



PTC Meeting – Agenda
April 19th 2023
7:00pm – 8:00pm

TOPIC	RESPONSIBLE PERSON	Notes
Welcome and Prayer	Deanna	
Secretary’s Report <ul style="list-style-type: none"> • Approval of last meeting’s minutes 	Sonia	
Old Business <ul style="list-style-type: none"> • Teacher desk update • Gaga pit update • First aid/security • Preschool playground 	Deanna	
Principal’s Report	Mrs. Henke	
President’s Report <ul style="list-style-type: none"> • Nominations • Proposal for cameras 	Deanna	
Treasurer’s Report <ul style="list-style-type: none"> • Auction income • Income and expense • 2023-2024 budget 	Jaime	
Directors’ Report <ul style="list-style-type: none"> • Scrip 	Kailey	
Committee Updates <ul style="list-style-type: none"> • Auction • FUNdraiser • Appreciation 	Elizabeth/ Katie/Julie	
Adjournment	Deanna	

Next PTC Meeting: September 20th 2023

St. Mary's PTC Treasurer's Report
18 January 2023 – 4 April 2023

INCOME

Auction	\$140,415.08
Scrip	\$10,000

TOTAL INCOME **\$150,415.08**

EXPENSES

Technology	
Maintenance (parts and labor)	\$1,172.75
Ink for Printers	\$277.63
Technology Total	\$1,450.38
Busing	
Busing for Art Field Trip (4 th and 5 th) grade	\$365.95
Busing Total	\$365.95
HVAC Proposal	
Upgrade to HVAC Controls	\$25,517.00
HVAC Proposal Total	\$25,517.00
Student Appreciation	
Cake Pop Truck	\$575.00
Student Appreciation Total	\$575.00
Teacher Appreciation	
Teacher Appreciation Lunch	\$480.48
Floor Scrubber Total	\$480.48
Wish List	
Wish List Expenses from 1 Teachers	\$33.42
Wish List Total	\$33.42
Classroom Supplies	
Classroom Supplies for 7 Teachers	\$1,285.18
Classroom Supplies Total	\$1,285.18
Teacher Benefit Plan	
Teacher Workshops (2 teachers)	\$779.00
Teacher Benefit Plan Total	\$779.00
Auction	
Credit Card Fees/	\$78.05
Decorations/Rentals	\$2,867.97
Catering/Bar/Bartender	\$5,269.69
Auction Books	\$231.03
Auction Expenses (baskets/auctioneer/banners/supplies/etc..)	\$740.34
Auction Total	\$9,187.08
Total Expenses	\$39,673.49

RESTRICTED FUNDS

Fund-A-Need 2020	\$3,364.74
Wish List	\$1,323.93
Memorial Donation	\$990.00
TOTAL RESTRICTED FUNDS	\$5,678.67

BALANCE ON HAND 1/18/2023	\$144,107.43
INCOME 1/18/2023 – 04/04/2023	\$150,415.08
EXPENSES 1/18/2023 – 04/04/2023	(\$39,673.49)
RESTRICTED FUNDS	(\$5,678.67)
CASH ON HAND 04/04/2023	\$249,170.35

FY23 EXPENSE ITEMS			
	Expense Budget	Actual Amount Spent	Remaining Budget
Learning A to Z (Raz Plus)	\$1,254	\$1,254.00	\$0.00
AR Program	\$1,632	\$1,632.00	\$0.00
Art Teacher	\$9,000	\$0.00	\$9,000.00
Busing	\$2,000	\$365.95	\$1,634.05
Christmas Gifts	\$4,800	\$4,800.00	\$0.00
Copiers for Office	\$2,640	\$2,640.00	\$0.00
FastDirect	\$2,400	\$0.00	\$2,400.00
Fine Arts	\$1,000	\$1,333.21	(\$333.21)
Graduation	\$1,750	\$0.00	\$1,750.00
Miscellaneous	\$500	\$625.62	(\$125.62)
Resource Teacher	\$3,000	\$0.00	\$3,000.00
Robotics	\$2,500	\$1,883.49	\$616.51
Space Camp	\$2,500	\$2,500.00	\$0.00
Start Up/Classroom Supplies	\$11,700	\$5,420.16	\$6,279.84
Student Appreciation	\$3,000	\$889.50	\$2,110.50
Teacher Appreciation Day	\$2,000	\$1,104.43	\$895.57
Teacher's Benefit Plan	\$8,850	\$1,929.00	\$6,921.00
Technology Plan Support	\$22,000	\$18,631.59	\$3,368.41
Testing	\$2,800	\$102.50	\$2,697.50
Trout Lodge	\$2,500	\$2,500.00	\$0.00
SUBTOTALS	\$87,826	\$47,611.45	\$40,673.38

