

Elm Creek Elementary Parent Teacher Organization (ECE PTO)

General Meeting

February 13, 2024 6:30pm

Elm Creek Elementary Media Center

Elm Creek Elementary



Helping Our Students Soar!

Please note this meeting will be a hybrid format, and you can attend in person or via a Google Meet. The link to the Google Meet will be provided prior to the meeting.

Agenda

Welcome and Call to Order-2023-24 PTO President, Katie Lauseng

- Round the room - Poll would you rather get flowers or chocolates for Valentine's Day? Chocolate was the clear winner

PTO Board Member Report

- President's Report, Katie Lauseng
 - Family reading night review Very successful, 142 children participated, the kids loved it and so did the parents. The sprinkling of math was also well received.
- Treasurer's Report, Renae Osorio
 - Monthly activity report, see attached documents
 - Dine to Donate review First D2D at Naf Naf was successful we raised \$143.10

Committee Directors Report

- Dine 2 Donate-Sara Niccum First D2D at Naf Naf was successful we raised \$143.10, the next D2D is Two Scoops on March 20th
- Dance-Katie Lauseng This Friday, the 16th at 6-8pm. Doors open at 5:45. \$3 to enter for anyone over 3 years old. Food and drinks are \$1, glow sticks are 2/\$1. Cash only and students must be accompanied by an adult
- Book Fair-Katie Lauseng During conferences March 6th, 12th and 14th from 3:30-7pm. BOGO book fair will be held in May during school hours only
- Staff Appreciation-Angela Carney May 6-10. Angela has received several community donations for food and gifts to shower the staff with this year. She is still seeking donations from the community so that she can provide a gift to every teacher at ECE

Ness' Notes, Beth Ness notes will be made available on the ecepto.org website

Q&A for Upcoming PTO Board and Committee Director Elections

- Questions can be submitted the following ways:
 - In person at the meeting
 - Emailed to the PTO board
 - Posted on the PTO Facebook page
 - During the meet through Google Meet live stream

****Questions and answers will be provided below**

Announcements

- Next PTO Meeting:** March 4th [this meeting voting for the new committee and board members will take place.](#) You **MUST** be present to vote.
- Upcoming Events Reminders:**
 - February 16th - Family Dance at ECE
 - Book Fair March 6th, 12th and 14th

Adjournment

[This was our first meeting we held with google meet and we had 12 people present virtually. We felt this went really well and hope to continue to offer a virtual meeting for those that cannot attend in person.](#)

Questions and Answers 2.14.24

1. What advice would you give yourself/team/board in June knowing what you know now?
 - a. Renae: Give yourself grace that even the littlest thing makes a difference. I can throw myself a little far into my positions so I had to step back and realize this was just a volunteer role.
 - b. Kathleen: Once we got into a rhythm “do your role now” instead of seeking approval from all the board, once we started to get settled into our roles it was far less stressful. Don’t be afraid to own your own peace.
 - c. Katie: We had a lot of damage control to do which took us longer to establish role responsibilities since we were all doing each other’s jobs. Once we got our footing we were able to set a more defined structure.
 - d. Marisa: I was not a member of the board until the end of October due to rearranging of members but I’d say ask for help when you need it. Lean on those other board members, staff at Elm Creek and trust your gut in your decisions
2. How much time do you dedicate to your role?
 - a. This board has streamlined everything for the incoming members. There are shared drives available with templates, past documents for all events, meetings, etc. There is a great groundwork in place for this incoming board.
 - b. Renae: In a month without an event, 45 minutes. I just need to check spreadsheets of money in/money out and the bank account. If the event does not need any money then I get to just volunteer and enjoy the event. In a month with an event, it is closer to 6-8 hours. There are pre-event meetings to set up money to be withdrawn, an outing with 2 other members to withdraw the money and get into the tamper proof bags/box. I make sure that I do nothing on my own with the money, there is always another board member present. There is also time present before, during, and after the event to meet at the bank to deposit.
 - c. Kathleen: About 8 hours a month but that time will vary based on events and social media/emails throughout the month. There are 2 full hours per month dedicated to just meetings. One hour for the board meeting which we do virtually every month and then another hour dedicated to the general PTO meeting like this. I follow up with each committee chair to communicate upcoming events. I hold planning meetings/calls with them to help them figure out what food, money, and volunteers are needed for the event. When the year first started I was doing more like 15 hours a month but I have been able to lower the hours as I have settled and become comfortable with my role.
 - d. Katie: 8 hours but I am also the president, dance committee chair and book fair chair. There is a lot of emailing and texting the board to make sure I am assisting them however needed. I am in charge of the website, so making sure the links are working, calendar and files are up to date, etc. As the president, I am responsible for pulling permits for all events that are held by the PTO after school hours. I spent a lot more time at the beginning of the year as I was getting settled into the role.
 - e. Marisa: Maybe 3-4 hours. I am responsible for creating the agendas for both the board meetings and general PTO meetings. I help the VP with the social media aspect of the group. So sending out emails, creating flyers, and social media posts. I take notes at the board and general meetings, then add them into the agenda to be sent out to the email list. These are also all on the shared drive so it makes it easier as the year goes on because you can just take that template and plug and paste what you need from month to month.

3. **How did you learn your role or know what to do?**
 - a. We learned from Staci & Sandy in the office.
 - b. We spoke to many teachers asking how they utilized the PTO.
 - c. Mrs. Ness had old budgets for us to look at to see what they were funding in previous years.
 - d. We also hold a membership to PTO Today which has many helpful tips and templates.
4. **How are you going to help the new people coming in?**
 - a. We will be asking the new board members to shadow us present members in April and May.
 - b. We will be available to these members throughout the year next year whether through email, text or in person visits. We are not abandoning them at all.
 - c. There is a shared drive with all the information from the board members and committee chairs that has a wealth of information. It has every agenda, spreadsheet, event information, and report we used this year.
 - d. We will be leaving them with information overload and a bank account that has money in it.
5. **Treasurer- How does money approval happen?**
 - a. When there is a fund request goes to Sandy who will forward it to us.
 - b. There is a form to be filled out, the template is on our shared drive.
 - c. I email asking the intention of the funds, how many students will benefit from it and the budget they are asking for.
 - d. The board will need to approve all fund requests, we either do this in the board meeting or even just an email.
 - e. Once it is approved I email the staff member saying it has been approved, ask how the funds should be distributed, then I monitor the payment.
6. **What is the expectation of the new role of the communications director?**
 - a. To help ease the load carried by the VP and secretary
 - b. Essentially they would do social media posts, writing and sending of emails, flyer creation, printing and distribution, as well as the peachjar publications.
 - c. Eliminate the need to communicate between 3-4 people on what flyer, email, peachjar needs to be designed and sent
7. **How do you determine how many volunteers you need for each event?**
 - a. Look at last year's sign up
 - b. Joelle is a great source for all of this
 - c. Look at what is a role I can do on my own without a volunteer and what needs to be a volunteer position ie setting up, working the event, tearing down
 - d. Document the event (spreadsheet) and place all documentation on the shared drive for reference next year and the years to come
 - e. Map out everything you need help with
 - f. There is a debrief on the shared drive. This can hold what worked and did not work, what you would like to change in the coming years, etc
8. **Can the current committee chairs keep their positions for next year?**
 - a. Essentially yes but they must be voted back in
 - b. Their name will be on this current ballot but so will be anyone new who wants to chair that committee
 - c. There will only be 2 co-chairs for each committee. You are welcome to be on the committee but only 2 co-chairs