



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

### PTO Meeting Agenda – 9/11/23 at 3:30 PM, Rice Media Center

Attendees: Melissa Duve, Holly Phillips, Crystal Bergerud, EB Sartor, Janelle Faulkner, and Emma Stratton

1. **Welcome**
2. **General Updates**
  1. **Positions Available for 23-24 School Year**
    1. Secretary
    2. Communications
    3. Melissa to include this in the Monday message to garner interest. Idea at conference week- set up a table to advertise PTO and answer parent questions. Advertise at WAT as well. Social media posts about a one minute clip to post.
      1. ACTION ITEM: Crystal to reach out to Angie about doing the clip and getting it posted.
      - ACTION ITEM: EB to develop blurb about open positions to post on FB.
3. **Principal's Report**
  1. Social-Emotional Book Library
    1. UPDATE: Grant application from Mrs. Nolan in, but grants awarded. She continues to explore another grant option. Keep PTO posted on progress.
  2. Miscellaneous purchases for consideration:
    1. Shade structures and benches for playground
      1. UPDATE: Send out a survey after WAT to highlight what we earn and how we allocate the funds afterward. Shade structure components sponsored by a local company maybe? More details TBD at future meeting. This would be a huge playground enhancement for all.
4. **Treasurer's Report (specific amounts to be confirmed)**
  1. Budget Update
    1. Teacher/Grade allocations – specific amounts to be finalized by October meeting.
    2. Teacher appreciation lunch in August - ordered Qdoba bar for teachers- \$209
    3. Ice Cream Social - \$463
    4. KDG first day donuts - \$43
    5. Recess Equipment spend - goals
  2. Small Fundraiser's Update
    1. **Checks received:** Kroger - \$183.79, Ridley's - \$256.36, Morning Fresh - \$145.00
  3. Additional Spending – ACTION ITEM: Need to confirm all amounts and will update notes.
    1. Bought a popcorn machine for class rewards and teacher treats - \$676
    2. Staff t-shirts purchased
    3. Wall Art through Halls
    4. Leader in Me Spend - \$60
    5. Leader in me Training - \$180

6. Teacher Motivational Book – The Coffee Bean – and a kids version for the library –
7. Costco Membership \$60
4. Special Requests
  1. Angie Leatherman – Entrance fee for Spelling Bee - \$150
  2. Arthur's Rock – 5<sup>th</sup> grade field trip bus cost \$295
  3. Gardens at Spring Creek- 3<sup>rd</sup> grade field trip bus cost needs to be verified
  4. Approved by all attendees
5. **Upcoming Events Planning**
  1. Walk-a-thon - Friday, 10/6
    1. Volunteer Needs- see below
    2. Take home packets finalized on 9/12 and ready to go home with students after kick off assembly
6. **Volunteer Needs Coordination**
  1. School Pictures- 9/25 – Lisa communicated with Whitney – confirm need and sign up genius if necessary.
  2. WAT Flier printing and distribution – 9/20 and 9/27- volunteers confirmed.
  3. WAT – 10/6 - apples and water – Holly is going to reach out to Ridley's and McDonald's
  4. WAT Day of on 10/6 – Melissa to send Whitney specials schedule for sign up genius; confirm set up needs with Mr. Hannen
  5. WAT Counting Days – 10/9 and 10/16 – sign up genius was sent to those on PTO agenda email.
  6. Vision & Hearing Screening – Lisa communicated with Whitney - confirm need and sign up genius if necessary
7. **Teacher Appreciation Planning**
  1. September appreciation-successful - donuts and coffee for Run, Hide, Fight training.
  2. October appreciation – Crystal to work with Whitney to do a sign up for parents to contribute to a taco or baked potato bar like previously done. PTO then pays for dinner second night (Noodles or Qdoba). There is also an eraser gift for teacher mailboxes Crystal found. 10/5 is world teacher's day – do erasers on 10/4 to celebrate.
8. **Other business**

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