

ECHO CANYON PTO BOARD MEETING AGENDA

Date: 9/27/22

Time: 6:00-7:30 P.M.

Facilitator: Jessica Scordo

Board members

Jessica Scordo | Morgan Kane | Brett Rogers | Ruth Ray | Sharon Hines | Kristen Guerin | Jennifer Friedberg | Alexa Dauphin | Melanie Koger | Martha Abbott | Evelyn Pulido | Melanie Koger

Zoom Meeting ID: 932 3036 8750 Passcode: 088612 https://zoom.us/j/93230368750?pwd=YUdHNjJYSUxmc080U21ZUE5XaXIOUT09		
Attendees	Ruth Ray, Jessica Scordo, Brett Rogers, Erin Kadera, Sharon Hines, Melanie Koger, Kristin Landry, Kat Hughes, Stephanie Peyton	
Time	Item	Owner
6:07 p.m.	<p>Communication Protocol Review</p> <p>When Ruth sends the committee updates, please send three bullet points if you are the chair to limit timing of each group presenting. Each group will have about 5-7 minutes to present in each meeting.</p> <p>Make sure you have identified a chair for committee if you have not yet.</p> <p>Melanie discussed she will be the chair person for the Conference meal- contact at the whole group and they will choose who to respond</p> <p>Exploration Friday is Paige for the chair.</p> <p>Extra Extra- if you want items in this, Kristin needs the information by the Monday at 3:00 P.M. prior it to be sending out.</p> <p>Roar- Send information to Morgan and Morgan will reach out needs as well. This is being sent out one week after monthly PTO meeting.</p> <p>Sharon Hines is the on-campus point of contact: If there are items that need to be shared with her, send through Jessica first</p>	Jessica Scordo
6:19 p.m.	<p>Committee Updates:</p> <ul style="list-style-type: none"> Merchandise, Teacher Appreciation and Friday Exploration: N/A <p>Melanie is working on the dinner for teachers and finalizing the information.</p>	Jessica Scordo

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	<ul style="list-style-type: none">● Marketing: Mural update, License Plate updates: The mural is set to go, the board approved the donation, there is no permit needed for the paint. The artist is planning to start the first week of November. License plate frames-sample provided, working on design and give away for communication sign up and sell as well with merchandise. Kat mentioned that she was able to share about Echo Canyon to 25 realtors and Dr. Menzel for marketing as well.● Events: Book fair, Zag Holiday Shop, Kids Holiday Shop: The color run was a success. Brought in \$27,053- take home is \$17084.85. Rubios D4D- total sale \$827.43- kick back \$248.43. Peter Piper revenue was \$3191- took home \$639. The book fair is scheduled the week of 10/24-10/28. The funds will go back to the Library. PTO is needed to handle the cash register. There will be a blurb in the extra extra. Discussion around the Holiday shop- discussion around this and because of OHSO and because of small children with money- they will table this event for next year. Holiday Zag fundraiser- this will still occur, they can buy items if they want. The timeline will be for starting October 21st, due to making sure the delivery comes in time. Sale ends November 11th and online the 14th.● Exploration Friday: Next one is October 7th- The sessions include: YouthFitness, Clowning around, Halloween Crafts, Worms to School, Crafting, Small animal care, Sketching class, tortilla making, Public speaking, Jujitsu, Dance studio.	
6:27 p.m.	Room Representative Update An email has been sent out, information on what the role could look like for them. They will share information on events, and teachers can use them for putting together events or parties. There is a sign up genius link. The email will close on September 30 th . This information was shared with staff as well. The teacher will be able to provide parent emails or they can reach out to us for us	Stephanie Peyton

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	to share. The goal is for them to reshare information on what is happening.	
	Agenda topics and next steps	Ruth Ray
	Reminders: <ul style="list-style-type: none">• Please send an notification one week prior to our PTO meetings on committee updates (no more than three)• Please check both the PTO board group text and emails for further details on events and updates between meetings to ensure you are up to date on tasks and any possible changes• Next PTO meeting is October 25th 6:00-7:30 Via Zoo	
	Meeting ended at 9:34	