



*Where faith, families, and learning come together*

## Meeting Minutes

Tuesday, February 7, 2017

7 p.m. in the Media Center

**PTO Mission:** The mission of Epiphany Catholic School's Parent Teacher Organization is to partner with parents, guardians, and staff members in sponsoring school events and providing opportunities for students, parents, and guardians to share their time, talent, and treasure to support teachers and staff.

**PTO membership:** In accordance with the PTO by-laws, PTO Officers and Members at Large have the right to vote. A Member at Large must attend 75% of PTO meetings or volunteer at PTO events. Voting privileges are granted to new Members at Large in November and June.

**2017 meeting dates:** **Mon., March 6;** Tues., April 11; Tues., May 9; No June meeting

1. Opening prayer-**Meeting opened with prayer at 7:02**
2. Introductions
3. Treasurer's report-**Kia will follow up on part of the scooter cost and Kelly R. will follow up on Spirit wear check. Last ledger from parish included October and November. Available monies \$21, 171.46.**

**MOTION: Kendra S. motioned to approve treasurer's reports; Jess W. 2<sup>nd</sup> motion; all favor. Motion passes.**

a. Teacher requests

- i. **Jean Geary will be getting back to us about pedometers after further research.**
- ii. **Through email we approved funds for literacy night 1/2 of the author cost and funds for refreshments.**

**VIA EMAIL MOTION: Jess W. motioned to support literacy night and pay for 1/2 of the author cost and refreshments; Kia 2<sup>nd</sup> motion; all favor. Motion passes-10 votes.**

- iii. **Catholic schools week lunch for teachers on Monday. Pizza Flame did not deliver so should we pay for lunches the teachers had to buy at the cafeteria-total was \$85.50.**

**MOTION: Kendra S. motioned to pay for all teacher lunches for Monday of Catholic Schools week; Jess W. 2<sup>nd</sup> motion; all favor. Motion passes.**

- iv. **Kelly C. spoke with administration about any big requests coming down the line. Currently the administration does not have any large projects and encourages PTO to help with specific teacher requests.**
- v. **Request from Laura Conry (1st grade) for book bins. She provided 2 quotes looking for 12 bins to preserve the books and allow students to easily find books at an appropriate level. Confusion about whether the request had been run past administration. Discussion about whether or not PTO can fund requests that only benefit one class. Michelle G. made point that in the past PTO has only done requests that funded the entire or most the school. Jess W. made point that we have encouraged teachers to request and as we didn't provide gift cards at the beginning of the year and the administration has no**

**large projects we either need to clarify with the teachers what we need to fund or go ahead and fund requests as they come in and are appropriate. Administration has said they are fine with PTO funding specific teacher requests. Further discussion on where we want to be as a PTO if we fund only items that benefit the schools need as a whole or can specific classes ask for items.**

**TABLED: Once we find out if administration has approved the request we will move forward to see if there is a motion to approve.**

4. Old business
  - a. JINGO
    - i. **Well attended lots of fun. Items for next year: address if middle schoolers need a parent present, need card checkers all the way till the end. Have already asked for the same date next year the Friday prior to Catholic Schools week.**
  - b. Catholic Schools Week
    - i. **Hospitality after mass, could have used more help. Next year will reach out to all parish volunteers.**
    - ii. **Lunches were appreciated-teachers sent thank you. Really enjoyed the food. Next year maybe use sign up genius and be more specific about portions needed. Probably need another entree each day (4 total)**
  - c. Clean Team
    - i. **2 or 3 families came, more promotion did not seem to help. K-2 was cleaned.**
5. New Business
  - a. Conference dinners
    - i. **All set for Thur, 2/16 4:15-6:30 and 2/21 4-6:30. Rhonda and maintenance have been contacted. Will be in the meeting rooms. Flowers for decoration. Still need volunteers-email Jess [whitehej@gmail.com](mailto:whitehej@gmail.com) or sign up at [signup.com](http://signup.com)**
  - b. Fish Fry-PTO has March 3rd and March 24th. Ann E., Kelly C, and Kia will lead on March 3rd. Ann E., Kelly C., and Jess W. will lead on March 24th . As PTO we will need to staff greeters and clean up. Busing will be offered to Boy Scouts, Girl Scouts, and Little Flowers.
  - c. End of Year Party
    - i. **Preference from administration is Friday the 2nd. Last year budget was 2000. Kelly R. will reach out to marketing to see if they are prepared to do part of the inflatables cost again. Will need to start planning by March meeting to allocate funds, etc.**
6. PTO event coordinator openings: Clean Team coordinator and Marketing coordinator
7. Trash to Treasure update-**Pretty quiet, not many box tops. Another submission in May**
8. Marketing update- **Kelly C. taking care of e-haps, conference dinners, used uniforms-only new logo will be accepted.**
9. Teacher report-**Appreciative of the lunches, had fun with middle school doing penny wars. Miss. Z's class threw pies at the teachers as a reward. Raised \$1000 for feed my starving children**
10. Administration report-**Kindergarten registration was well attended**
11. Roundtable- **PTO dates for 2017-2018 will continue to be the 2nd Tuesday of the month**

12. Adjournment and closing prayer -**Meeting closed with prayer at 8:00**

**PTO upcoming event dates and coordinators**

- Conference dinners (February 16 and 21): Jess Whitehead and Nancy Powell
- Fish Fry (March 3 and 24): Kelly Collins, Ann Evans, Kia Bauer, and Jess Whitehead
- End of Year Party (June): Kendra Schmidt and Kari Arnett

**EPIPHANY PARENT-TEACHER ORGANIZATION**  
**Executive Committee Meeting**  
**Tuesday, January 10, 2017**  
**Treasurer's Report**

Previous Balance from: 1/10/17 \$ 23,972.53

DEPOSITS: DATE

**Total Deposits \$ -**

DISBURSEMENTS DATE

	1/3/17 Brain Pop	\$	1,080.00
	1/31/17 Catholic Schools Week - Teachers Lounge	\$	127.39
	2/3/17 Catholic Schools Week - Teachers' snacks	\$	79.68
2587-670	10/12/16 Gopher 9210871- Scooters	\$	200.00

**Total Disbursements \$ 1,487.07**

**ENDING BALANCE AS OF** 2/7/17 **\$ 22,485.46**

Respectfully Submitted

Kia Bauer  
PTO Treasurer 2016-2017

DEFERRED DEPOSIT

	12/11/16 Spirit Sales in November/December	\$	166.00
	<b>Total deferred deposit</b>	<b>\$</b>	<b>166.00</b>

DEFERRED DISBURSEMENT

	Scooters (remainder to be paid by Labels for Education gift cards (apprx 550))	\$	500.00
	Sunday Bar for Student Service Day	\$	300.00
	Approved \$120 for Mass Intentions for 2017-2018 school		
12/10/16 year		\$	120.00
1/27/17	Author visit in support of Literacy night	\$	450.00
1/27/17	Cookies and Lemonade for Literacy night	\$	110.00

**Total Deferred Disbursements \$ 1,480.00**

**AVAILABLE FUNDS \$ 21,171.46**