



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, 11/4/24 at 3:30 PM, Rice Media Center

Attendees: Melissa Duve, Crystal Bergerud, Corey Bergerud, EB Sartor, Emma Stratton, Angie Leatherman, Whitney Meisner, Coreia Baker, and Brittany Gilden

1. Welcome

2. Treasurer's Report

- Google Form Requests for Review – *all requests were reviewed and approved by attendees. It was also agreed upon that if additional requests came through for teacher prizes for WAT that EB would forward to Lisa and Melissa as approved so those can be done as soon as possible.*
 - R. Kissel – 4th grade field trip
 - J. Layton – 4th grade WAT prize
 - S. Zerbst – Math Olympiad Fees and materials
- October Spending Review and Income Summary
Final WAT total \$26,260.10 was raised! There were costs that came through for the kindergarten field trip, final WAT needs, and teacher appreciation. WAT banner is ordered and will be future cost along with ornament night purchases for crafts, décor and cookies, and teacher appreciation for November.

3. Upcoming Events Planning

- Thanksgiving Lunch
 - Volunteer sign up ready to send 11/7
 - Pie order
 - Misc. materials order

Lisa is working on pie order through Costco. The décor and other supplies previously discussed have been ordered. The volunteer sign up sheet will go out by Friday, 11/8. It will include not just pie volunteers, but volunteers to hand out trays to families as they walk in.
- Ornament Night
 - Theme
 - Ornaments
 - Snacks/Refreshments
 - Activities
 - Milk and Cookie volunteers

Emma is going to finalize the ornament/craft order with some décor and send the links to Lisa to order. We have confirmed we can order milk through the cafeteria. Melissa will talk with Terri in the Cafeteria to determine how much milk we should order and if leftovers can be restocked for lunches. Lisa is also going to price cookies between Sam's and Costco. We have the green screen pics confirmed. Also, Emma suggested coordinating a food for families to grab some dinner before ornament night starts since it's a 6:00 start. Brittany offered to coordinate with Sparge to find some family friendly options with availability for 12/13. The volunteer sign up for milk/cookie table will be sent out on 11/22.

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

January BINGO Night was discussed. We plan to aim to do this 1/24/25. Crystal is going to put together details of how to host and set up and we'll discuss at the December meeting.

4. Volunteer Coordination

- See above

5. Teacher Appreciation

- *November – 11/19 – Caramel apple bar
Crystal has this planned and we generated shopping list, which she will purchase and set up for the day.*
- *December – 12/17 – hot cocoa bar*

6. Small Fundraisers/Communications

- Updates from Emma on Dough Nights, Milk Caps
From milk caps, we have about \$75 coming to us. Emma is picking up caps from Human Bean for the next round of caps to be turned in. Dough Nights in September was won by Miss Smith's class who received a pizza party. For October there was a three way tie with Smith, Dent, and Haschke so Emma is working with Dominos to determine how ties are handled and also when the funds are paid to us.
- Review comm schedule – topics for November newsletter
For the November newsletter, we are going to highlight the WAT total, Ornament, the kinder field trip, and Thanksgiving lunch and the opportunity to volunteer.

7. Principal's Report

Great year and pleased with everything we are able to do. No further updates.

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.*

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