

Center
Elm Creek Elementary



Helping Our Students Soar!

Agenda

Minutes (in green)

Volunteer Asks (BOLD)

Welcome and Call to Order-2024-25 PTO President, Bao Vang

- Welcome to the first meeting of the year
- Ice Breaker: What is a summer memory to share?
- Future PTO meetings will have the agenda to be posted on facebook page before the meetings, minutes will be posted post meeting.

PTO Board Member Report

- **President's Report**, Bao Vang

- PTO Board Transition/Overall Board Update -
- Criminal case update -
 - Katie will share updates when there are any. Current board will not be able to answer questions/provide updates but we can talk to **Katie Lauseng** as well.
 - Background: Unfortunate case of events (2023 end of school year) - misuse of funds of the PTO which is currently under investigation/going through legal system/criminal case. Katie is primary contact and working with legal advocate/contact.
 - History of event is in prior year PTO minutes on PTO website
- Open Positions
 - If Interested in either position please contact President@ecepto.org
 - Voting for roles will be done during October PTO meeting
 - PTO Secretary: (approx 3-5 hours per month, 5-7 per month if an PTO event is held)
 - Attend and take minutes at each PTO board and general PTO meeting.
 - Work with board members to prepare an annual operating budget for the PTO during the summer.
 - Transcribe and distribute copies of meeting minutes to all board leadership team members within one week of meeting.
 - Maintain a list of all committee directors & board members, including names, phone numbers, and personal email addresses. Distribute to all leadership team members and the front office staff.
 - Update and maintain the PTO bulletin board in the school's main lobby, change monthly.
 - Comanage email, social media and content calendar with VP

- Ensure update and replacement of fliers for next pto meeting, (at volunteer check-in kiosk, at PTO meetings and events, etc.)
- Send thank you notes to all PTO guest speakers, donations
- Send out and/or post reminder notices to all parents about upcoming PTO meetings & events (social media and email list).
- Banking account co-signer with the rest of the board.
- Dine to Donate Director -
 - Committee director will coordinate with various restaurants (i.e. Chipotle, Cafe Zupas, etc.) to set up Dine to Donate events
 - Work through the school year - approximately 8 events for the year
- **Vice President's Report**, Sarah Grenfell
 - Open House
 - Open House Backpack Winners:
 - Eliza Bartholomew
 - Renae Osario
 - Hiromi Lara
 - Kelly Prochnow
 - Tia Dang
 - Vanessa Vest
 - Kindergarten Tears and Cheers
 - Book Winner - Michelle Weber
 - Committee Director Emails - reach out to vicepresident@ecepto.org if you are interested in getting a PTO specific email
- **Treasurer's Report**, Michael Taube
 - Fundraising and events financial summary - Michael reviewed, copies will be on the website
 - New Board took over Topline Account in July
 - Monthly activity report
 - AI BV**: Check if gambling license was renewed and if anything is needed for our 501c3 status
 - Budget review
 - Slight surplus in the draft budget
 - As board refines budget we would review and provide updates to the PTO meetings
 - AI MT**: Add carnival profits to budget
 - AI MT**: Add clarity to over/under budget line
 - Board is reaching out to MG Fire Department to understand if ECE PTO will be given a donation this year
 - Insurance Renewed - in progress, will renew before expiration of license in October

Committee Directors Report

- APEX-Gina Morris -
 - LOTS OF ENERGY around new theme - The Future!!
 - Need engagement and reach to be successful!!
 - Goal \$40,000 for this year
 - Opportunity to donate directly to PTO PayPal account via PTO website
 - Communications start this week and last through Fun Run!
 - This Friday will be decorating the hallways -
 - Looking for 6 volunteers from 3:30-4:30pm**
 - Email Joelle Tegland to be added**

- Tuesday is Pep Rally - volunteer set for Baldwin
- Thursday 9/26 Fun Run
 - Volunteers needed to mark t-shirts (8 per grade/shift)**
 - 1 hour shifts, especially needed during older grades**
 - Sign up Genius will be set up to sign up for shifts
 - Schedule:
 - Outside run schedule:
 - 9:15 – 10:15 2nd/3rd grade & Pre-K AM
 - 10:30 – 11:30 4th/5th grade
 - 1:45 – 2:45 1st/2nd & Pre-K PM
 - Here are the times for the APEX fun run **IF** we need to have it in the gym due to weather.
 - 1st grade – 9:00am-9:45am
 - Kindergarten – 9:50am-10:35am
 - 2nd grade – 10:40am-11:25am
 - 5th grade – 11:30am-12:15pm
 - 3rd grade – 1:00pm-1:45pm
 - 4th grade – 1:50-2:35pm
 - Volunteer needed to be photographer during the day**
- Communications Update- Kari Chura
 - Creates fliers
 - Facebook posts
- Book Fair-Jillisa Kraetz
 - First book fair in 3 weeks!
 - October 1, 7, and 9 during conferences
 - Need Volunteers**
 - 1 set up**
 - 2 per hour (4 per day)**
 - 1 tear down**
- Teacher Appreciation -
 - Meal prepared during conferences that is made available for teachers
 - AI SG:** Sarah to reach out to Angela to get set up
- Open Forum

Ness' Notes, Beth Ness

- EC PTO Meeting PPT - September
 - Will put this on the Facebook page
 - Reviewed new staff and highlights of 23/24 school year student growth

Upcoming Events

- Apex - Starts 9/16; Fun Run 9/26
- Book Fair - 10/1, 10/7, 10/9
- Kindness in Chalk - 10/7

Adjournment