



Parent-Teacher Organization Meeting Minutes

October 20, 2025

1. Welcome & Roll Call (Casse)

- a. President – Casse Langford - Present
- b. Treasurer – Gretchen Meek
- c. Senior Party Treasurer – Renae Conlee - Present
- d. Secretary – Jennifer Bharucha - Present
- e. Event Coordinator – Shikera Kennedy
- f. Volunteer Coordinator - Mehri McLaughlin - Present
- g. Staff Appreciation – Tes Davies - Present
- h. Fundraising – Amanda Ropchak (until backfilled) - Present
- i. **OPEN ROLES: Vice President, Fundraising, Comms**

2. Approval of Agenda (Casse)

3. PTO Overview for Newcomers (Casse) - will keep on agenda for next meeting

- a. Discussed possibility of having an evening 30 minutes session for newcomers to learn about the PTO.
- b. Also discussed having short committee meetings as needed to pull in the many new volunteers we have for each committee.

4. Financial Reports (Gretchen)

- a. Finances look good, not a lot of donations yet (\$350)
- b. Waiting for check from Gerten's fall fundraiser

5. Staff Appreciation (Tes)

- a. Grab and go went well for conferences. Snacks and drinks were set up in the conference room by the south entrance. We didn't get many donations from parents. Tes spent ~\$300 on snacks and drinks.
 - i. Casse will send out a general Thank you message to thank those that donated food and money. This will also be posted on facebook.
- b. We will provide a meal for the teachers during lunch on December 16th.
 - i. Medbox grill will cater. We spent \$2500 last year but will plan for ~\$3000 with drinks. Will cut down drinks from what we have bought in the past.
 - ii. Renae will set up another GoFan event to collect donations for term 2.

6. Events

- a. Meet the Teacher night went well. We had some interest in the PTO and the Senior Party. We should continue to have a table at this event.
- b. Next event opportunities
 - i. The High school preview night for the 8th graders is Dec. 1st (6-8:30pm). We should have a table at this event and have someone talk about the PTO during one of the sessions.
 - ii. The high school course selection open house is on Feb. 2 (6-8pm). We didn't have a table at this event last year but it could be an opportunity to talk with 8th grade parents.

7. Fundraisers (Amanda)

- a. Amanda will send an email to everyone on the fundraising committee to give an update on upcoming fundraisers and ask for help.
- b. Fall update
 - i. Gerten's Holiday fundraiser - orders can be placed until Oct. 27th. Pick up will be on Nov. 19th from 5:30-7:30pm at the South entrance.
 1. Amanda needs someone to take over this fundraiser and also needs volunteers to help distribute items on Nov. 19th.
 2. We will add the teachers and staff to the notifications on the Gerten's fundraisers going forward.

3. This will be promoted in the next newsletter.
- ii. Evereve Fundraiser
 1. Planning for Tuesday, Nov. 11 from 5-7pm. Amanda will check with Evereve to make sure this date still works and update the group.
 2. Evereve will provide light snacks. We can bring a cheese plate and white wine.
 3. We need a few people to host the events. Tes and Jennifer can help.
- c. Winter update
 - i. Will plan an event for the Spring but need to pick a date soon.
 1. Maybe at Fat Pants or the Legion? Could add in Trivia or other activities.
 - ii. Chick-fil-a mobile order fundraiser will be in the Spring again.
 - iii. District PTO dine outs - 1st one at Qdoba wasn't well planned as wait times were very long.
 1. When is the next one? We can help promote it.
 - iv. The Nest (EPHS Boosters) - We can volunteer at the Nest and receive \$ for hours worked going forward. The boosters give checks twice a year to the organizations.
 1. Here is the link to sign up for shifts at the Nest:
[https://www.signupgenius.com/go/5080F49A8AF23A0F49-57179380-epnest#/](https://www.signupgenius.com/go/5080F49A8AF23A0F49-57179380-epnest/)
 2. Add EPHS PTO to your sign up and a note that you need training if it's your 1st time volunteering.

8. Website & Comms (Casse)

- a. Rachel Seppman will be in charge of social media.
 - i. Casse will send info with pictures (staff appreciation and 1st day of school) to Rachel to post on our facebook page.
 - ii. Discussed the possibility of paying to boost a facebook post if we have \$ for this.
 - iii. Do we want an Instagram page too?
- b. Prayati Ockenga can help with communications and possibly the website.
 - i. We need to update the website and add a calendar with pertinent PTO dates and high school activities.

9. Volunteer needs - (Mehri / Casse)

- a. Mehri has put together a spreadsheet of all of the volunteers and committees they are interested in helping with.
- b. Casse will send this list of volunteer needs to the PTO general list and also include it in the school newsletter.
 - i. Vice President
 - ii. Fundraising Chair
 - iii. Lead Gerten's Holiday fundraiser
 - iv. Lead Evereve Fundraiser.
 - v. Volunteers to help distribute items from the Gerten's fundraiser on November 19th.
 - vi. Host the Evereve event. Tes and Jennifer can help with this.
 - vii. Cash Donations for Staff Appreciation events

10. Senior Party - first meeting Thu, Oct 30 - invite separate

- a. Senior Interns - spend time now getting people excited for the Sr. Party and promoting on social media.
- b. Renae has information on Senior Stand-outs that we could do as a fundraiser but would be more expensive than the ones through Oriental Trading company.

11. Confirm 2025-26 Meeting Schedule (Casse)

- a. Will continue to have the meetings on the 2nd Monday of the month at 9am. Casse will talk to Lila to schedule rooms for these meetings.
- b. The next meeting will be November 10th. We will not be meeting in December.

12. Adjourn @ 2:30pm