



*Where faith, families, and learning come together*

## Meeting Minutes

Tuesday, December 13, 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., Jan. 10;** Tues., Feb. 7; Mon., March 6; Tues., April 11; Tues., May 9; No June meeting

1. Opening prayer-**Meeting opened at 7:03 with prayer**
2. Introductions
3. Treasurer's report -**Current available balance 21, 827.76. Kia will follow-up on invoices from scooter purchase.**

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

- a. Teacher requests- **Revisit Brainpop and Brainpop Jr. subscription. Teachers use it for speciality instruction and science. Instead of getting a blanket subscription they will get a licenses for K-4 and then 1 for Middle School.**

**MOTION:** Jess W. motioned to spend \$1, 080 dollars on a Brainpop subscription; Ann S. 2<sup>nd</sup> motion; all favor. Motion passes.

4. Old business
  - a. Food Shelf Turkey Contest (month of November) - **Thank you from Epiphany Caring for Life for Diapers. Was a success, but finding volunteers to hang feathers was difficult. Also the feathers were falling after hung. Thanks Danielle C. for all your hard work.**
  - b. Spirit wear shop (end of November) -**First attempt we received 26 orders and 83 pieces, PTO made \$166. Questions about whether or not there would be spirit days where kids could wear the gear. Maybe 1 day during Catholic Schools week. Next time be clear that it is not part of the uniform. Maybe open the online store during Spring Fest?**
  - c. Clean Team (Saturday, December 10)-**Was successful, lots of classroom cleaned. Email sent to 3-5th grade families was helpful.**
5. New Business
  - a. Marketing coordinator position is open
  - b. Christmas concert receptions: candy canes from PTO-**Decided not to hand out candy canes, just let everyone enjoy the concert.**

- c. JINGO (January 27, 6 – 8 p.m.): Kristine Trimble and Ann Evans-**Preparations are started. We will have the concessions stand open and athletic families will staff it. Ann and Kristine will touch base with Michelle G. to see if we can get donations from County Market. Ann reached out to Sue Nichols and Father Kubista to call numbers. A save the date will go out in Thursday folders before Christmas break.**

**MOTION: Jess W. motioned to spend \$150 on JINGO prizes; Ann S. 2<sup>nd</sup> motion; all favor. Motion passes.**

6. PTO event coordinators: contacts and updates
  - a. Clean Team coordinator openings: January 7, March 4, April 1
  - b. Catholic Schools Week (Jan 30 – Feb 3): Kia Bauer and Kristine Trimble
  - c. Conference dinners (February 16 and 23): Jess Whitehead and Nancy Powell-**We will be in the meeting rooms and Jess W. will reach out to Rhonda in January.**
  - d. Fish Fry (March/April): Kelly Collins and Ann Evans (first Fri); Kia Bauer and Jess Whitehead (second Fri)-**Will most likely be responsible for the first and the last fish fry.**
  - e. End of Year Party (May/June): Kendra Schmidt and Kari Arnett-**Date of the party will probably be June 2nd, Friday.**
7. Trash to Treasure update-**Drawing was well received. Using many smaller gift cards seemed better than one large prize. Maybe do a May box top contest since no more labels for education.**
8. Marketing update-**e-happenings for upcoming events.**
9. Teacher report-**Band/Orchestra Concert, Thursday Dec 15th; Christmas concert for K-8 on Tuesday, Dec 20th.**
10. Administration report - **Epiphany is re-accredited for 7 years.**
11. Roundtable-
  - a. **Discussion of pickup and drop off policies for students. Reminder to parents about the drop off line rules.**
  - b. **Mass intentions for the 2017-2018 school year. Danielle C. will follow-up.**

**MOTION: Ann E. motioned to spend \$120 on mass intentions; Jess W 2nd. All in favor. Motion passes.**

12. Adjournment and closing prayer-**Meeting adjourned at 7:50.**