions**
 1. Treasurer – Janelle confirms she would like to continue as Treasurer
 2. Communications – need to post – advertise on B2S Night and on Facebook
 3. Secretary – need to post - advertise on B2S Night and on Facebook
6. **Volunteer Needs Coordination**
 1. School Pictures – 9/25; just a couple needed til about 1:00ish; Whitney to coordinate with Lisa
 2. WAT Packet and Flyer printing
 3. Vision & Hearing Screening – confirm if vendor will bring their own support staff again
7. **Teacher Appreciation Planning**
 1. Prior to school start – lunch- see above
 2. September appreciation – 9/6- teacher training – donuts and coffee – Owl Canyon? Crystal to follow up on order and details.
8. **Small Fundraisers** – Steph will provide quarterly statements to Lisa and Janelle for tracking on budget. Will compile instructions for registering with Ridley's and King Soopers for back to School Night and website post.
9. **Other business** – no other business raised.

THANK YOU ALL FOR YOUR HARD WORK! LET'S HAVE A GREAT YEAR!