Fundraiser Status				
Fundraiser	Projected Income	Actual Income	Expense	Profit/Loss To Date
PTC Trivia Night	\$4,500.00	\$4,854.06	\$0.00	\$4,854.06
Auction 2023	\$100,000.00	\$156,285.08	\$11,467.52	\$144,817.56
Santa's Kottage	\$1,500.00	\$4,266.00	\$2,976.61	\$1,289.39
Scrip	\$30,000.00	\$26,000.00	\$0.00	\$26,000.00
Total	\$136,000.00	\$191,405.14	\$14,444.13	\$176,961.01

Approved Proposals			
Project	Approved Funds	Expenses	Remaining
Sun Shade	\$889.93	\$766.38	\$123.55
HVAC	\$25,517.00	\$25,517.00	\$0.00
Floor Scrubber	\$750.00	\$750.00	\$0.00
First Aid/Security	\$1,500.00	\$801.00	\$699.00
Gaga Pit	\$4,605.55	\$4,605.55	\$0.00
Teacher Desks	\$3,341.78	\$0.00	\$3,341.78
PreSchool Playground	\$12,000.00	\$0.00	\$12,000.00
PreSchool Rug	\$622.19	\$622.19	\$0.00
Total	\$49,226.45	\$33,062.12	\$16,164.33

Projected Account Status	
Cash on Hand (04/04/2023)	\$249,170.35
2023 Auction Income (held for next year's budget)	(\$116,937.56)
2023 Fund-A-Need Funds	(\$27,880)
Remaining Projected Income	\$4,000.00
Remaining Budget Line Items	(\$40,673.38)
Reserve	(\$50,000.00)
Remaining Approved Proposals	(\$16,164.33)
TOTAL FUNDS REMAINING	\$1,515.08

FY24 WORKING EXPENSE ITEMS

	FY23 Expense Budget	Proposed FY24 Expense Budget	Notes
Operational Expenses			
Reading Curriculum	\$2,886	\$3,000	Reviewing new reading software (IXL). This will replace Learning A to Z and the AR Program. Combining those line items into one “reading curriculum” line.
Art Teacher	\$9,000	\$9,000	Salary calculated by Office for FY24.
Resource Teacher	\$3,000	\$3,000	Same as FY23.
Copiers for Office	\$2,640	\$2,750	Should not increase by much. Contract has minimal increase built in over time.
FastDirect	\$2,400	\$3,000	Expect a small increase – increasing budget to \$3K – Will receive bill in June to better estimate Possible increase if enrollment functionality is added. TBD after office assesses FastDirect enrollment.
Library Expenses		\$175	Recommend new line item: Library Support Service Software
Start Up/Classroom Supplies	\$11,700	\$11,700	Leaving at \$850 per teacher.
Technology Plan Support	\$22,000	\$27,000	Recommend an increase. Includes Kane consulting for repairs/IT support, data back-up, chromebooks for 2 nd grade, Ipads for pre-school, GoGuardian software, projectors and other miscellaneous IT expenses.
Testing	\$2,800	\$3,000	Recommend small increase. Map testing prices based on enrollment.
Textbook Update	\$4,400	--	Removing for now– textbook funds will now be requested through proposals.
Teacher's Benefit Plan	\$8,850	\$5,000	Recommend moving to lump sum as opposed to amount per teacher.
Total Operational Expenses		\$67,625	

