



## Parent-Teacher Organization

### Meeting Minutes

October 14, 2024

#### 1. Welcome & Roll Call

- a. President – Casse Langford - Present
- b. Vice President – Smriti Srivastava - Present
- c. Treasurer – Gretchen Meek - Present
- d. Senior Party Treasurer – Renae Conlee - Present
- e. Secretary – Jennifer Bharucha – Present
- f. Event Coordinator – Shikera Kennedy – Not Present
- g. Staff Appreciation – Tes Davies - Present
- h. Website / Social Media – Julie Peyer - Present & Sash Nadkarni – Not Present
- i. Fundraising – Amanda Ropchak – Present
- j. Others in Attendance: Mehri McLaughlin, Liz Woodworth, Brenda Wood

#### 2. Approval of Minutes & Agenda - ACTION ITEM

- a. September, 2024 (attached)
  - i. Motion to approve the September minutes by Gretchen, 2<sup>nd</sup> by Renae, motion passes.
- b. October, 2024 (attached)
  - i. Motion to approve the October Agenda by Casse, 2<sup>nd</sup> by Renae, motion passes.

#### 3. Review Financial Reports – ACTION ITEM – Gretchen Meek

- a. September / October Budget Review
  - i. 2 factor authorization for Bremer bank and Paypal needs to be updated. Brenda and Gretchen will work on this and Gretchen will present at the next meeting.
  - ii. Discussed tipping for Von Hansens. Decided \$200-\$250 would be a good tip since the total was \$2500.

#### 4. Staff Appreciation – Tes Davies

- a. Conference Meal Debrief
  - i. Everything went well. We had enough food, desserts and drinks. We served ~175 staff but ordered for 275 people. We would probably need more food if everyone attended. We had extra pork but just enough chicken.
  - ii. Tes will update the Sign up Genius next time to be more specific for quantity and types of drinks and desserts needed.
  - iii. Sash took pictures of the event. Julie will work with her to get these put on social media.
- b. Chair Massage Plan
  - i. There will be chair massages for teachers from 12-2, the next 3 Tuesdays (Oct. 15, 22, and 29). Only 5-6 teachers signed up so far so there are spots open. Tes will work with Lila and Jayson to encourage more teachers to sign up.
- c. December Staff Appreciation
  - i. Should we plan for December 16<sup>th</sup>? – Casse will ask Jayson when she meets with him.
  - ii. Planning for Buca again this year. Discussed the possibility of discounted gift cards for Buca at Costco. Discovered after the meeting that these no longer exist.

- iii. We will need extra help for the December meal for set up, serving and clean up. Gretchen and/or Renae can help pick up the food and pay for the food with the credit card.

## 5. Events

- a. Proposed Event by EPHS grad mom, Vicky DiGiovanni. Geared towards moms navigating: Empty Nest, Child off to College or soon to be, Child leaving the home. She is a professional “coach and trainer.” **FLYER ATTACHED TO EMAIL**
- b. Brenda also proposed a free event through NAMI on “Your Kid is 18, what does that mean?”
- c. Casse will assign this to Shikera so she can research and decide which event to plan.
- d. Decided that end of February would be the best time for this parent event.
- e. Gretchen suggested that we include a fundraising component into this event, suggested small donation to the PTO.
- f. Brenda spent a lot of time last year looking into these events and has offered to work with Shikera on planning this parent event.

## 6. Principal’s Update – Dr. Jaysen Anderson

- a. Dr. Jaysen Anderson was unable to attend.
- b. Casse will be meeting with him in a few weeks and has a list of items from this meeting to discuss with him including: graduation date, December conference date, communications to parents, \$ from PTO and February Parent event.

## 7. Senior Party – Casse Langford

- a. Waiting on graduation date
- b. Will have 1<sup>st</sup> info session after MEA break to start planning
- c. Will need to clean out the Sr. Party closet in a few weeks.
- d. Casse will meet with Jayon in a few weeks. Julie will join this meeting.

## 8. Website & Comms

- a. Julie will work with Sash this year so Sash can take over on her own next year.
- b. Pick tools for internal file sharing (dropbox or drive?) and chat (text, whatsapp, etc)
  - i. Will go with google drive and start fresh this year. Julie will set this up.
  - ii. We will use groupme. We sent a list around during the meeting to get everyone’s phone number.

## 9. Fundraisers

- a. Heather has Gerten’s check from Fall Fundraiser.
- b. Winter fundraiser is going until Oct. 21.
  - i. Delivery November 18
  - ii. Casse will send email to Lila and Jayson to say there is one week left of the fundraiser and ask them to send something out.
  - iii. Julie will add a reminder on Facebook and post in all the Class of \_\_\_ groups.
  - iv. Amanda will connect with Heather on fundraising.

## 10. 2024-2025 Meeting Schedule – Set November – May Dates

- a. **Casse will send out a survey to see what days/times are best to meet.**
- b. November
- c. January

- d. February
- e. March
- f. April
- g. May

**11.** Gretchen brought up that every active member of the PTO will need to sign a Conflict of Interest form in the near future.

**12.** Planters – Gretchen and Smriti will work on these together.

**13.** Mehri volunteered to be our new volunteer coordinator and help put the list of volunteers together in one file.

**14. Adjourn**

- a. Motion to adjourn by Casse, 2<sup>nd</sup> by Jennifer, motion passes.