



Parent-Teacher Organization Meeting Minutes

Mar 09, 2026

1. Welcome & Roll Call (Casse)

- a. President – Casse Langford – Present online
- b. Vice President - **OPEN**
- c. Treasurer – Gretchen Meek
- d. Communications - Prayati Ockenga - Present, Rachel Seppman – Present online, Carolina Hurtado
- e. Senior Party Treasurer – Renae Conlee - Present
- f. Secretary – Jennifer Bharucha - Present
- g. Event Coordinator – Shikera Kennedy
- h. Volunteer Coordinator - Mehri McLaughlin
- i. Staff Appreciation – Tes Davies - Present
- j. Fundraising – Amanda Ropchak
- k. Others in attendance online: Jean Hafdel

2. Approval of Agenda - ACTION ITEM (Casse)

3. PTO Overview for Newcomers (Casse)

- a. Went over PTO basics to get Jean up to speed.

4. Financial Reports (Renae)

- a. Gretchen is able to take over as treasurer again but won't be able to attend the meetings.
- b. General PTO balance is ~\$11,000. Senior Party PTO balance is ~\$21,000.
- c. Thanks to Tes's great work on the last teacher appreciation luncheon, we spent \$2000 less than in previous quarters.
- d. Budget looks good so we are on track to plan the Q4 end of the year food truck for the teachers.
- e. Cash donations have been good. Everyone likes the progress bars that were added to Gofan so we should continue updating these going forward.
- f. Next year, we should have an all year fundraiser in Gofan for the PTO rather than fundraisers by term.
- g. Website fees ~\$600 will be due in September. Casse will look at transferring the website over to another platform this summer.

5. Staff Appreciation (Tes)

- a. The Q3 staff appreciation lunch went great. The teachers were happy with the pizza and we saved \$2000.
 - i. Discussed having 2 pizza deliveries next time.
- b. We should continue having a sign up genius to ask for donations of desserts, drinks and snacks for each appreciation lunch. Maybe request items to be at the school the day before so we can plan better if someone doesn't bring their donations in.
 - i. Also discussed adding a \$100-\$200 to the budget to cover drinks and desserts that the PTO needs to purchase.
- c. Discussed having pizza for the Q1 and Q3 luncheons next year and staying with Medbox Grill in Q2 and the end of the year food truck. Tes also suggested looking into sandwiches from Buca which may be cheaper than some other options.
- d. End of year food truck will be Matt's truck again (formerly Wingman Matt's).
 - i. He will offer a new menu. Main entrée will be Philly Cheesesteaks but will also offer Mexican rice bowls with either chicken or tofu which will come with guacamole and salsa.
 - ii. The price will be the same as last year but he will also have cookies.
 - iii. Planning for 250 people.

6. Events

- a. Community Coffee Hour - Next Location (Mehri/ Casse)
 - i. There were 3 people in attendance. Will continue to offer these.

- ii. Smith coffee shop has room rentals. A \$40 gift card needs to be purchased to rent the room for free.
- iii. Next Coffee hour will be April 10th. Location TBD.

7. Fundraisers (Amanda)

- a. There are not anymore PTO fundraisers this year but there will be 3 additional Mobile ordering fundraisers through Chick Fil A for the Senior party. Dates to come soon.
- b. Jean Hafdel expressed interest in helping with fundraising events.

8. Website & Comms (Prayati / Rachel)

- a. Discuss social/ email topics for next 4 weeks
 - i. Prayati has a list of items for upcoming communications.
 - ii. Prayati will send an email to Casse, Rachel, and Carolina to try to find time to meet together to go over upcoming communications.

9. Volunteer needs (Mehri)

- a. Confirm President's Council attendance for tomorrow – Casse will check with Mehri.

10. Update from Principal Andersen – unable to attend

11. Senior Party (Casse)

- a. Casse sent out a survey to senior parents on senior party timing (start the party right after graduation as in the past or have a 2-3 hour break before the party).
 - i. The survey went out on March 5 and parents had until March 7 to complete it.
 - 1. 100 parents responded
 - ii. The survey will also go out to the seniors on March 9 and close on March 10.
 - iii. The plan is to have a decision by Tuesday night.
 - iv. Registration will open later this week or early next week.
- b. There are 2 parking passes for Lot A that are a fundraiser for the senior party. Since the PTO doesn't have any upcoming events, we need to decide how to auction these off.
 - i. Casse will ask when the parking passes go on sale and also see if there are any school events coming up that we could have a PTO table at to auction them off.

12. 2025-2026 Future Meeting Schedule

- a. April 13, 2026 @ 9a
- b. May 18, 2026 @ 9a

13. Adjourn @ 10AM