



Melissa Duve, Principal	Asst. Principal	Lisa Mann, Office Administrator	Elizabeth (EB) Sartor Chair
Opening, Secretary	Opening, Treasurer	Whitney Meisner, Volunteer Coordinator	Crystal Bergerud, Teacher Appreciation Coordinator
	Emma Stratton Small Fundraisers Coordinator	Emma Stratton Communications Coordinator	

PTO Meeting Agenda – Monday, 8/5/24 at 3:30 PM, Rice Media Center

Melissa Duve, Angie Leatherman, EB Sartor, Crystal Bergerud, Whitney Meisner, and Marylee Postovit

1. **Welcome and Position Confirmation** – *all positions confirmed/reconfirmed or the school year.*
2. **Principal’s Report**
3. **Treasurer’s Report – EB/Melissa**
 - *final reconciliation by end of week for beginning balance for year begin.*
 - *Postcard for teacher boxes being worked on for printer with QR code for request form*
 - *Spending requests for year begin:*
 - *Ice cream social – ice cream, spoons (\$40), banner (\$80), and popsicles (\$10)*
 - *Staff back to school – teacher shirts (\$900-\$1000), Lunch for teachers (\$800 + drinks), teacher journals (TBD); teacher postcards with key chain (Printer cost +key chains)*
 - *Kindergarten photo banner and sign (\$200)*
 - *Grade level budget replenish – for new teachers and grade level allocations total of \$9,520*
4. **Upcoming Events Planning**
 - *Back to School Ice Cream Social – Emma and Lisa to coordinate ice cream and popsicle purchase. Specials teachers confirmed by Melissa to pass out ice cream*
 - *Kindergarten 1st Days – banner to be ordered by Angie, amazon order for first day sign*
 - *Back to School Night – parent info and advertise open spots. Do take aways for parents following email on 8/26*
 - *2024 Walk-A-Thon – Friday, 10/4*
 - *Fund raising goal: shade structures for playground – use in advertising for sponsors and families – Melissa has options from district, likely can’t install til spring. Grant from Dermatology Association opens on 10/1. We’ll submit and see if we can get any offset on cost.*
 - *Business sponsor outreach and timing – start in August*
 - *Update letter templates and outreach for businesses and parents – EB to work on these with Melissa once Booster links are live.*
 - *Internet Safety Night – need to schedule a date- either late September or early November.*
5. **Volunteer Coordination**
 - *Whitney to work with Emma to create communication for parents on how to volunteer, include in parent PTO resources communication. Melissa will plan to send in the 8/26 Monday Message.*
6. **Teacher Appreciation**
 - **August**
 - *Lunch for Teachers*
 - *Teacher gift lists – purchase a gift; Melissa to send request to teachers for their wish lists for PTO to purchase a wishlist item.*
 - **September – 9/18**

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

7. **Small Fundraisers/Communications**

- Communication to parents – *see volunteer info above. Emma/Whitney to coordinate*

8. **Other business**

- School Supply Box vendors – *ask each vendor for a quote with supply lists for this year, Ask for a demo of the platform. EB to send follow up emails.*

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