



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

**PTO Meeting Agenda – Monday, 9/9/24 at 3:30 PM, Rice Media Center**

**Attendees:** Whitney Meisner, Crystal Bergerud, Emma Stratton, Abbie, Angie Leatherman, Melissa Duve, and Jacob Layton, and Elizabeth Davenport

**1. Welcome**

- *We welcomed Abbie and Mr. Layton to the meeting and our PTO group as a whole!*

**2. Principal's Report**

- *We're off to a great start this year!*
- *There will be requests made by Kinder and 3<sup>rd</sup> grade for field trips*
- *There is a rental fee for the field for Girls on the Run. This fee (\$270) is to the school for the organization to use. The fees parents pay to Girls on the Run are for the curriculum, shirts, 5K, etc. (all things tied to the program).*
- *Spelling Bee fee request as well from Mrs. Leatherman - \$185 if paid before 10/31/24*

**3. Treasurer's Report**

- *Budget Update – processed expenses, current balance*
  - *Received \$480.67 in gifts and contributions*
  - *Year Begin Expenses and Grade level allocations processed and totaled: \$10,977.94*

**4. Upcoming Events Planning**

- **2024 Walk-A-Thon – Friday, 10/4**
  - *Business sponsor outreach – letter available and email ready to send/drop off*
  - *Updated letter templates parent and packet components and copying – need to create the School Pay instructions form.*
  - *Change in approach no use of Booster this year*
  - *Confirm WAT dates and upcoming actions*
    - *9/17 – PTO in to compile kick off packets*
    - *9/26 – prize flyer printed and in teacher mailboxes*
    - *10/8 – counting day – PTO in to count*
    - *10/15 - final count and total complete, begin prize bag pictures, ticket file complete*
    - *10/22 - prize bags and tickets complete and in teacher mailboxes*
    - *11/1 – tax letter complete, certificates done and frames ordered, banner ordered*
    - *11/15 – business letters/certificates distributed and banner hung in gym*
  - *Estimates from PSD Facilities for shade structure*
    - *Estimates are around \$26K per structure, there are drawing fees and site construction fees. Because of this we may consider building two, but depends on securing the Dermatology Association grant for up to \$8K and WAT funds. Goal is to raise \$25K. Likely a spring build.*
- *Internet Safety Night – the date with Larimer county Sheriff is scheduled for Monday, 11/4/24.*
- *Discuss BINGO/game night idea – all agree to give this night a try and aim for a January date since there are no events currently scheduled for the month.*

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

**5. Volunteer Coordination**

- WAT sign up – *confirm date to send and Whitney is going to look into doing an open roster sign up instead of designated counts for each specials slot.*
- Vision testing – *Melissa will confirm with Lisa what is needed.*
- Picture Day – *no support needed*

**6. Teacher Appreciation**

- *September – 9/17 - Harvest Smoothie Bar – Crystal to create shopping list and will do set up before the WAT packet compiling*
- *October – 10/28 – Boo Bags – fall snacks*
- *November – 11/19 – Caramel apple bar*
- *December – 12/17 – hot cocoa bar*
- *Conference dinner plans – Emma is going to reach out to Les' to price BBQ for the ordered in meal. The pasta and salad bar will have a sign up sheet – include pastas (GF option), sauces, salads, dressing, bread*

**7. Small Fundraisers/Communications**

- Dough Nights dates
  - *Emma is working to confirm the following dates with Dominos.*

▪ 9/24-25	▪ 2/18-19
▪ 10/22-23	▪ 3/25-26
▪ 11/19-20	▪ 4/22-23
▪ 12/17-18	▪ 5/13-14
▪ 1/21-22	

**8. Other business**

- School Supply Box vendors – need to regroup with vendors to confirm estimates

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