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

### PTO Meeting Agenda – Monday, 5/5/25 at 3:30 PM, Rice Media Center

**Attendees:** Corey Bergerud, Crystal Bergerud, Whitney Meisner, Correia Baker, Melissa Duve, and EB Sartor

1. **Welcome**
2. **Treasurer's Report**
  - April Spending Review and Income Summary – *few expenditures in April, prep for teacher appreciation, 5th grade assembly (virtual) and Principal appreciation day*
  - *Upcoming costs for May – teacher coffee cart, 5<sup>th</sup> grade t-shirts and cupcakes*
  - Teacher Requests – one for 2<sup>nd</sup> grade – *tie dye supplies - \$50 – approved*
  - Small Fundraisers (Emma) – *need update on Domino's for April winning class, in newsletter remind parents to send in milk caps, remind of drop off locations over the summer, and connecting King Soopers account for summer stock up*
3. **Upcoming Events Planning**
  - Field Day and Someone Special BBQ – *volunteer sign up to go out in 5/5 office message*
    - Ridley's water bottle coordination – *Ridley's will donate 450 mini water bottles for field day. Pick up on 5/22.*
    - Rec park games – *fewer stations for field day since Town of Wellington Parks and Rec will manage these event stations*
4. **Volunteer Coordination (Whitney)**
  - *See above re: volunteer sign up*
  - *EB to host volunteer sign up table since Whitney is long term sub.*
  - *Use blue table cloth, PTO poster, clipboards for sign in sheets and name tags, yard signs for supply orders through vendor*
5. **Teacher Appreciation (Crystal)**
  - May – 5/7 – coffee cart – teacher appreciation week – *all set for 5/8*
  - Survey to teachers for 25 – *survey complete, Melissa will send week of 5/12, review feedback at June meeting*
6. **Communications (Emma)**
  - Topics for May newsletter
    - *Exciting end to the year, looking forward to events and all to come next year.*
    - *Small fundraisers notes from above – include link with small fundraisers sign up info*
    - *Reminder about supply box orders – they close July 1<sup>st</sup>, delivered to school*
    - *Field Day Sign up – in Monday message on 5/5 – include link*
    - *Shade structure ribbon cutting at Back to School Ice Cream Social on 8/12*
    - *June 10<sup>th</sup> PTO meeting at the Wellington Grill – planning for WAT 25 and end of year close out*
7. **Principal's Report (Melissa)**

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

- Shade structure update – *permits and deposits have been submitted and purchased. Build still on schedule for summer.*

8. **Other Business (All)**

- School Supply Box Sales Update – *14 kits sold to date, will push this as year end activities come around*
- WAT Goal Survey – *will plan to send to Parents week of 5/12 with PTO newsletter*

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