



Melissa Duve, Principal  
Elizabeth (EB) Sartor, Chair  
Elizabeth Terry, Treasurer  
Emma Stratton, Small Fundraisers and Communications Coordinator  
Whitney Meisner, Volunteer and Teacher Appreciation Coordinator

**PTO Meeting Agenda – Monday, 9/8/25 at 3:30 PM, Rice Media Center**

**Attendees:** *Melissa Duve (virtual), Angie Leatherman, Whitney Meisner, Elizabeth Terry, EB Sartor, Rich Bacon and Debra Legg*

1. **Welcome**
2. **Treasurer's Report**
  - Year begin budget – *budget for the year after final shade structure fees processed is \$34K*
  - Grade level budget funding - *\$11.5K allocated in September*
  - Small Fundraisers (Emma) – *need to count milk caps that we have and gathered over the summer to submit to Morning Fresh*
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3. **Upcoming Events Planning**
  - Walk-A-Thon
    - Business Sponsor update – *overview on prizes to date and what's still pending; list to go on prize flier for kick off packets*
    - Create packets for kick off on 9/12
      - Packet document overview – *all agree on prize flier look – good to print*
    - Flier printing and counting on 9/17 and 9/24 – *emphasize on 9/17 teacher prizes, emphasize on 9/24 the 9/29 due date*
    - Teacher prizes – *finalized by 9/12*
    - Button order- *showed button design and confirmed Lisa placed the order*
    - Grand prizes
      - Kona ice truck? ACTION ITEM – *EB to call KONA to see pricing and time commitment.*
      - Prizes in display case – unveil on Friday? ACTION ITEM – *EB to print prize call outs for the display case – unveil on Friday*
4. **Volunteer Coordination (Whitney)**
  - WAT sign up for day of volunteers – ACTION ITEM - *Whitney will create and send to Melissa/Lisa.*
  - *10/13 – Teacher dinner sign up – agreed on a potato bar and Whitney will do the sign up- ACTION ITEM; 10/14 Qdoba order- Lisa to order*
5. **Teacher Appreciation (Whitney)**
  - September date and plan – *week of 9/20 something small – a card and treat in mailboxes. Need 60 for all staff*
  - October date – week of October 20<sup>th</sup> – *another small mailbox token*
  - Survey to teachers – *Melissa to send this to teachers*

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

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6. **Communications (Emma)**

- Topics for September newsletter – *Skip this month and do a newsletter starting in October. Concern around Eco Week, WAT and begin of year communications will overshadow.*
- PTO cheat sheet to parents – *agree to send in Friday folders this week*
- Communication schedule for Sept-Dec – *Angie and Melissa agree – no edits*

7. **Principal's Report (Melissa)** *off to a great start, headcount right around 385, focus on Eco Week and WAT*

8. **Other Business (All)**

- School Supply Box Renewal – *all agree to renew and advertise starting right after spring break in March. ACTION ITEM – EB to confirm with vendor.*
- Parent request about SOAR tokens – *all agree sentiment is sweet to want to take a piece of Rice with them. With updates to behavior matrix, the tokens may be moved on with different items so will keep this in mind as options are evaluated.*
- *Rich Bacon from Kiwanis joined the meeting to talk about the partnership between Kiwanis and the schools/students. He offered that Kiwanis can connect with the following resources:*
  - *Diapers for families in need*
  - *Colorado Mission of Mercy – free dental exams – flier recently was sent home*
  - *Body safety program – can provide the pamphlets for Melissa's review. Coincides with the body safety programs taught in 1<sup>st</sup> and 2<sup>nd</sup> grade*
  - *Painting a 16x27 US map on the play ground – this was discussed last year but put on hold due to shade structure install/construction. O'Dea is getting a map on 9/20. Melissa to connect with Facilities on what prep or approval is needed to complete the painting.*
  - *Native American dance group – can coordinate an assembly and tie this to curriculum*
  - *Bike rodeo - donate bikes and helmets – tie to safe routes to school and bike safety*
  - *Yoga for kids programs available – this could be a resource for the wellness committee*

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