



*Where faith, families, and learning come together*

## Meeting Minutes

Tuesday, December 12, 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., Jan. 9;** Tues., Feb. 6; Mon., March 5; Tues., April 3; Tues., May 8; No June meeting

1. Opening prayer-**Meeting opened at 7:04**
2. Introductions-**Welcome**
3. Treasurer's report-**Available Funds: 17, 909.83**  
**MOTION: Jess W. motioned to approve treasurer's reports; Lori C. 2<sup>nd</sup> motion; all in favor. Motion passes**
  - a. Teacher requests-**Brain Pop-Cost for whole school is approximately \$2,400. Only \$190 more than single licenses for the specific teachers who requested. Will vote on funding at January meeting.**
4. Hot lunch program updates- **Santa at breakfast Friday 12/15 from 6:30-7:25. Starting in January will try Grab & Go breakfast.**
5. Old business
  - a. Food shelf drive/turkeys: Danielle Camp, Kendra Schmidt, and Kelly Refsnider-**Went well. Will work with teachers next year to clarify one feather per week per student. May need a storage tube for the new turkeys. Thank you from Caring for Life for the diaper donations.**
6. New Business
  - a. JINGO (January 26): Ann Evans and Kristine Trimble- **Will make it clear that JINGO is a family event and children need to have a parent responsible for them.**  
**MOTION: Lori C. motioned to spend up to \$200 on JINGO prizes; Michelle G. 2<sup>nd</sup> motion; all in favor. Motion passes**
  - b. Catholic Schools Week (January 30 – February 2): Kristine Trimble and Colleen Horn-**Plan on doing lunches for the teachers and snacks in the lounge. We will also be responsible for hospitality the weekend before at all masses. Will start reaching out for parent volunteers before the holidays. Maybe ask NJHS**
7. Upcoming events
  - a. Conference dinners (February 8 and 13): Jess Whitehead and Kia Bauer
  - b. Fish Fry (Feb 23 & March 23): Jess Whitehead and Kia Bauer-**Will meet after the holidays. We will need to provide greeters, runners, clean up.**

- c. End of Year Party (June 1): Kendra Schmidt and Stephanie Neumann
8. Box Tops update-**Submitted approximately 70560 box tops. Will do another submission in May. Will look into new programs at the beginning of the year. Focus on 2 collections**
  9. Marketing update-**Will get out info on JINGO & catholic schools week**
  10. Teacher report- **Very busy. Band, Orchestra, and Choir concerts coming up. Celebrated St. Nick and St. Lucy's Day. All classrooms are focusing on advent with wreaths or jesse trees.**
  11. Administration report-**Parent survey had a good response with 140 respondents. Information will come out about the survey in the e-happenings before the break. Report cards will be out this week. First spirit order will be in next week. The emergency call system was well received.**
  12. Roundtable-**Kelly C. & Kelly R will work to gather all PTO materials from around the school and purge what we don't need. Would be great to have a permanent space.**
  13. Adjournment and closing prayer-**Meeting closes at 7:34**