	FY23 Expense Budget	Proposed FY24 Expense Budget	Notes
Other Expenses			
Christmas Gifts	\$4,800	\$4,800	Should remain the same.
Busing	\$2,000	\$2,000	Estimating 5 field trips at \$400 apiece.
Fine Arts	\$1,000	\$1,000	Leaving at \$1000 for this year since many of the art supplies will be funded through FAN.
Graduation	\$1,750	\$1,750	Same as FY23.
Miscellaneous	\$500	\$500	Same as FY23.
Robotics	\$2,500	\$2,500	Same as FY23. (Confirmed with Renee Johnson)
Space Camp	\$2,500	\$5,500	Recommend increasing this line item to cover the cost of the bus taken for Space Camp.
Trout Lodge	\$2,500	\$2,500	Same as FY23.
Teacher Appreciation Day	\$2,000	\$2,500	Splitting FY23 amount between student appreciation and teacher appreciation. Quarterly events.
Student Appreciation	\$3,000	\$2,500	Splitting FY23 amount between student appreciation and teacher appreciation. Quarterly events.
Social Events		\$2,500	Recommend new line item: Propose same amount as student and teacher appreciation
Total Other Expenses		\$28,050	
Total All Expenses		\$95,675	



PTC Meeting Minutes
January 18, 2023
7:00pm – 8:15pm

1. Call to order:

The meeting was called to order by Katie Wykoff, PTC Vice President at 7:00pm in the cafeteria.

2. Meeting Minute Approval:

A motion was made by Joel Noronha to approve the minutes and was seconded by Dakota Harmon.

3. President's Report:

Reviewed old business:

HVAC updates completed. The 8th grade thermostat to be replaced.

The scrubber has been used in cafeteria, hallways and gym floor.

The shade at the playground was taken down for the winter and will be put back up in the spring with adjustments.

Teachers' desks: Jaime is working with Angie and Archdiocese on confirmation to get comparable desks and cost. Plan to order in April/May and switch out over summer break.

Gaga pit will be delivered at the end of January. We will need to wait until spring to install. Joel has been kind enough to lead the installation but volunteers are needed. The date of installation is TBD but we will need volunteers. If needed, a formal call for volunteers will occur once we have more information.

Open Positions for 2023 and 2024 board were discussed. Application copies were distributed and also available on Fast Direct. Applications due by March 15th.

Proposal for preschool was presented by Mrs. Blumberg. Discussion included recycling existing materials, benefits to recruitment, needed volunteers and timeline for completion (spring 2023). The proposal was unanimously approved with no opposition.

4. Principal's Report:

Mrs. Henke discussed Fund A Need (FAN) will include many items such as:

- Extracurricular/storage area to store PE equipment, athletic equipment, appropriate crates, away from fire exits, etc.
- Athletic department uniforms
- Yearly athletic fee pays for refs, stipend for Mrs. Jones, tournaments
- Athletic equipment- volleyball net storage (easier to roll up), balls, uniforms
- Robotics team needs
- Art teacher- gauging interest and compiling a list
- Band- new risers
- Chess – need mats/timers for competitions

Estimated \$25,000 FAN.

A motion was made by Lauren Smith and seconded by Katie Burn for FAN. It was unanimously approved.

Prior meetings discussed safety for FAN. However, with Church expansion/project unclear how it will change the needs, it was recommended to wait. Additionally, the from prior meeting, the Grant Proposal is a lot of work and will need school and parish collaboration. The goal is to prevent duplicate work.

Mrs Henke discussed current safety initiatives (intruder drills, teacher training, etc.)

5. Treasurer's Report:

The treasurer's financial reports were presented. The final HVAC update invoice has not been received. It is anticipated several budget lines to come in lower than budgeted. Santa's

Scrip income was discussed. Projected income for the year is \$25,000-\$30,000.

The financial report was unanimously approved.

6. Director's Report:

Scrip was discussed during the Treasurer/budget report

7. Committee Updates:

Auction committee: There are still approximately 100 tickets to purchase for auction. This is behind from this time last year. Auction baskets – soliciting from local businesses and personal donations. It was recommended to purchase SCRIP to pay for donations.

FUNrasier committee: No update. Next event will be fall 2023.

Appreciation: There will be a cake pop truck for students and teacher appreciation lunch during Catholic School's Week. There is a sign-up genius for the luncheon.

8. Adjournment:

A motion to adjourn was made by Kate Burnley and seconded by Michael Frazier.

The meeting was adjourned at 8:15pm.

The meeting date of the next PTC meeting was announced as 04/19/2023 at 7:00pm.

