



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, 4/7/25 at 3:30 PM, Rice Media Center**

Melissa Duve, Corey Bergerud, Emma Stratton, Whitney Meisner, EB Sartor

1. **Welcome**
2. **Treasurer’s Report**
  - March Spending Review and Income Summary -*proceeds from Science Night pizza sales were credited, some teacher appreciation shopping for May went through as did the permits for the shade structures!*
  - Teacher Requests – Ms. Smith – *4<sup>th</sup> grade field trip to Dixon Reservoir is approved for transportation costs.*
  - Small Fundraisers (Emma) – *Domino’s Dough Nights – March Winner – Miss D’s class; still no response on fundraising check – Emma to follow back up. Include small fundraiser how to links in April newsletter.*
3. **Upcoming Events Planning**
  - Field Day and Someone Special BBQ – *Wellington Rec reached out to the school to offer some of their giant park activity games to Mr. Hannen for field day and PE classes. This is being discussed and scheduled.*
    - Ridley’s water bottle coordination – *scheduled to do this in April. EB will reach out.*
4. **Volunteer Coordination (Whitney)** – *will create field day sign up later in April to send in early May. Reminder in April newsletter.*
5. **Teacher Appreciation (Crystal)**
  - April – 4/16 – spring trail mix – *Emma to shop; Whitney to set up.*
  - May – 5/7 – coffee cart – teacher appreciation week – *Lisa is scheduling*
  - Survey to teachers for 25-26 – *EB drafted and will create a Google form and send the link to Lisa and Melissa. Plan to send week of 4/28.*
6. **Communications (Emma)**
  - Topics for April newsletter – *Someone Special BBQ date and cash only, Dominos March winner, April dough night dates, no school dates, May Dough Nights, field day volunteer sign up forthcoming (AM – 3-5, PM K-2), supply box link is LIVE! – include link and small fundraisers links – get ahead of king soopers before summer grocery shopping, WAT survey forthcoming*
7. **Principal’s Report (Melissa)** - *year is wrapping up on a good note, excited about shade structure progress, also Wellington Rec update from above*
8. **Other Business (All)**
  - School Supply Box Status – *it’s LIVE!! Start advertising today in Monday message – more info to come!*
  - WAT Goal Survey - (parents and teachers) to send before year end to determine 2025 WAT Goal – *EB drafted a survey, which she’ll turn into a Google form. Send out in early May.*

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