



Elliott Ranch Elementary Parent Teacher Organization  
Meeting Minutes  
Tuesday September, 2026

Meeting called to order at 6:02 pm by vice president

Quorum met

Introductions: name, ages, teacher, role

#### Minutes

- Minutes info:
  - Minutes posted online at least two weeks before the next meeting
  - Meeting highlights are sent to the teachers to pass on to all families
  - Link to full minutes is:
    - Included in the Meeting Highlights sent out to families
  - Approved minutes are printed and signed by president and vice president
    - Will print out and sign May 2026 minutes at October meeting
  - No names used in minutes; may use titles (e.g. president)
- Motion to approve the minutes for May 2026
  - Seconded and passed unanimous

#### Financial Report

- Pass out last years budget and this years budget
  - Beginning of the school year working off last years budget
    - Library technician hours for last year paid this year
    - Over the summer do Spring Fling and other end of year expense
  - Updated budget dated to last bank statement
    - Means there tends to be a lag
- Budget gives us an idea of how much money we have to spend on events
  - PTO funds teachers with \$10 for each student
    - One teacher got books on self esteem and names; birthday cards
  - Fund: time with librarian, school wide project
- Taxes due in November, start to gather docs for PTO tax preparer
- Motion to approve close out of last years budget as of July 2026 and approve this year's 2026-2027 budget
  - Seconded and passed unanimous

## Principal Report

- Great beginning of year
  - Biggest Back to School Night
  - Our new principal getting lots of support from families, teachers, staff, district
  - We are the only elementary school with all credentialed teachers
  - Last wednesday 8/26 teachers had rootbeer floats after school from leftovers from Ice Cream Social
  - Great first assembly last friday 8/28
- Book Fair and Lunch in the Quad Monday 9/28 through Friday 10/2
- Each day Book Fair open at lunch
- Each day a different grade will have lunch with their family
  - 2nd & 3rd grade will have a combined lunch day
- Admin updates:
  - Absent any changes, Mr Alessi will be instated as principal next year
  - Will continue to have two vice principals this year
    - Both retired administrators
    - Split the days doing Mon/Tue and Thur/Fri, alternate Wednesdays

## Liaison Program

- Liaison is to connect PTO, families and teachers
- Liaison duties:
  - Attend monthly meeting
  - Talk to teacher before meeting for updates to share at meetings
    - PTO address any needs of the class or grade
    - PTO can rally around teachers for school/personal needs
  - Holiday gift
  - Help coordinate Teacher Appreciation Week
  - Spring Fling classroom basket
  - Volunteer/recruit for classroom prize-winning activities
  - Compile a class email list for communicating
  - Pass on messaging from the PTO
    - PTO meeting highlights are sent through the liaison group and can be modified by the liaison
- Once all the liaisons are confirmed, coordinator can share contact info for other liaisons in your class
- First liaison-supported event is Harvest Festival
  - Can volunteer/recruit to help with a game for your class

## Events Recap

- Welcome Back Breakfast for teachers
  - Vice President provides for the teachers
  - Pancake, bacon, eggs, pastries, coffee, juice
  - Good introduction to our school for new teachers and staff
- Boo-Hoo Woo-Hoo Breakfast

- Welcome new TK and Kinder families on first day of school
- Sponsored by Chic-fil-a
- Difficult to do for pm classes
- Next year advertise for breakfast at Back to School Night
- Ice Cream Social
  - Free event to promote community and membership drive
  - Great turn out; coordinator did a great job!

## Upcoming Events

- Membership Drive
  - Last year made about \$12,000
  - Right now have about \$6,600
    - Originally did digital only, may be affecting participation
      - Sent out paper forms last week
      - Need to check the office mail box
      - Some digital submissions did not go through so membership drive chair reached out
  - Drive going on next week and a half
    - We usually extend the drive by one week,
    - Make the most money in the last couple days
  - Prizes for participating
    - Classes with the most memberships get a popsicle party
    - Largest earning class gets a pizza party
    - Teacher with most membership will get something special
    - Just got some cool rocket merch for membership
  - Can you increase your membership?
    - Yes. Should update your level and rewards by the end of the membership drive
    - Any issues, please contact [membership@elliotttranchpto.com](mailto:membership@elliotttranchpto.com)
- Marquee rental:
  - One of the prizes for membership drive
  - Once drive is complete the PTO will reach out to confirm marquee dates
  - If you need a September date you can email [vicepresident@elliotttranchpto.com](mailto:vicepresident@elliotttranchpto.com) to arrange your marquee message
  - To rent the marquee outside of the Membership Drive, visit the PTO website at [elliotttranchpto.com/rent-the-rock](http://elliotttranchpto.com/rent-the-rock)
    - Marquee rentals are currently included in the Rent the Rock form
    - Will update to say Rent the Rock and Marquee soon
- Tile Completion
  - Only a few more tiles to fire
  - Once fired we can mount and complete tile wall on side of building
- Dine to Donate
  - Next event at Mendocino Farms on Monday 9/24 from 2-9pm
  - PTO will earn a generous 50% of Elliott Ranch orders

