



**PTC Meeting – Agenda**  
**January 18<sup>th</sup> 2023**  
**7:00pm – 8:00pm**

TOPIC	RESPONSIBLE PERSON	Notes
<b>Welcome and Prayer</b>	Katie	
<b>Secretary’s Report</b> <ul style="list-style-type: none"> <li>• Approval of last meeting’s minutes</li> </ul>	Katie	
<b>Old Business</b> <ul style="list-style-type: none"> <li>• HVAC update</li> <li>• Shade update</li> <li>• Scrubber update</li> <li>• Teacher desk update</li> <li>• Gaga pit update</li> <li>• First aid/security</li> </ul>	Katie/Jaime	
<b>Principal’s Report</b> <ul style="list-style-type: none"> <li>• Fund-A-Need</li> </ul>	Mrs. Henke	
<b>President’s Report</b> <ul style="list-style-type: none"> <li>• Nominations</li> <li>• Proposal for preschool</li> </ul>	Katie	
<b>Treasurer’s Report</b> <ul style="list-style-type: none"> <li>• Income and expense</li> </ul>	Jaime	
<b>Directors’ Report</b> <ul style="list-style-type: none"> <li>• Scrip</li> </ul>	Kailey	
<b>Committee Updates</b> <ul style="list-style-type: none"> <li>• Auction</li> <li>• FUNdraiser</li> <li>• Appreciation</li> </ul>	Elizabeth/ Katie/Julie	
<b>Adjournment</b>	Katie	

**Next PTC Meeting: April 19<sup>th</sup> 2023**

**St. Mary's PTC Treasurer's Report**  
**11 November 2022 – 18 January 2023**

**INCOME**

Breakfast With Santa	\$2,099.42
2023 Auction	\$13,942.87
Santa's Kottage	\$4,266.00

**TOTAL INCOME** **\$20,308.29**

---

**EXPENSES**

<b>Technology</b>	
Maintenance (parts and labor)	\$4,180.40
New Projector and installation	\$2,193.00
Reimbursement for Chromebook	(\$249.00)
<b>Technology Total</b>	<b>\$6,124.40</b>
<b>Breakfast With Santa</b>	
Breakfast With Santa Reimbursement to Class	\$3,394.42
<b>Breakfast With Santa Total</b>	<b>\$3,394.42</b>
<b>Christmas Gifts</b>	
Christmas Gifts (Scrip Gift Certificates)	\$4,800.00
<b>Christmas Gifts Total</b>	<b>\$4,800.00</b>
<b>Fine Arts</b>	
Art Supplies for Art Room	\$1,118.25
Christmas Program (Sound System Rental/Supplies)	\$214.96
<b>Fine Arts Total</b>	<b>\$1,333.21</b>
<b>Floor Scrubber - Proposal</b>	
Floor Scrubber (Split w/Parish)	\$750.00
<b>Floor Scrubber Total</b>	<b>\$750.00</b>
<b>Gaga Pit - Proposal</b>	
Gaga Pitt (Structure, Rubber Mats, Brackets)	\$4,605.55
<b>Gaga Pit Total</b>	<b>\$4,605.55</b>
<b>First Aid/Security - Proposal</b>	
TV for Copy Room and install	\$801.00
<b>First Aid/Security Total</b>	<b>\$801.00</b>
<b>Santa's Kottage</b>	
Item Purchases and Supplies	\$2,976.61
<b>Santa's Kottage Total</b>	<b>\$2,976.61</b>
<b>Wish List</b>	
Wish List Expenses from 1 Teachers	\$89.12
<b>Wish List Total</b>	<b>\$89.12</b>
<b>Classroom Supplies</b>	
Classroom Supplies for 6 Teachers	\$1,273.42
<b>Classroom Supplies Total</b>	<b>\$1,273.42</b>
<b>Sun Shade - Proposal</b>	
Concrete	\$89.50
<b>Sun Shade Total</b>	<b>\$89.50</b>
<b>Teacher Appreciation</b>	
Christmas Party Catering	\$447.66
<b>Teacher Appreciation Total</b>	<b>\$447.66</b>

<b>Teacher Benefit Plan</b>	
Teacher Lunches (7 teachers)	\$1,100.00
<b>Teacher Benefit Plan Total</b>	<b>\$1,100.00</b>
<b>Auction</b>	
Credit Card Fees	\$3.90
<b>Auction Total</b>	<b>\$3.90</b>
<b>Total Expenses</b>	<b>\$27,788.79</b>

