



## Parent-Teacher Organization Meeting Minutes

September 16, 2024

### 1. Welcome & Roll Call

- a. President – Heather Farley / OPEN for 24/25 - Present
- b. Vice President – OPEN for 24/25
- c. Treasurer – Brenda Wood / Gretchen Meek – both Present
- d. Senior Party Treasurer – OPEN for 24/25
- e. Secretary – Jennifer Bharucha - Present
- f. Communications – Heather Farley - Present
- g. Event Coordinator – OPEN for 24/25
- h. Staff Appreciation – Tes Davies - Present
- i. Website / Social Media– Julie Peyer / OPEN for 24/25
- j. Fundraising – Heather Farley – Present
- k. Others in Attendance: Smriti Srivastava, Liz Woodworth, Angela Watkins, Sash Nadkarni, Renae Conlee, Casse Langford, Amy Dennison, Erica Bukovich, Quresha Hassan, Gopa Guru, Rajalakshmi Suresh, Sambasiva, Jeny Baroda, Smitha Kodichexla, Shakira, Amanda Ropchak

### 2. Approval of New Treasurer, Minutes & Agenda

- a. Heather made a motion to approve Gretchen Meek as the new Treasurer. Brenda 2<sup>nd</sup> the motion, all were in favor, motion passes.
- b. May, 2024 (attached)
  - i. Motion to approve the minutes from May 2024 by Heather, 2<sup>nd</sup> by Gretchen, motion passes.
- c. September 2024 Agenda (attached)

### 3. Review Financial Reports – ACTION ITEM - Brenda and Gretchen

- a. September Budget Review
  - i. 2023-24 Budget Review
    1. We received \$8585.48 in donations for Staff Appreciation. The Booster club donated \$2500 of this, the rest were donations from parents. There is a new Booster club board this year so we are not sure if we will receive donations from them this year.
    2. General Expenses were higher than normal because we purchased a new tablecloth and flag to use at PTO events.
    3. Staff Appreciation expenses were higher than in the past due to increasing food costs and because we now include all staff in the luncheons, not just the teachers. We also added in a 4<sup>th</sup> luncheon.
  - ii. 2024-25 Proposed Budget
    1. We have \$9000 in the bank to the start the year plus the money made from the fall fundraiser (over \$1000).
    2. We still receive 2 checks per year from Kowalski's. Our last check was \$800.
    3. We will do the winter Gerten's fundraiser again and also the Chick-fil-A cookie fundraiser in the Spring.

4. Brenda recommends getting rid of the mini grants and focusing on the 4 luncheons this year. Principal Dr. Jayson Anderson was in agreement with this.
  5. The District PTO-Acct Fees/Insurance will be changed to \$200.
  6. Budgeted \$500 for Parent Community Events.
- iii. Motion to Approve the 2024-25 Budget by Brenda, 2<sup>nd</sup> by Heather, motion passes.

#### **4. Staff Appreciation – Tes Davies**

- a. Conferences – October 7 & 14
  - i. October 7<sup>th</sup> will be in person so will plan luncheon on this day
  - ii. Planning for Von Hanson's like last year
    1. They brought someone to help manage the food
    2. Heather will get the final staff number from Lila to Tes
    3. Heather will create and send out a sign up genius for desserts, grab and go snacks and drinks.
    4. Tes will check on chair massages to see if someone can be here for a 2-3 day period.
    5. Tes will also request help with set up, clean up and help during the luncheon.

#### **5. Events**

- a. Nothing at this time
- b. Shakira will take on this position.

#### **6. Principal's Update – Dr. Jaysen Anderson**

- a. **Welcome Dr. Jaysen Anderson!**
- b. Which conference day is in person? October 7th
- c. Do we have a Graduation Date Yet? Not yet, probably by the next meeting. A survey will be sent out soon to get community input. Looking at a few different places. Maybe targeting for Thursday or Friday before end of school since school ends late on a Tuesday this year?
- d. General updates:
  - i. Putting in strong systems for hallway control
    1. Need parent's support
    2. Been very peaceful and teachers are appreciative
  - ii. Only one entrance is open during the school day so has been an issue during the lunch and open hours for those that park in the B and C lot. It's a 2 minute extra walk from the north entrance to lot B which has been a problem for offsite lunches. They are looking at ideas of maybe discounting other parking lots.
  - iii. Students are asked to sit in the PAC during their open hours.
  - iv. Discussed having a donation push during conference times to have parents bring in some of the bigger items teachers may need for classrooms.
  - v. Construction may be done mid-October.
  - vi. Discussed past weekly Principal newsletters. Heather will talk with Lila to see what weekly communications should be going out to the parents based on what was sent in the past.