- Maybe set up a PTO table or do raffle tickets?
- Custodian Appreciation Day is Friday 10/2
  - Looking for someone to coordinate
    - Need to speak with custodians to get their preferences
- Harvest Festival Friday 10/23 5:30-8pm
  - Coordinator position open!
  - Event details:
    - Games hosted by classes
      - All ticket earnings go directly to classroom
  - Trunk or Treat
    - Line of cars with decorated trunks
    - Give out candy at each trunk
    - Trunks hosted by families or local business
      - Prizes for best trunk
  - Food includes cotton candy, boba, spam musubi
  - A big volunteer opportunity,
    - Do time slots throughout the evening
    - Don't have to be fingerprint cleared to volunteer

#### Yearbook

- Sold 49 so far
- Still with the Treering company
  - To order go to: [www.treering.com/validate](http://www.treering.com/validate)
    - Use ER's passcode:1017162238732702
  - 10% discount on your order until Saturday 10/31
    - Price will go up again in the spring
  - Can use the same account as previous year, just make sure you order 2026-27 edition
- Everyone gets two free pages for your kid's book that's only in their book, but must order before the cut off date in the spring
- Can purchase an dedication of a quarter or half page which goes in every book
  - Limited number of dedications since limited pages in the book
- PTO only makes \$2/book in order to keep the cost down

#### Big Project

- PTO plans and fundraises for a big project every other year:
  - Takes two years because of district process
    - Lots of regulation
    - Increases price of projects
  - Didn't do a big project last year so doing it this year
- Track replacement is the next big project
  - Would also like a water fountain/water bottle refill station for yard
    - Maybe get plumbing donated/sold at cost from local business
    - Will have to make sure adhere to district process

- President will coordinate with principal and EGUSD facilities to get option/costs for track

The next meeting is Tuesday 10/6 in the Library.

Meeting adjourned at 7:05 pm

#### PTO Meeting Highlights for September:

- A big welcome for our new principal, Mr Alessi!
- Membership Drive is ongoing through Friday 9/11
  - We've raised over half of our \$12,000 goal!
  - Sign up today to win your child a popsicle party and earn PTO voting rights, fun Rocket Merch and complementary marquee messages
  - Signing up supports our students with library time, Art Docent lessons, classroom supplies, special teacher purchases for their classrooms and so much more!
  - To sign up visit: <https://elliotttranchpto.com/join-elliott-ranch-pto-1>
  - For more information contact [memebership@elliotttranchpto.com](mailto:memebership@elliotttranchpto.com)
- Book Fair and Lunch in the Quad taking place concurrently Monday 9/28 through Friday 10/2
  - Look for upcoming updates from the office
- The PTO is looking for liaisons for every class to:
  - Attend monthly PTO meetings to share class/grade information with the PTO so we can better support our students
  - Share PTO updates with your class/grade families
  - Help support your teachers with Teacher Appreciation and PTO events
  - If your are interested in getting involved, please contact [vicepresident@elliotttranchpto.com](mailto:vicepresident@elliotttranchpto.com)
- Marquee message rentals available at [elliotttranchpto.com/rent-the-rock](https://elliotttranchpto.com/rent-the-rock)
  - Marquee rentals are currently included in the Rent the Rock form
  - For questions please contact [vicepresident@elliotttranchpto.com](mailto:vicepresident@elliotttranchpto.com)
- Dine to Donate next event at Mendocino Farms on Monday 9/24 from 2-9pm
  - PTO will earn a generous 50% of Elliott Ranch orders
- Custodian Appreciation Day is coming up on Friday 10/2
  - Feel free to show your support for our custodial staff
  - To get more involved contact [secretary@elliotttranchpto.com](mailto:secretary@elliotttranchpto.com)
- Yearbooks are on sale at: [www.treering.com/validate](http://www.treering.com/validate)
  - Use ER's passcode:1017162238732702
  - 10% discount on your order until Saturday 10/31
- Harvest Festival and Truck-or-Treat scheduled for Friday 10/23 5:30-8pm
  - Coordinator and volunteer positions are open
  - If you are interested in helping with this event please contact [vicepresident@elliotttranchpto.com](mailto:vicepresident@elliotttranchpto.com)

- Updated PTO budget available at: [elliotttranchpto.com/about](http://elliotttranchpto.com/about)
- Full meeting minutes available at: [elliotttranchpto.com/about](http://elliotttranchpto.com/about)
- The next PTO meeting is on Tuesday 10/6 from 6-7pm in the Library
  - All are welcome!