



*Where faith, families, and learning come together*

## Meeting Minutes

Tuesday, August 8, 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 – 2018 meeting dates:** Tues., Sept. 12; Tues., Oct. 10; Tues., Nov. 14; Tues., Dec. 12; Tues., Jan. 9; Tues., Feb. 6; Mon., March 5; Tues., April 3; Tues., May 8; No June meeting

1. Opening prayer-**Meeting opened at 7:02**
2. Introductions **Welcome to the new parents and Principal Coone!**
3. Treasurer's report-**Current funds \$20, 675.22.**

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

- a. Teacher requests-**Jeanne Garry came to present and requested \$3460.00 for fitness trackers. She received a \$1000 grant in the spring. Will be introduced to middle school first and then for 3-5th as well. Will monitor student fitness progress and the data can be used for cross curricular lessons in science and math.**

**Discussion of product accuracy, warranty-yes, any fee for upgrade-No, how they will be used in class, Jeanne will also work with Rhonda Dillon on healthy nutrition choices.**

**MOTION: Jess W. motioned to spend \$3460.00; Lori C, 2<sup>nd</sup> motion; majority in favor. Motion passes.**

4. Hot lunch program updates-**Open house will include a samples of new lunch items, please give feedback about what your kids like.**  
**-Lunch options include: Hot lunch entree, salad bar, sandwich bar**  
**-Focus on not using food incentives as rewards**
5. Old business
  - a. End of Year Party (Friday, June 2)-**Was a success and well attended will continue for coming school year**
  - b. Uniform sale and used uniforms (Sunday, August 6)-**Made \$216.50, currently no red shirts available. Not accepting old logo shirts.**
6. New Business
  - a. Update: Contacting new families-**Appreciated, and volunteers will attempt to reach out 1 more time.**

- b. Teacher breakfast-**PTO will provide funds but we are currently not planning on needing volunteers. Administration is doing a welcome back gift for teachers**
  - c. Open House (Wednesday, August 30)-**Will need to put out used uniforms (Danielle C.) and book covering supplies. Kelly C. will check to make sure we have all supplies we need.**
  - d. Clean Team future-**Need a coordinator. If no one is willing to be a coordinator in September PTO will discontinue clean team. May consider doing one winter clean team event.**
  - e. 2017 – 2018 PTO event calendar
7. PTO event updates (as needed)
- a. Marathon support-**Marathon will use the same theme as the school this year. Attitude of Gratitude. Goal of \$40,000 and monies will be used to relocate playground. Request for funds from PTO to support Sundae incentive at lunch.**

**MOTION: Kia B. motioned to spend up to \$200 on sundae supplies; Nancy P 2<sup>nd</sup> motion; all favor. Motion passes.**

- b. Conference dinners (October and February): Jess Whitehead and **OPEN**
  - c. Food shelf turkey contest (November): **Both roles OPEN**
  - d. JINGO (January): **Both roles OPEN**
  - e. Catholic Schools Week (February): **Both roles OPEN**
  - f. Fish Fry (March/April): **Kia Bauer and OPEN**
  - g. End of Year Party (June): **Both roles OPEN**
8. Trash to Treasure update-**Collection ends Oct 1 for fall incentive. There will be a drawing for 10, \$10 gift cards.**
9. Marketing update-**Kendra S. is managing marketing moving forward. A flyer about PTO will go home in the welcome back packet. The September meeting will include appetizers and will encourage new parents to come and give PTO a try.**
10. Teacher report-**Waiting on new reps**
11. Administration report-**Principal Coone is excited to start the year and looks forward to meeting all the new families.**
12. Roundtable- **September meeting will welcome new families and will include appetizers.**
- a. **-In May Vice President, Treasurer, and Secretary positions will be open and we will be voting in 3 new officers**
  - b. **Kelly C. will send an email with changes to the bylaws for officers and members at large to review before the next meeting. Mostly just updating outdated bylaws.**
13. Adjournment and closing prayer-**Meeting adjourned at 8:25 with prayer.**

