



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, 12/2/24 at 3:30 PM, Rice Media Center

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

1. Welcome

2. Treasurer’s Report

- Google Form Requests for Review.
 - A. Erickson – 1st grade field trip
 - A. Dent – 3rd grade frog report supplies
 - *WAT Teacher Prize Update – Melissa to send another reminder to teachers*
- November Spending Review and Income Summary
 - *Thanksgiving lunch supplies*
 - *Spelling Bee registration*
 - *Final WAT supply costs*
 - *WAT banner*
 - *Math Olympiad shirts*
 - *SOAR award*
 - *WAT prizes*
 - *Kinder field trip bus*

3. Upcoming Events Planning

- Thanksgiving Lunch – feedback or notes for next year – *order a couple extra pies for next year, whipped cream order was fine, save volunteer sign up for next year – total was good.*
- Ornament Night – Friday 12/13 – Emma to share details
 - Decorations - *ordered*
 - Ornaments – make sample ornaments – *will do this over the next week*
 - Milk and cookie order – *milk ordered, cookies need to be ordered- melissa to connect with Lisa*
 - Activities – *all set*
 - Milk and Cookie volunteers – *sign up sheet out on 12/2*
 - *Food truck – is this a possibility? Need to follow up with Brittany- Melissa will email her*
- January Family BINGO Night – 1/24/25 6:00 - 7:00 – Crystal to share details
 - *Shopping list: bingo cards, bingo markers, bingo cage, prizes – giant candy bars, small giveaways,*
 - *Set up: tables and chairs in gym, need to order tables from district – 20 w/ chairs*
 - *Social media: family (kids and adults) BINGO night, come and have fun for an hour*
 - *Snacks: popcorn machine, popcorn bags, bottled water and capri suns (\$1 per snack) – have students help with snack stand*
- *February Science Night – 2/28 5:30-7:30*
 - *Volunteers last year to do shifts for pizza, welcome table, and dissection*
 - *Order pizza*
 - *Planning stages to approach community members*

4. Volunteer Coordination

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

- Thank you note to Thanksgiving volunteers – *Whitney to send*
 - Ornament Night – *sent on 12/2*
 - *Science Night -see above*
5. **Teacher Appreciation**
- *December – 12/17 – hot cocoa bar- Crystal has P Card to shop now*
 - *January – 1/7 – winter wonderland snack bar – Crystal to shop now*
 - *February – 2/17 – coffee bar comes in for teachers – Lisa to connect with vendor*
6. **Small Fundraisers/Communications**
- *Updates from Emma on Dough Nights, Milk Caps – Emma to pick up caps from Human Bean and count; Need to ehar from Dominos about November winning class*
 - *Work on Comm Schedule for January/February – dates to be finalized and calendar sent to Melissa*
 - *Topics for December newsletter*
 - *Field trips, Ornament Night, Science Night*
7. **Principal's Report**
- ***Shade structure***
 - *not eligible for grant because we have not taught sun safety specific curriculum for a year*
 - *rough estimates from walk through today - \$11.8K-\$19.6K depending on size. Size will be dictated by location on the playground.*
 - *Install won't be complete before end of school year, but would be complete by summer and can do a ribbon cutting at ice cream social for 25-26 school year.*
8. **Other Business**
- *School Supply Box vendors*

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