



Elliott Ranch Elementary Parent Teacher Organization
Meeting Minutes
Tuesday, February 2, 2025

Meeting called to order at 6:02pm by president

Quorum met

Introductions: name and kids

Minutes

- Due to posting issues table vote to approve minutes until next meeting

Financial Report

- January is pretty quiet
 - Came back from winter break and no PTO events
- January Expenses:
 - Expenses for Donuts with Santa were \$660 from budgeted \$700
 - Expenses for basketball season were \$500 from Sports Boosters budget line item
 - Use for balls and jerseys
 - Some expenses for teachers for Harvest Festival
 - Some expenses for teacher submitting for TCP
 - PTO funded classroom support program
 - \$10/student for projects, supplies etc.
 - Teachers left thank you cards in the PTO mailbox
- No technical report for January

Principal Update

- Passport Event Wednesday 3/11 during the school day
 - Weather permitting will be in the quad
 - Will be in the MP Room if poor weather
 - Had a planning meeting yesterday Monday 2/2
 - 10 countries participating so far, 19 last year
 - Need more promotion
 - Will post a signup genius for hosting a country and volunteering to help with event
 - Student leadership help as well
 - Discussing budget for groceries
 - School has an approved grocery store



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PARENT TEACHER ORGANIZATION

- Contact cvanhous@equsd.net to volunteer
- Volleyball
 - Tryouts around spring break
 - Need a volleyball coach
 - Contact president@elliottranchpto.com to volunteer
 - Need parent or high school volunteers to referee

Yearbook Contest

- Over 50 kids made covers
- Voting for the cover:
 - Narrowed down to 10 covers that met the contest criteria
 - PTO vote for 5
 - Teachers vote for final cover
 - 4 runner ups will go on the back cover

Bylaws Revision

- Previously amended on 9/7/22 to maintain nonprofit status
 - Updated the disbursement of remaining funds should the organization dissolve
- Recent ad hoc committee to proposes these changes:
 - Article III: Membership
 - Current facility staff and families in good standing
 - Meaning they pay a membership due
 - Article IV: Board of Directors
 - Section 1: The quorum officers:
 - President, vice president, secretary, treasurer, membership officer, student services officer
 - Kept the descriptions of officers
 - Kept that two members can fill a single board position
 - Removed auditor from board but put in an annual financial review committee to maintain oversight
 - Kept Teacher/Staff Representative on the board but as an advisory and non-voting position
 - Does not affect quorum
- Article V: Meetings
 - Section 1: General meetings must be announced at least seven days in advance
 - This can be done through posting on the website
 - Section 2: Special meetings must be announced at least 48 hours in advance
 - Can be called by President
 - Can be called by 2 board members
 - Can be called by 5 members



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- Members must submit a written request
- Section 3: Quorum is 3 voting officers, regardless of vacancy
- Article VI: Elections
 - Previously the president appointed a nominating committee, the committee put forward a slate and the slate was voted on
 - Section 1: Vote for officers at the last meeting
 - Section 2: Positions run from 7/1-6-30
 - Section 3: Officer nominations are submitted at the penultimate and last meeting
 - Section 5: Board vacancies
 - Vacancies are filled by the board
 - President vacancy is filled by the vice president
- Article VII: Committees
 - Section 1: Standing and special committees can be created as needed
 - Section 2: Financial review committee
 - Made of 2 members, excluding Treasurer(s)
 - Go through financial records and report to board annually
- Article VIII: Finances
 - Section 3: Check requests and approvals
 - Due to inflation, increased dollar amount for checks requiring approval from \$100 to \$250
- Article IX: Records retention
 - Change so that records are kept seven years
- Article XI: Amendments:
 - Bylaws can be amended at any meeting with quorum and a majority vote of members in good standing
- Discussion of additional suggested changes:
 - Change Article VIII Section 4 so that all checks of \$250 require two authorized signatures and one of those signers is the/a treasurer
- Motion to pass revised bylaws with Auditor removed from Article VIII Sections 3 and 4 as well as the addition of the/a treasurer as a required signer in Article VIII Section 4
 - Seconded, pass unanimous

Upcoming Events:

- Rocket Run on Thursday 4/9
 - Kick off on Thursday 4/2 and Friday 4/3
 - Biggest fundraiser of the year
 - Contact vicepresident@elliottranchpto.com if you would like to help
- Spring Fling Friday 5/1
 - Starting to organize event chairs, fliers
 - Contact secretary@elliottranchpto.com if you would like to help
- Tile Painting on Thursday 5/21 during Open House



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- 5-7 pm in the Quad
- \$75/tile
- Fliers go out once a month
- Flock Your Neighbor Friday 5/22- Friday 5/29
 - Need two volunteers per day to make it happen
 - Add a box to check to move the flock yourself

General Updates

- Family-to-Family school assistance program
 - Data from the National Blue Ribbon Award showed significant segment of of Elliott Ranch families may benefit from assistance
 - PTO is considering forming a Family-to-Family assistance program
 - Maintaining a pantry or clothing closet would be labor, space and resource heavy
 - Considering an option to contribute money towards a fund for grocery card or clothing wish list
 - Donations would be applied specifically to Family-to-Family only
 - Donations and recipients would be anonymous
 - Only one person would have access that information
 - Discussion:
 - Could set up a place to pick up toiletries such as deodorant or toothpaste
 - Could set up a food pantry for foods and snacks that don't get on food stamps
 - Could make family-specific wish list with toiletries or school supplies
 - Could set up donations for specific classroom needs
 - Could set up donations for school events such as Spring Fling tickets
 - Decisions about Family-to-Family program pending
- Big Project Ideas
 - New stage equipment
 - Getting new curtains from the district this year
 - School looking into pricing for sound system and lights
 - School cleaning/refresh
 - New track/turf

Dine & Donate

- Last event was Wednesday 1/28 at Lampost Pizza
 - No update yet
- In December made \$68 from Spaghetti Factory
- So far Dine & Donate has \$321 this year
- Our biggest fundraiser is Chic-fil-a
 - Try to get Delta Shores location this time
- Coordinating with Pegasus Bakery for February



- Align with the Lunar New Year
- Sending out fliers out for this one
- Might get Cosmic Claw as well

Next meeting is Tuesday 3/3 @ 6pm in the Library

Meeting adjourned at 7:06 pm

Meeting Highlights

- Passport Event Wednesday 3/11
 - School-wide event to learn about other countries and cultures
 - Contact cvanhous@equsd.net to volunteer
- Volleyball team needs a coach
 - Contact president@elliottranchpto.com to volunteer
- PTO bylaws revised
 - For a list of changes see full meeting notes at elliottranchpto.com
 - To read the PTO bylaws visit elliottranchpto.com
- Rocket Run on Thursday 4/9
 - Kick off on Thursday 4/2 and Friday 4/3
 - Contact vicepresident@elliottranchpto.com to volunteer
- Spring Fling Friday 5/1
 - Contact secretary@elliottranchpto.com to volunteer
- Tile Painting on Thursday 5/21 during Open House
 - 5-7 pm in the Quad
 - \$75/tile
- Flock Your Neighbor Friday 5/22- Friday 5/29
- Family-to-Family school assistance program
 - The PTO is considering establishing an anonymous online aide program whereby Elliott Ranch families can contribute to assist students in need
- New MP Room Equipment
 - EG District is providing a new curtain for the stage
 - The PTO is pricing lights and sound systems
- Dine & Donate at Pegasus Bakery, date TBD
- Next PTO meeting is Tuesday 3/3 @ 6pm in the Library