#### **7. Senior Party – Cassie Langford**

- a. Senior Shirts – second order placed
  - i. First order 164, second order 116

- ii. Next year order forms should go out 4 ½ weeks prior to first Ramp Up Day, and should be communicated via email from the school.
- b. Casse shared with everyone on what the Senior Party is. Over 400 students attended the Sr. party last year.
  - i. A Sr. Party Treasurer is still needed. At the end of the meeting, Renae Conlee decided to take on this position. Thank you!
  - ii. A kick-off info meeting will be held in the fall once the graduation date has been set. Then, there will be monthly planning meetings starting in January. Many volunteers will be needed to take over for the chairs from last year.

#### **8. Website – Julie**

- a. Smriti and Sash will work with Julie to take over this position.

#### **9. Fundraisers**

- a. Gertens generated just over \$1,000
- b. Will have winter sale September 23 – October 21. Delivery November 18, parent pick up November 19. Times TBD
- c. Amanda will work with Heather to take over the Fundraising position.

#### **10. These were the Open positions for this year. Thank you to everyone who signed up to take on a position for the 2024-25 school year!**

- a. President – Casse Langford
- b. Vice President – Smriti Srivastava
- c. Senior Party Treasurer – Renae Conlee
- d. Event Coordinator - Shakira
- e. Fundraising – Amanda
- f. Website & Social Media - Smriti Srivastava and Sash Nadkarni

#### **11. 2024-2025 Meeting Schedule (moved October and November back 1 week)**

- a. September 16, 2024
- b. October 14, 2024
- c. November 18, 2024
- d. January 13, 2025
- e. February 10, 2025
- f. March 10, 2025
- g. April 14, 2025
- h. May 12, 2025

#### **12. Other Business**

- a. Planters – Casse and Gretchen will take over the planters. Thank you!
- b. Heather will start a WhatsApp group. If you did not provide your phone number, please send you phone number to Heather.

#### **13. Adjourn – Heather made a motion to adjourn, Tes 2<sup>nd</sup>, motion passed.**

**14. After the meeting we had volunteers come forward for President, Senior Party Treasurer, Vice President, and Fundraising Chair. Heather held an email vote. (email below) 20 people responded with Yes Votes., zero with No Votes. All mentioned volunteers have been elected to their rolls.**

EPHS PTO - RESPONSE REQUESTED 



Heather F <hifarley77@gmail.com>

Sun, Sep 22, 4:55 PM (3 days ago) ☆ ☺ ↶ ⋮

to Brenda, Gretchen, Jennifer, Teslime, Julie, smritis2001, liz.woodworth@gmail.com, Watkins.AK@gmail.com, Sash, Renae, Casse, amy, embukovich@gmail.com, lgsalma05, gurugopa26@gmail.com, LRajaLakshmiSuresh@gmail.com, sambasiva577@gmail.com

Hello all,

Thank you all for joining the PTO meeting last week. It was great to see you all!

Attached are the minutes from our first meeting. A few things developed after most people left the room, including volunteers for President and Senior Party Treasurer. For banking purposes, we will need to have this vote done prior to our next meeting. **PLEASE REPLY TO THIS EMAIL BY END OF DAY SEPTEMBER 25th with your vote on the following:**

- Vote Casse Langford as President of the EPHS PTO
- Vote Smriti Srivastava as Vice President of the EPHS PTO
- Vote Renae Conlee as Senior Party Treasurer

I've also attached the Roster for this school year. Please review and let me know if there are any errors/changes. Additionally, if your name is on the roster, please forward your address to CASSE. Addresses are required to be listed for tax and Bylaw purposes.

The next meeting will be October 14th at 9am. Further communication regarding this meeting will come a few days prior.

Lastly, I'm no good at reading others' handwriting. If you see any mistakes, or anyone I've missed, and you know their email address, please forward to them, and copy Casse.

Thank you again to everyone who attended, those who volunteered for new roles, and those of you who continue to be involved. You are ALL Appreciated!

Heather