



Parent-Teacher Organization Meeting Minutes

May 12, 2025

1. Welcome & Roll Call

- a. President – Casse Langford - Present
- b. Vice President – Smriti Srivastava
- c. Treasurer – Gretchen Meek - Present
- d. Senior Party Treasurer – Renae Conlee - Present
- e. Secretary – Jennifer Bharucha - Present
- f. Event Coordinator – Shikera Kennedy
- g. Volunteer Coordinator - Mehri McLaughlin - Present
- h. Staff Appreciation – Tes Davies - Present
- i. Website / Social Media – Julie Peyer – Present & Sash Nadkarni
- j. Fundraising – Amanda Ropchak – Present
- k. Others in attendance: Brenda Wood

2. Approval of Minutes & Agenda

- a. April 2025 Minutes
 - i. Renae motioned to approve the April 2025 Minutes, Gretchen seconded the motion -Approved
- b. May 2025 Agenda
 - i. Julie motioned to approve the May 2025 Agenda, Brenda seconded the motion -Approved

3. Review Financial Reports – Gretchen

- a. May Budget Review
 - i. We are in good shape for the end of the year. Haven't received checks from Chick-Fil-A (Gretchen will pick up the check tomorrow) or Hackamore brewery yet. Gretchen and Amanda will let the board know how much was received from both fundraisers.
 - ii. We have over \$3000 for the end of the year food truck. Quoted \$12.99/person, was \$11.99/person last year. Tes will see if Matt will give us a deal this year. Otherwise, the food truck will cost ~\$3600.
 - iii. We will need to be conservative with the budget next year so will cut \$2000 from staff appreciation. We will plan to have grab and go at the 1st conferences rather than a meal.
 - iv. Gretchen will add back in \$250 for Parent/Community events.
 - v. Tes made a motion to approve the proposed budget for next year, Casse 2nd, budget approved.
- b. President's Council follow-ups
 - i. Looking at doing all PTO fundraising, maybe having a yearly donation that is requested at the beginning of the school year. Could do district wide dine out events and split among PTOs.

4. Vote for Next Year's Board

- President – Casse Langford
- Vice President – OPEN
- Treasurer – Gretchen Meek
- Senior Party Treasurer – Renae Conlee
- Secretary – Jennifer Bharucha

Julie made a motion to approve the board members as listed above, Amanda 2nd, Board approved. We can vote during the summer or at the 1st PTO meeting next year on the Vice President position.

- Event Coordinator – Shikera Kennedy
- Volunteer Coordinator - Mehri McLaughlin
- Staff Appreciation – Tes Davies
- Website & Social Media/Communications – OPEN (Could be 2 people)
- Fundraising – Amanda Ropchak

We need someone to take over the website now. If anyone on the PTO can do this or knows of someone willing to do this, please let Casse know. We also need someone to do the social media posts and communications from the PTO. Amanda needs someone to shadow the fundraising role next year since that will be her last year. It would also be nice to have more help with fundraising as we need more funds to keep doing our teacher appreciation events.

We can recruit volunteers for the PTO at the Ramp up Day on Wednesday August 20 (10am to 7pm).

5. Staff Appreciation (Tes)

- a. Teacher Appreciation week/ ice cream recap
 - i. It went well, spent ~\$325. May want to do something else next year if we can't get a classroom as it was awkward handing out ice cream in front of the students. We also had ~half of the ice cream left so may not be something most of the staff likes. Tes may look into chair massages for this week instead.
- b. End of year Food Truck
 - i. Will cost ~\$3600. Need a sign up genius for drink donations. Will need a few volunteers to help with this. Please let Tes know if you can help on the last day of school.

6. Events (Brenda + Shikera)

- a. May Social Event @ Hackamore recap
 - i. The Social event at Hackamore was a successful event and we had a good turnout. We could partner with CMS and do the event again next year, split the funds, and add more gift cards to auction off. We could bring in Nautical bowls or another food option that we would get a percentage of the food also.
 - ii. Thank you Mehri, Shikera, Julie and Brenda for helping with the event!

7. Principal's Update – Dr. Jaysen Anderson

- a. Prom – Security review was completed today. There will be security in the skyway and parking ramp. There is 1 full bus load going to Prom. Requesting students to park in designated parking ramp (\$20) to have access to security officers.
- b. Graduation is 17 days away
 - i. Requests for extra tickets of 10 or less were all granted.
 - ii. Able to seat 9000 guests at the US Bank Stadium.
- c. Teacher Evaluations are in process.
- d. Working on building schedules for next year. Budget and staffing looks healthy.
- e. Will meet with Casse in 2 weeks to go over Sr. Party details. Still planning to set up Tuesday afternoon at the East doors.
- f. Hoping to plan for graduation on Saturday June 6th next year in the afternoon but won't know until January when the US Bank sets their schedule.
- g. Will add a PTO table at the 8th grade event at the high school next year to recruit parents.
- h. There will not be a 9th grade parents meeting in the evening of the 1st day of school. Jaysen will instead have a few talks during the day.

8. Website & Comms (Julie)

- a. Mehri will send out an email to the PTO asking if anyone can take over the PTO website.

9. Fundraisers (Amanda)

- a. Dine out events seemed over saturated in the past but could look at doing these again and partnering with other PTOs to split the funds
- b. Need a central calendar to know when and where events are. Could use the online EP local news and EP Lifestyle magazine to post events.
- c. We should look at having EPLN do a story on the Senior Party. Could request volunteers and donations in the write up.
- d. Look into a Winter market of homemade items – Casse
- e. Discussed having the Evereve event twice a year.

10. Senior Party (Casse)

- a. Meeting on Tuesday. Need more volunteers, especially underclassman parents. Need to share in the Class of ____ facebook pages. Also share to all the other PTOs.

11. Handover / Next Year Items not recorded above

- a. Things to focus on during the summer: recap of senior party, plan calendar for next year (PTO and Sr. Party), Ramp up day and Senior shirts
- b. Senior shirts (fundraiser for Sr. Party), made \$3000 this year, printed only on front of shirt, need to send email to all senior families. Interns design shirts and sell through July. Can use GoFan to sell shirts.
- c. Interns – need someone to take over the intern coordinator role
- d. Ramp up day (Wednesday, August 20, 10am-7pm) – recruit volunteers for PTO, hand out flyers for Gerten's fundraiser, Sr. shirt distribution and have a QR code to accept donations for PTO

12. Adjourn @ 10:36am

- a. Motion to adjourn by Brenda, 2nd by Julie, approved. Have a great rest of the school year!