



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		

PTO Meeting Agenda – 12/4/23 at 3:30 PM, Rice Media Center

Melissa Duve, Angie Leatherman, Emma Stratton, Crystal Bergerud, Holly Phillips, Steph Jacoby, Whitney Meisner, Marylee Postovit

1. **Welcome**
2. **General Updates**
 1. **Positions Available for 23-24 School Year**
 1. Secretary
 2. Communications
3. **Principal's Report**
 1. Miscellaneous purchases for consideration:
 1. Shade structures and benches for playground – update from Melissa
 2. School mascot costume – Steph sent options to consider.
 3. Leader in me t-shirts for whole school
 4. Annual Leader in Me costs (annual in January)
 2. New Items
 1. Choir Request – Melissa to follow up with Chelsea re: packets with cocoa, candy canes, and cookies instead of serving cocoa.
 2. Last Wednesday, 12/20 is ALL staff meeting – come for breakfast – burritos for everyone – use that for December appreciation. Order from Windsor, Melissa will pick up day of. Approx. \$350
4. **Treasurer's Report**
 1. Budget Update
 1. Recent Expenses
 1. \$375 – math Olympiad t-shirts
 2. \$728- 2nd grade field trip to Discovery museum
 3. \$546 - 1st grade upcoming field trip
 4. \$500 for ornaments
 5. \$469 for Costco pies
 6. \$130- caramel apple bar
5. **Upcoming Events Planning**
 1. Ornament Night (12/8)
 1. Supplies ordered and arrived
 2. Cookies purchased/timing – napkins and tongs, Rice Krispie Treats, and cookies, cocoa, cocoa packets for choir
 3. Carolers confirmed – all set
 4. Texas Roadhouse Bookmarks?
 5. We'll put sample ornaments together during the meeting
 6. Set up – Erin has floor plan

1. Speaker for the carolers and holiday music
 2. Coloring
2. Science Night (Feb)
 1. Update from Melissa – committee met and they are getting volunteers organized, offer pizza for dinner, juice, cookies, volunteers for pizza serving 2/23 5:30-7:30 Dominos – we'll need someone to pick up.
 3. Classified Appreciation Week – in February – start thinking about ideas- have a day where PTO sponsors.
 4. Internet Safety Parent Event – Melissa to get update from District
6. **Volunteer Needs Coordination**
 1. Volunteer thank you notes
7. **Teacher Appreciation Planning**
 1. December appreciation – see above re: breakfast burrito
 2. January appreciation – teacher work day on 1/8 – bring in coffee (Owl Canyon?)
8. **Other business**
 1. Kiwanis Outreach – Quiet Room and Playground Map – Kiwanis already provided quiet room resources; open to playground map- need timing, cost, location
 2. School Supply Box vendors – reach out and find out about what they have available – survey parents for interest
 3. Dominos Dough Raising Nights – monthly Rice night- the class with most purchases gets a pizza party. Whitney to follow up.

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