



Parent-Teacher Organization Meeting Minutes

November 10, 2025

1. Welcome & Roll Call (Casse)

- a. President – Casse Langford- Present
- b. Vice President - **OPEN**
- c. Treasurer – **OPEN**
- d. Senior Party Treasurer – Renae Conlee -Present
- e. Communications - Prayati Ockenga - Present
- f. Secretary – Jennifer Bharucha - Present
- g. Event Coordinator – Shikera Kennedy - Present
- h. Volunteer Coordinator - Mehri McLaughlin - Present
- i. Staff Appreciation – Tes Davies - Present
- j. Fundraising – Amanda Ropchak (**until backfilled**) – Present
- k. Social Media – Rachel Seppman - Present
- l. Others in Attendance – Amanda Norman, Jean Sanchez

2. Approval of Agenda and October Meeting Minutes - (Casse)

- a. Move to approve agenda - 1st by Renae, 2nd by Mehri
- b. Move to approve last month's meeting minutes - 1st by Amanda, 2nd by Renae

3. PTO Overview for Newcomers (Casse)

- a. Casse welcomed those filling open positions: Communication (Prayati O.) and Social Media (Rachel S.)
- b. Casse gave an overview of the PTO:
 - i. The EPHS PTO is independent of the school
 - ii. It is run by volunteers who give their time and kindness
 - iii. The organization thrives on financial donations, too.
 - iv. The goals of the EPHS PTO include:
 1. Developing the parent-staff community
 2. Fundraisers - so we can support staff, as well as these events:
 3. Staff Appreciation
 4. Senior Party
- c. Everyone should help recruit volunteers for the open positions on the PTO and Senior Party Committee
 - i. VP needed on the PTO and need someone to shadow Casse as Chair of the senior party.
 - ii. Help is always needed with staff appreciation events.

4. Financial Reports (Renae)

- a. Gretchen will not be continuing as Treasurer.
- b. Renae will take over as Treasurer for the short term in addition to being the Senior Party Treasurer. She has a senior, so someone needs to take over these roles.
- c. Senior Party and Finance roles are independent and should not be done by one person. They are separate roles.
- d. For the Treasurer role, we need someone who can bookkeep and has a child enrolled at EPHS.
- e. Additionally, the bank used by EPHS PTO has switched over from Braemer to a new bank and Renae does not have online access to the account(s?) until she meets with Gretchen.
- f. This is not a business account; Gretchen and Renae's SSN's are on the account and two people need to be on the account to ensure conduct.
- g. The EPHS PTO budget will be discussed at the next meeting.
- h. Question asked by Amanda if the Gerten's fundraiser check has come in, yet. Renae doesn't know, yet, until she can access the account.
- i. GoFan fundraiser was created by Renae for the 2nd term.
 - i. It takes over \$3K to feed the entire staff for each staff appreciation meal.
 - ii. We need to get the message out to parents that donations are down.

- iii. If we received from parents, on average \$10/student, rather than \$2/student (as in the past), we would be able to have enough funding for staff appreciation events as well as for mini-grants for teachers.

5. Staff Appreciation (Tes)

- a. Next Staff Appreciation lunch will be on Dec. 16. Medbox Grill will be catering.
 - i. Volunteers will be needed to help serve during lunch.
 - ii. We need more monetary donations and donations of drinks and desserts. Tes will create a Sign Up Genius for donations and send to Rachel to post on social media and to Prayati to add to communications emails.
 - iii. Renae will send the GoFan fundraising link to Rachel.

6. Principal's Update – Dr. Jaysen Anderson

- a. Term 2 starts today
- b. Enrollment is up at the high school and district-wide
- c. In party planning mode
 - i. 8th Grade Preview night on Dec. 1st
 - ii. Course Registration Night on Feb. 2nd
 - iii. Graduation date will be announced next Tuesday
- d. Can focus on classrooms this year since building projects are done.
- e. Teachers are able to request items they need from the school.
- f. The office will always take donations of tissues, wipes and hand sanitizer.
- g. Olivia Murphy coordinates the Eagle Station Donation drives.
- h. The student council is evaluating the Homecoming dance and other events. There will be no Selgae Dance this year.

7. Events (Shikera)

- a. Will plan an event for the Spring. Maybe speaker from Washburn again or a social event. We will have 2 parking passes to auction off.
- b. Should have a table at the 8th Grade Preview Night on December 1st (6-8 pm)

8. Fundraisers (Amanda)

- a. Evereve Fundraiser is tonight (11/10) from 5-7 pm.
 - i. Amanda will bring some snacks and wine. Volunteers are needed to greet attendees.
- b. Gerten's pick up is Nov. 19th in the Sandbox room. Amanda has volunteers to help distribute items.
- c. We will plan to do the Chick-fil-a fundraiser in the Spring. Amanda will call to get a date set.

9. Website & Comms (Casse)

- a. Rachel will set up an Instagram account. Everyone should send pictures and info for reels to Rachel.
- b. Prayati will be taking over the weekly school newsletters.
- c. We may have someone to take over the website updates.
 - i. Discussed having a general calendar on our website listing the PTO events along with larger school events.
 - ii. Website renewal fees are due in August. Discussed moving the website to a different platform such as Google business or Square since Wordpress isn't very user friendly.
- d. Casse will meet with Rachel and Prayati to discuss communications and social media.

10. Volunteer needs - what to ask from listserv this month (Mehri / Casse)

- a. Treasurer
- b. Sr. Party Treasurer to shadow Renae this year and take over next year.
- c. Fundraising Chair to shadow Amanda this year and take over next year.
- d. VP
- e. Volunteers for Staff appreciation lunch on Dec. 16th.
- f. Donations of drinks and desserts for the staff appreciation event.

11. Senior Party - new year schedule to be released later this month

- a. Critical needs: Shadows for Party Chair, Treasurer

12. Upcoming meetings - note there are **no meetings in December or June**

- a. January 12, 2026 @ 9a

- b. February 9, 2026 @ 9a
- c. March 9, 2026 @ 9a
- d. April 13, 2026 @ 9a
- e. May 18, 2026 @ 9a
- f. Discussed possibility of having the January meeting in the evening. Would need to promote early
- g. Casse has offered to have a short zoom meeting in the evening to go over PTO needs and updates.
- h. We need someone to attend the President's Council meeting every month.
 - i. Casse will send the link to Mehri, Prayati and Amanda for the November meeting.

13. Adjourn @ 10:30 am