



Where faith, families, and learning come together

Meeting agenda

Tuesday, August 9, 2016

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.

2016 – 2017 meeting dates: Tues., Sept. 13; Tues., Oct. 11; Mon., Nov. 1; Tues., Dec. 13; Tues., Jan. 10; Tues., Feb. 7; Mon., March 6; Tues., April 11; Tues., May 9; No June meeting

1. Opening prayer- **Meeting opened at 7:05**
2. Introductions - **Welcome to all the new families! So excited for lots of new attendees.**
3. Treasurer's report - **June report included from last spring.**
4. Old business
 - a. End of Year Party (Wednesday, June 8)
 - i. **Large turnout, good diversity of both young and older kids. Teachers appreciated thank you gift**
 - ii. **Possible changes for next year: More shade, have middle school come up with a booth or game to sponsor**
 - b. Uniform sale and used uniforms (Sunday, August 7)
 - i. **Used uniform sale was very successful. Made approximately \$300. Kelly C and Ann E. cleaned up uniforms. There will be a stricter policy about what will be accepted this year. No rips, no stains, must fit uniform policy**
5. New Business
 - a. Contact new families
 - i. **PTO members will contact new families to welcome and answer questions. 18 new kindergarten families. Kelly C. will send out an email asking for volunteers when the time gets closer and we have a list from the administration.**
 - b. Teacher breakfast/welcoming teachers back
 - i. **PTO will sponsor teacher breakfast on Tuesday, Aug 30th around 8:45 am. Kelly C will reach out for volunteers to serve via email when she hears what Rhonda needs. PTO will also do a welcome gift of starbursts and a motivational saying at the breakfast.**

- ii. **MOTION: Michelle G. motioned to spend up to \$400 for teacher breakfast, Kendra S. 2nd motion. All in favor, motion passes.**
 - c. Open House (Wednesday, August 31)
 - i. **Open House will be from 4:30-7 (new family orientation starts at 4:00). PTO will do used uniforms and offer book covering supplies. Will have 3 volunteers for two time slots. Times will be 4-5:30 and 5:30-7:00. Need 1 person for used uniforms and 2 for book covering help. Will go up on sign up.com so watch for an email.**
 - ii. **Kendra S. will also provide a bin for box tops**
 - d. Clean Team (Saturday, October 1)
 - i. **Kelly C. will coordinate October clean team. Will be whole school. Will continue with grade levels for the rest of the year similar to last year. Maybe only go till March, not much attendance for April. Need to find a way to engage more middle school helpers.**
 - e. 2016 – 2017 PTO event calendar
 - i. **General discussion of the PTO events for the school year.**
 - ii. **In lieu of a fall social, Kelly C. will reach out to Marathon to see if we can help in some way. Some discussion of a fall social at Eveland family farm or something similar but no one was interested in coordinating at this time.**
- 6. PTO event coordinators: volunteer updates
 - a. Marketing coordinator
 - b. Clean Team coordinator
 - c. Fall social event (Sept/Oct)
 - d. Conference dinners (October and February): **Jess Whitehead**
 - e. Food shelf turkey contest (November) - **Danielle C.**
 - f. JINGO (January)
 - g. Catholic Schools Week (February)
 - h. Fish Fry (March/April) - **Jess Whitehead/Kia Bauer for one Friday**
 - i. End of Year Party (May/June) **Kendra S.**
- 7. Trash to Treasure update - **School is following up with Amazon Smile, info was passed on to Donna. Labels for education and Target education program ended. Will continue with box tops, but looking for other forms of fundraising. We did receive the gift cards from Labels for educations already allocated for scooters.**
- 8. Marketing update - **Will do a welcome back and PTO info in folders**
- 9. Teacher report - **No teacher report**
- 10. Administration report -**Enrollment is increased. Bathrooms by the gym are being remodeled. New kindergarten teacher was hired and Ms. Kruzeman moving to 3rd grade. Working on re-accreditation, there will be a visit to the school in November.**

11. Roundtable

- a. **Will be making small changes to by-laws and clarifying them**
- b. **Minutes will be emailed to anyone on the PTO attendee/contact list. If anyone wants to receive the minutes they may email the PTO email or Jess W.**
- c. **Volunteer Spot is now Signup.com so watch for volunteer opportunities**
- d. **Request from Ms. Z for whiteboards for 3-5th grade.**
 - i. **MOTION: Michelle G. motions to spend up to \$600 on white boards, Kendra S. 2nd motion, all in favor; motion passes.**
- e. **Challenge from Kelly C. to all member to bring a friend to a meeting or to an event to help volunteer.**

12. Adjournment and closing prayer - **Meeting closed at 8:05**

EPIPHANY PARENT-TEACHER ORGANIZATION

Tuesday, June 7, 2016

Treasurer's Report

Previous Balance from:		5/3/2016	\$	36,496.95
DEPOSITS:	DATE			
	5/22/16	Target Take Charge of Education	\$	3,400.00
	5/22/16	Box Tops for Education	\$	371.70
	6/6/16	Target Take Charge of Education	\$	2,083.67
	4/30/16	Fish Fry Net Income Adj (Final 3,867.67)	\$	(84.25)
		Total Deposits	\$	5,771.12
DISBURSEMENTS	DATE			
	5/18/16	EOY Party - Catholic Mutual Group	\$	110.00
	5/19/16	EOY Party - Game World	\$	725.00
	5/19/16	Reimb from Marketing for Inflatables	\$	(400.00)
	6/6/16	Karolyn Altendorf - Box Tops Shipping	\$	18.75
	4/7/16	Literacy Night Cookies - Reinhart Foods-319533	\$	102.04
		Total Disbursements	\$	555.79
ENDING BALANCE AS OF		6/7/2016	\$	41,712.28
Respectfully Submitted				
Ann Strasser				
PTO Treasurer 2015-2016				
DEFERRED DEPOSIT				
		Petty cash	\$	80.00
		Total deferred deposit	\$	80.00
DEFERRED DISBURSEMENT				
		Bathroom by Gym Project	\$	17,000.00
		Scooters (remainder to be paid by Labels for Education gift cards (approx 550))	\$	500.00
		Total Deferred Disbursements	\$	17,500.00
		AVAILABLE FUNDS	\$	24,292.28

