



**Parent-Teacher Organization  
Meeting Notes**

October 11, 2021  
9:00 a.m. in Staff Lounge

**1. Welcome & Roll Call**

- a. President – Laura Jester
- b. Vice President – Heather Farley
- c. Treasurer – Brenda Wood
- d. Senior Party Treasurer – Stephanie Heiberg
- e. Secretary - Nicole Trebil
- f. Calendar - Brenda Wood
- g. Communications - OPEN
- h. Event Coordinator – Kelly Robert - absent
- i. Staff Appreciation – Sarah Fahning - absent
- j. Student Directory -Jill Szczepaniak
- k. Social Media - Andrea Miller
- l. Volunteer Coordinator – OPEN
- m. Website – Tracy Bredehoft - absent

**2. Approval of Minutes – ACTION ITEM**

- a. September 13, 2021 (attached)

MOTION to approve minutes from Sept 13, 2021 PTO meeting by Andrea Miller, second by Heather Farley. Motion passes unanimously.

**3. Review Financial Reports – ACTION ITEM - Brenda and Stephanie**

- a. October 2021 PTO Budget Report (attached)
  - i. Staff appreciation donations total over \$1,500 (However, plan on \$1,000 for staff appreciation income in the future because received a \$500 donation from a single party.)
- b. October Senior Party Budget Report (combined with PTO Budget Report)
- c. Fundraising Plans and Ideas – Dining for Dollars, etc.
  - i. Andrea to make note to remind people about Kowalski’s fundraiser in future social media posts
  - ii. Heather has set up 6 Dining for Dollars events and will send times and percentage of sales to Andrea to post
  - iii. Tracy will be asked to post Dining for Dollars events online

MOTION to approve financial reports by Heather Farley, second by Andrea Miller. Motion passes unanimously.

**4. Mini Grant Program – ACTION ITEM - Brenda/Heather**

- a. Brenda reviewed the applications which totaled just over \$6,000 (of \$7,500 budget). She recommended approval of all requests
- b. Brenda noted that Robb Virgin thought all applications were appropriate
- c. ELL is requesting board games. Can we advertise for donations?
- d. Brenda to find out what the preference is for each grant recipient to receive funds and will get receipts and photos.

MOTION to approve grant requests totaling \$6,019.81 by Andrea Miller, seconded by Jill Szczepaniak. Motion passes unanimously.

**5. Directory – Jill**

- a. Jill is working to connect with District staff to get data
- b. 170 printed last year, 165 ordered
- c. Still waiting for quote on printing
- d. Over 200 ordered so far this year
- e. Jill is documenting all the steps of creating, printing, distributing directory for new volunteer next year

**6. Staff Appreciation – Sarah**

- a. All Staff Appreciation Event with free chair massages on October 6<sup>th</sup>, 11<sup>th</sup>, and 20<sup>th</sup>. Muffins, apples, and coffee being served today!
- b. Next staff appreciation dates and ideas?
  - i. Thanksgiving cookies and teacher gift cards

**7. “A” is for Activities Event – Kelly/Laura/Brenda**

- a. At least 50 people came through the room; held in conjunction with “Meet the Teachers” night 9/20 as an open house format; Russ Reetz talked with many parents and some students - good format!
- b. Move PTO table down to presentation room next time

**8. What I Wish I Knew About College Planning Event – Kelly**

- a. October Tuesday Oct 12<sup>th</sup> @7:00 p.m.
- b. Virtual event – will be recorded and posted online
- c. Andrea helping to host on Zoom, Kelly moderating, Lizzie McNamara speaking along with a few parents

**9. Additional PTO Member Needs - Laura**

- a. No response to my introductory email. Need Directory shadow, Volunteer coordinator, Communications (to be combined with social media and website in future)
- b. Andrea to post on Facebook for volunteer coordinator, directory, and communications
- c. Possible current CMS communications person can move to EPHS PTO next year
- d. PTO members should ask friends and others about being on PTO (especially for next year!)

**10. Resource Centers and Volunteers - Laura**

- a. Working to schedule volunteers for Business and English Resource Centers
- b. No Math Resource Center this semester
- c. Haven’t heard from Social Studies
- d. Can testing center be added to the list for volunteers as well

- e. Have 44 potential volunteers on a list; hearing from individuals a few times a week anxious to volunteer
- f. Will set up SUG for each Resource Center and hope to find lead volunteer coordinator in each

**11. Principal's Update – Robb**

- a. First EP Connects report
  - i. Send ideas for subject matter to Laura
  - ii. Eagle Voice will start right after MEA and EP Connects will be live simulation of those ideas and votes
- b. Other items/issues
  - i. Great feedback on open house. Families like the flexibility. Will do another one in third semester.
- c. Homecoming week success
  - i. 1,500 at the dance
  - ii. 2,000 at the football game

**12. Communication – Laura and Andrea**

- a. Weekly Newsletter
  - i. Content ideas to Laura
- b. Social Media
- c. Brenda to set up a Facebook for Parents of EPHS 2022

**13. Website – Tracy**

- a. Send Tracy any updates that are needed
- b. All volunteer (chairs) slots filled for Senior Party
  - i. Email to go out for fundraising and online auction first week of Dec

**14. Other Business**

- a. President's Council – Laura/Brenda/Heather
  - i. Set up additional transportation event \$200 from each school
  - ii. Brenda to pull from District PTO account and will make a new category for next year
  - iii. Site visits for each school. Anyone can sign up and join from PTO.
- b. Planters – Sarah
- c. PTO link on school website removed - Can we bring it back?
- d. PTO Meeting schedule – April meeting added
  - September 13, 2021
  - October 11, 2021
  - November 15, 2021
  - January 10, 2022
  - February 7, 2022
  - March 7, 2022
  - April 4, 2022
  - May 9, 2022

**15. Adjourn 10:10am**

**Submitted By Nicole Trebil, Eden Prairie High School PTO Secretary**