



Melissa Duve, Principal	Jessica Van Thorre 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, 10/14/24 at 3:30 PM, Rice Media Center

Attendees: Angie Leatherman, Melissa Duve, Crystal Bergerud, EB Sartor, Emma Stratton, and Whitney Meisner

1. Welcome

2. Principal's Report

3. Treasurer's Report

- Three Google Form Requests for Review
 - *K. Perrine – gum and rebounder for students with OT needs – APPROVED*
 - *T. Hartline – snacks for students who cannot bring them from home – APPROVED - \$200 budget to purchase against.*
 - *G. Nolan – books for students with visual challenges that are engaging – APPROVED cost is approx. \$170*
- September Spending Review and Income Summary
 - *Melissa had report and EB will reconcile against PTO spending tracker.*

4. Upcoming Events Planning

- 2024 Walk-A-Thon
 - Summary
 - Close out items
 - Estimates from PSD Facilities for shade structure and next steps
 - *Need to apply for the grant through American Dermatology Assn. – Melissa to work on this; business certs approved- EB to create and get in frames with Lisa; EB to send tax letter to Melissa for review; finalize business donations to create and order banner – EB to do this; Melissa to put the work order in for shade structures.*
- Internet Safety Night – *communication plans*
 - *Melissa to include save the date in tonight's Monday Message to parents.*
- Thanksgiving Lunch
 - Volunteers
 - Pie order
 - *Whitney to create sign up genius and send on 11/7- 2 volunteers for set up at 10 Am; 2 volunteers per lunch period; Ordering – Melissa to check with Lisa on total pie order from last year and order about 20 fewer pies due to significant leftovers from last year. Order pies from Costco again, order whipped cream, and small plates, along with some fall table décor.*
- Ornament Night
 - Theme
 - Ornaments
 - Snacks/Refreshments
 - Activities
 - *EB to reconnect with Erin Jerome on plans for this year. Idea for a theme is gingerbread, have cookies and milk or cocoa (still can't use kitchen water so can cocoa be donated?) Melissa to see if we can*

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order milk through cafeteria. Plan to do the ornament crafts, coloring, and green screen pictures again.

5. Volunteer Coordination

- See above
- *Whitney to send thank you email to volunteers for WAT, hearing and vision screening, and those who brought food for the teachers' conference dinner.*

6. Teacher Appreciation

- *October – 10/28 – Boo Bags – fall snacks – Crystal purchased and is preparing these. Will put in teacher boxes on 10/28.*
- *November – 11/19 – Caramel apple bar*
- *December – 12/17 – hot cocoa bar*

7. Small Fundraisers/Communications

- Review communications schedule for PTO items
 - *Newsletter to be sent on the 2nd Wednesday of each month via email from the office.*
 - *Dough Nights will be advertised just on socials and with yard signs. No email traffic.*
 - *PTO Meeting reminder on socials – one week before meeting, put out yard signs.*
 - *Ornament Night save the date in November newsletter and in a socials post to go out on 11/13.*

8. Other Business

- School Supply Box vendors
 - *One quote received, two other vendors requested zoom meetings prior to composing a quote, a 4th vendor reached out to gauge interest. Will dive into these in November once all of WAT is finalized.*

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