



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 – 5/6/24 at 3:30 PM, Rice Media Center**

**EB Sartor, Marylee Postovit, Emma Stratton, Crystal Bergerud, Steph Diamond, Holly Phillips**

1. **Welcome**
2. **General Updates**
3. **Principal's Report**
  - 1.
4. **Treasurer's Report**
  1. Budget Update
    1. Dough Nights Total
      - **ACTION:** *Lisa confirmed they only pay out quarterly. Melissa to ask Lisa when pizza parties for top raising classes will be held.*
    2. King Soopers donation - \$311.65
    3. Additional/Upcoming spend
      - *Kinder, 3<sup>rd</sup> and 5<sup>th</sup> grade field trips- reconcile costs in June*
5. **Upcoming Events Planning**
  1. Field Day & Someone Special BBQ– 5/23/24
    1. Sign in table with PTO volunteer QR code for sign up
    2. Coffee for AM volunteers
    3. Water bottle donations from Ridley's?
      - **ACTION:** *Blast email going out tonight about someone special BBQ - need to include the sign up genius link in message. Melissa to confirm with Lisa.*
      - *When all supplies for BBQ are ordered we'll pull a table aside for sign in table and coffee.*
      - **ACTION** - *Coffee donation – Human Bean or Ziggis (Steph)*
      - **ACTION** *Apples from McDonald's and Ridley's –(Holly)*
      - **ACTION** – *print and laminate QR code for volunteer sign up, print poster of PTO sponsored activities (EB/Emma)*
  2. 5<sup>th</sup> Grade celebration
    - Cupcakes from Sam's, t-shirts all ordered – PTO supported. No further action needed.
  3. First day Ice Cream Social
    - **ACTION** -*to be finalized in June - tentative 8/15. Coordinate ice cream at June meeting.*
  4. Kindergarten 1<sup>st</sup> Days
    - **ACTION** - *photo op/banner new Raptors to the Nest- get something printed for reuse each year, order balloons*
  5. 2024 Walk-A-Thon
    1. Fund raising goal: shade structures for playground – use in advertising for sponsors and families
6. **Volunteer Coordination**
  1. Field Day See above

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

## 7. Teacher Appreciation Planning

### 1. May – teacher appreciation week

- Monday, May 6 – Flowers and Denim - Students make or bring a flower to their teachers - don't forget specials teachers, interventionists, and other staff. Wear denim today.
- Tuesday, May 7 – Positive-T shirt day - Wear something positive to make your teacher feel loved! It can be words on a shirt, or a something you make to clip to your shirt. Qdoba lunch for staff – PTO paid.
- Wednesday, May 8 – Whimsical Wednesday - Come with a feel of whimsy! Wear anything fun (tutus, funny hats, etc.).
- Thursday, May 9 - Thankful Thursday - Students bring notes of thanks to teachers – don't forget specials teachers, interventionists, and other staff.
- Friday, May 10 – Fab Friday - Wear Rice colors or tie dye today

### 2. August – maybe 8/14 – firm up in June – do a lunch

## 8. Other business

### 1. June Meeting – confirmed 6/6/24 at 3:30 PM in the Media Center

- Booster for WAT – platform demo, initial planning for business sponsors,
- Officer/Lead position confirmation
  - Steph confirmed she will be stepping away from small fundraisers with her student moving to middle school

### 2. School Supply Box vendors – review draft interest survey and prep it to send out

- <https://forms.gle/5Aamuz7H6cwPTqc2A>
- *could free/reduced students benefit from this? Melissa to check with the district on how this would work for the June meeting.*
- **ACTION** - *Send this as a standalone email to parents – What else is in the queue to send? Melissa to send email to Lisa. Include link to new supply list, add in Optional in title (EB)*
- *If there is parent interest, evaluate the vendors with teachers from a supply list stand point and connect with vendors for a fee estimate. Determine availability for the school year.*

### 3. Carnival supplies purchase – school wide use

- Melissa to ask Jody to review with 2<sup>nd</sup> and 3<sup>rd</sup> grade teachers. Prioritize some items for purchase for upcoming grade level carnivals.
- Review remaining items and other ideas for purchase over the summer and for future carnival or reward day use across grade levels.

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