<b>EPIPHANY PARENT-TEACHER ORGANIZATION</b>				
<b>Executive Committee Meeting</b>				
<b>No June PTO Meeting</b>				
<b>Treasurer's Report</b>				
<b>Previous Balance from:</b>		<b>5/9/2017</b>		<b>\$ 22,292.72</b>
<b>DEPOSITS:</b>	<b>DATE</b>			
	<b>8/6/17</b>	<b>August PTO Used Uniform Exchange</b>		<b>\$ 216.50</b>
			<b>Total Deposits</b>	<b>\$ 216.50</b>
<b>DISBURSEMENTS</b>	<b>DATE</b>			
		<b>Kari Arnett-EOY School Party expenses for table and lawn decorations</b>		<b>\$ 104.01</b>
			<b>Total Disbursements</b>	<b>\$ 104.01</b>
<b>ENDING BALANCE AS OF</b>		<b>6/30/2017</b>		<b>\$ 22,405.21</b>
<b>Respectfully Submitted</b>				
<b>Kia Bauer</b>				
<b>DEFERRED DEPOSIT</b>				
			<b>Total deferred deposit</b>	<b>\$ -</b>
<b>DEFERRED DISBURSEMENT</b>				
	<b>12/10/16</b>	<b>Approved \$120 for Mass Intentions for 2017-2018 school year</b>		<b>\$ 120.00</b>
	<b>3/7/17</b>	<b>Approved up to \$2,500 for End of Year Party</b>		<b>\$ 1,410.99</b>
	<b>5/9/17</b>	<b>Approved up to \$200 for supplies and prizes for the Fall Box Tops</b>		<b>\$ 200.00</b>
			<b>Total Deferred Disbursements</b>	<b>\$ 1,730.99</b>

			AVAILABLE FUNDS	\$ 20,674.22
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EPIPHANY PARENT-TEACHER ORGANIZATION				
Executive Committee Meeting				
No June PTO Meeting				
Treasurer's Report				
Previous Balance from:			5/9/2017	\$ 21,366.46
<b>DEPOSITS:</b>	<b>DATE</b>			
2668-143	4/30/17	Apr 17 Reclass Fish Fry Profit for PTO		\$ 2,897.23
2589-173	10/14/16	Oct 16 Uniform Donation left in Music Safe		\$ 8.00
2603-179	11/23/16	Nov 16 Rockow NSF ck		\$ 20.00
			<b>Total Deposits</b>	<b>\$ 2,925.23</b>
<b>DISBURSEMENTS</b>	<b>DATE</b>			
2587-436	10/8/16	Costco Wholesale-09/13/16 6-PTO Staff Breakfast		\$ 41.14
2587-438	10/8/16	Cub Foods-09/13/16 6-		\$ 26.91
2587-1112	10/22/16	Reinhart Foods-550135-		\$ 133.95
2587-1123	10/22/16	Reinhart Foods-537878-		\$ 130.12
2587-1136	10/22/16	Reinhart Foods-541683-		\$ 151.63
2598-269	11/3/16	Costco Wholesale-11/03/16 7-Ice Cream		\$ 47.55
2598-276	11/3/16	Cub Foods-11/03/16 8-Ice Cream		\$ 25.84
2598-292	11/3/16	Costco Wholesale-11/03/16 8-		\$ 28.95
2616-483	12/12/16	Cub Foods-12/12/16 8-Teacher's Conference		\$ 18.95
2646-349	2/8/17	Reinhart Foods-660322-Conferences		\$ 31.93
2646-983	2/28/17	Reinhart Foods-686587-Conferences		\$ 147.02
2647-121	2/28/17	Feb 17 Charge PTO for teachers lunches (CSW)		\$ 85.50
2678-172	4/5/17	Cub Foods-04/05/17-PTO Conferences		\$ 35.33
2688-146	5/31/17	May 17 PTO Ad in School Drama Arts Program		\$ 35.00
2692-79	5/31/17	Really Good Stuff - Book Bins Laura Conry		\$ 184.99
2692-58	6/4/17	Reinhart Foods-798164-		\$ 99.03
2692-337	6/7/17	Reinhart Foods-787074-		\$ 86.71
2696-295	6/30/17	Costco Wholesale-06/30/17 5-PTO Party		\$ 33.92
2696-300	6/30/17	Cub Foods-06/30/17 7-PTO Party		\$ 17.50

			<b>Total Disbursements</b>	<b>\$ 1,361.97</b>
<b>ENDING BALANCE AS OF</b>		<b>6/30/2017</b>		<b>\$ 22,929.72</b>
<b>Respectfully Submitted</b>				
<b>Kia Bauer PTO Treasurer 2016-2017</b>				
<b>DEFERRED DEPOSIT</b>				
			<b>Total deferred deposit</b>	<b>\$ -</b>
<b>DEFERRED DISBURSEMENT</b>				
	<b>12/10/16</b>	<b>Approved \$120 for Mass Intentions for 2017-2018 school year</b>		<b>\$ 120.00</b>
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			<b>Total Deferred Disbursements</b>	<b>\$ 1,730.99</b>
			<b>AVAILABLE FUNDS</b>	<b>\$ 21,198.73</b>