

Eden Prairie High School PTO Meeting Notes

May 11, 2020 — 1-2:30pm

Managed via Zoom Conference Call, due to for Covid-19 Pandemic

Call to Order: 1:02pm

PTO Board & Committee Members

- President - Esti Ollerman (outgoing)
- Treasurer - Crystal Kokal (outgoing)
- Secretary - Nicole Trebil
- Calendars - Brenda Wood (transitioning to Co-Treasurer with Lisa Tschetter)
- Communications - Laura Jester (transitioning to PTO President)
- Planners - Gaby Schwob (position eliminated, transitioning to Event Coordinator)
- Social Media - Andrea Miller
- Staff Appreciation - Christy Schively (outgoing)
- Student Directories - Jill Szczepaniak
- Website - Tracy Bredehoft (not on zoom call)

Old Business

- PTO Board & Committee Members
 - ACTION ITEM: Please respond with the following information if you have not yet done so:
 - If returning — your name, home address and cell phone
 - If not returning — the name(s), home address, email address and cell phone of new PTO member(s)
 - PTO Job Description Template — include any and all vendor details and any timelines you currently use to complete your role to help encompass what each of our roles entail
- South Entrance Planters
 - Decision to cancel this project as there aren't any students or staff entering the building. We can find better use for the funds in the future.
- "NOT ME!" Event on 3/16
 - Voted to cancel due to Covid
 - For planning purposes, it is usually planned in March prior to Spring Break
- Incoming 9th Grade Parent Meeting on 5/4 at 9:30am
 - Project has been turned over to Robb
 - Could involve a video presentation or incorporated into incoming 8th grader information
- EPHS PTO Calendar & Meeting Dates for 2020/21
 - Meeting dates below are for Mondays, 9-10:30am in EPHS Staff Lounge. Note that school begins on 8/31/20 and ends on 5/28/21 and the EPHS PTO meets only six (6) times in Sep/Oct/Nov/Feb/Mar/May
 - PTO Meetings September 14, 2020
 - October 12, 2020
 - November 16, 2020
 - February 1, 2021
 - March 8, 2021
 - May 4

- PTO Events
 - “A if for Activities” — Tuesday, September 8 or 15, 2020 (Staff Lounge)
 - “What I Wish I Knew About College Planning” — Thursday, October 6, 2020 (Auditorium)
 - PTO Staff Appreciation — *(THE ACTUAL DATES ARE DETERMINED BY CAMILLE AND ARE SCHEDULED ACCORDING TO CONFERENCE PERIODS)*
 - Fall Conference Cafe — 3-6pm
 - Winter Conference Cafe — 3-6pm
 - Spring Conference Cafe — 3-6pm
 - All Staff Appreciation — 11-1:30pm
- Dates voted on and approved by PTO

EPHS Updates - Robb Virgin, Principal

- He will include any EPHS PTO information we would like to relay to the parent group with the school’s back-to-school information to be sent out on 8/1/20. Laura should connect with him to coordinate this by early summer.
- Will have a call this week with him regarding status of graduation & senior party updates

Reports of Officers

- **President** - Esti Ollerman
 - Senior Party Update: The Senior Party is currently under the **Black Plan** (Prom on 7/25, Senior Celebration on 7/29, Graduation & Party on 7/31) as recently outlined by Robb Virgin’s 4/7/20 email.
 - Senior Yard Signs: 560 were ordered and all were delivered
 - Esti to communicate importance of June 5th recognition for graduating seniors
- **Secretary** - Nicole Trebil
 - Nothing to report
- **Treasurer** - Crystal Kokal
 - Treasurer’s Report for our review, will not yet reflect the payout of the \$1000 for the Senior Class of 2020 project
 - Cafe Zupas (\$119.82) and Freeziac (\$100) checks coming in for fundraisers
 - Plant funds will roll over to next year
 - Crystal will email preliminary budget to PTO board
 - Laura moves to appoint Brenda Wood and Lisa Tschetter as Treasurer for 2020-2021; Crystal seconds, all in favor, approved
 - Crystal will go to the bank to get new members approved for debit cards, checks, etc

Reports of Committees

- **Calendars** - Brenda Wood
 - Fun2Raise - interested in passing off to a new committee member as she will be transitioning into PTO Co-Treasurer role
 - Brenda to oversee calendar process until the company decides how to move forward
 - Current option is to go digital and Brenda to follow up on how that benefits us
 - If there is no calendar, then option to include a page of important dates in the directory would be beneficial
- **Communications** - Laura Jester

- Will create an end-of-the-year PTO email for parents (8/1/20) to include thank-you for parent donations to Staff Appreciation/attending our events “A if For Activities” and “What I Wish I Knew About College Planning” and coordinate content with Esti and Christy (in case we have some kind of spring/end of year Staff Appreciation event). Please respond with a blurb/information you would like included to highlight your area, if/where applicable
 - Laura is transitioning to EPHS PTO President and will continue facilitating communications.
 - Christy makes a motion to vote Laura Jester as President 2020-2021; Jill seconds, all in favor, approved.
- **PTO Event Coordinator** - Gaby Schwob
 - New position that replaces her Planner role, that was eliminated by Board vote in November 2019
 - New role and coordinate with Esti as to the planning of our four (4) PTO Events — “A is For Activities” (SEPT), “What I Wish I Knew About College Planning” (OCT), “NOT ME!” Assault Training & Self Defense (MARCH) and “Incoming Freshmen Parent Coffee” (MAY). May work with EPHS PTO Board to create, develop and plan new ideas.
 - Esti will send all information and steps to follow in scheduling these events to both Gaby and Laura
- **Senior Party** – Crystal Kokal, Treasurer
 - Many senior party registrations in the PTO/Senior Party Mailbox and will stay there until party is determined in order to avoid refund process.
- **Social Media** — Andrea Miller
 - Andrea will continue to work with Tracy to figure out the best way to get people engaged with the site and create more followers.
- **Staff Appreciation** - Christy Schively
 - Crystal Kokal has made a motion to authorize the spending of our Staff Appreciation budget surplus of \$2300 to purchase a gift card for each EPHS Staff Member, in the event the 5/7/20 event is canceled and cannot be rescheduled. Christy Schively seconded the motion and need all EPHS PTO Board & Committee members to vote yes or no.
 - There are actually about 287 staff members, so this number would need to go up to about \$2870
 - Jill motions to approve the gift cards; Gaby seconds the motion; all in favor; approved
 - A note will be attached to each gift card indicating that it is from the PTO
- **Student Directory** - Jill Szczepaniak
 - Esti will email order form to Jill and she will send it to Tracy to make it a live link
- **Website** - Tracy Bredehoft
 - Keeping website updated as directed

Announcements

Laura Jester will be the contact for any items of concern for the upcoming 2020/2021 school year and Esti will complete any action for items still pending in the current school year

Adjourned - Submitted by Nicole Trebil, EPHS PTO Secretary