



Where faith, families, and learning come together

Meeting Minutes

Monday, March 6, 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: **Tues., April 11;** Tues., May 9; No June meeting

1. Opening prayer-**Opened Meeting at 7:03**
2. Introductions
3. Treasurer's report-**Available Balance 21, 085.96**
MOTION: Michelle G. motioned to approve treasurer's reports; Kendra S. 2nd motion; all favor. Motion passes.
 - a. Teacher requests-**Book Bins for Mrs. Conry discussed last meeting and verified that it was approved by administration.**
MOTION: Kendra S. motioned to approve Mrs. Conry book bins up to \$175. Kimberly O. 2nd motion; all favor. Motion passes.
4. Old business
 - a. Conference dinners - **Went well. Next year keep in mind dinner menu when scheduling volunteers**
 - b. Clean Team - **K-5 rooms all cleaned plus Deacon Gunderson, and Elementary Spanish. As of now not going to clean in April unless we have someone step forward to lead.**
5. New Business
 - a. Fish Fry- **First one on 3/3/17 went well, about 350 people served. March 24th is the 2nd PTO night we need 1 more greeter still. Jess W. is lead and Kelly and Ann will be there floating.**
 - b. Spirit Shop - **Will open 1 more time probably in early April. Will promote a spirit wear day the Thursday before spring fest.**
 - c. End of Year Party- **Still have inflatables. Kelly R check with marketing on partnering. Finger foods, teacher gift.**
MOTION: Jess W. motioned to spend \$2500 on end of year party; Kimberly O. 2nd motion; all favor. Motion passes.
6. PTO event coordinator openings: Clean Team coordinator and Marketing coordinator-**Kendra new marketing coordinator**
7. Trash to Treasure update- **Wait for fall box top contest. Reminder in E-haps for collecting box tops**
8. Marketing update- **Box tops reminder**

9. Teacher report-**literacy night, treasure hunt theme. Same author as last year will be coming. KC doing hot dogs, NJHS will volunteer. Used books. PTO will do cookies and juice as previously decided**
10. Administration report-**Middle school open house tomorrow. 5th grade parents specifically. Raffle \$27, 775-getting new cafeteria table. Last week Archdiocese was here and did a Catholic Identity visit. Report in 2 or 3 weeks. Registration---March 9th, 100 back if you get it in by then. MAP testing in the spring in April 10-May 11th. The Secure our legacy is on track.**
11. Roundtable-**Nothing**
12. Adjournment and closing prayer- **Closing prayer at 7:31**

PTO upcoming event dates and coordinators

- End of Year Party (June 2): Kendra Schmidt and Kari Arnett

EPIPHANY PARENT-TEACHER ORGANIZATION
Executive Committee Meeting
Monday, March 6, 2017
Treasurer's Report

Previous Balance from: 2/7/17 \$ 22,485.46

DEPOSITS: DATE

Total Deposits \$ -

DISBURSEMENTS DATE

Total Disbursements \$ -

ENDING BALANCE AS OF 3/6/17 \$ 22,485.46

Respectfully Submitted

Kia Bauer
PTO Treasurer 2016-2017

DEFERRED DEPOSIT

Spirit Sales in November/December (Xtreme Apparel & 12/11/16 Promotions) (#9361)	\$	166.00
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Total deferred deposit \$ 166.00

DEFERRED DISBURSEMENT

Scooters (remainder to be paid by Labels for Education gift cards (approx 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
2/7/17 CSW Teacher Lunches	\$	85.50

Total Deferred Disbursements \$ 1,565.50

	AVAILABLE FUNDS \$	21,085.96
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