**RESTRICTED FUNDS**

Fund-A-Need 2020	\$3,364.74
Wish List	\$1,357.35
Memorial Donation	\$990.00
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$5,712.09</b>

BALANCE ON HAND 11/11/2022	\$151,663.14
INCOME 11/11/2022 – 01/18/2023	\$20,308.29
EXPENSES 11/11/2022 – 01/18/2023	(\$27,788.79)
RESTRICTED FUNDS	(\$5,712.09)
CASH ON HAND 01/18/2023	\$138,470.55

<b>FY23 EXPENSE ITEMS</b>			
	<b>Expense Budget</b>	<b>Actual Amount Spent</b>	<b>Remaining Budget</b>
Learning A to Z (Raz Plus)	\$1,254	\$1,254.00	<b>\$0.00</b>
AR Program	\$1,632	\$1,632.00	<b>\$0.00</b>
Art Teacher	\$9,000	\$0.00	<b>\$9,000.00</b>
Busing	\$2,000	\$0.00	<b>\$2,000.00</b>
Christmas Gifts	\$4,800	\$4,800.00	<b>\$0.00</b>
Copiers for Office	\$2,640	\$2,640.00	<b>\$0.00</b>
FastDirect	\$2,400	\$0.00	<b>\$2,400.00</b>
Fine Arts	\$1,000	\$1,333.21	<b>(\$333.21)</b>
Graduation	\$1,750	\$0.00	<b>\$1,750.00</b>
Miscellaneous	\$500	\$625.62	<b>(\$125.62)</b>
Resource Teacher	\$3,000	\$0.00	<b>\$3,000.00</b>
Robotics	\$2,500	\$1,883.49	<b>\$616.51</b>
Space Camp	\$2,500	\$2,500.00	<b>\$0.00</b>
Start Up/Classroom Supplies	\$11,700	\$4,757.17	<b>\$6,942.83</b>
Student Appreciation	\$3,000	\$314.50	<b>\$2,685.50</b>
Teacher Appreciation Day	\$2,000	\$623.95	<b>\$1,376.05</b>
Teacher's Benefit Plan	\$8,850	\$1,150.00	<b>\$7,700.00</b>
Technology Plan Support	\$22,000	\$17,679.21	<b>\$4,320.79</b>
Testing	\$2,800	\$102.50	<b>\$2,697.50</b>
Textbook Update	\$4,400	\$0.00	<b>\$4,400.00</b>
Trout Lodge	\$2,500	\$2,500.00	<b>\$0.00</b>
<b>SUBTOTALS</b>	<b>\$92,226</b>	<b>\$43,795.65</b>	<b>\$48,889.18</b>

<b>Fundraiser Status</b>				
	<b>Projected Income</b>	<b>Actual Income</b>	<b>Expense</b>	<b>Profit/Loss To Date</b>
PTC Trivia Night	\$4,500.00	\$4,854.06	\$0.00	<b>\$4,854.06</b>
Auction 2023	\$100,000.00	\$15,663.68	\$1,998.90	<b>\$13,664.78</b>
Santa's Kottage	\$1,500.00	\$4,266.00	\$2,976.61	<b>\$1,289.39</b>
Scrip	\$30,000.00	\$16,000.00	\$0.00	<b>\$16,000.00</b>
<b>Total</b>	<b>\$136,000.00</b>	<b>\$40,783.74</b>	<b>\$4,975.51</b>	<b>\$35,808.23</b>

<b>Approved Proposals</b>			
<b>Project</b>	<b>Approved Funds</b>	<b>Expenses</b>	<b>Remaining</b>
Sun Shade	\$889.93	\$766.38	\$123.55
HVAC	\$35,915.00	\$0.00	\$35,915.00
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
<b>Total</b>	<b>\$47,002.26</b>	<b>\$6,922.93</b>	<b>\$40,079.33</b>

<b>Projected Account Status</b>	
Cash on Hand (01/18/2023)	<b>\$138,470.55</b>
2023 Auction Income (held for next year's budget)	<b>(\$13,664.78)</b>
Remaining Projected Income (Excluding 2023 Auction)	<b>\$14,000.00</b>
Remaining Budget Line Items	<b>(\$48,889.18)</b>
Reserve	<b>(\$50,000.00)</b>
Remaining Approved Proposals	<b>(\$40,079.33)</b>
<b>TOTAL FUNDS REMAINING</b>	<b>(\$162.74)</b>



**PTC Meeting Minutes**  
**November 16, 2022**  
**7:00pm – 8:15pm**

1. Call to order:

The meeting was called to order by Deanna Peterson, PTC President at 7:00pm in the cafeteria.

2. Meeting Minute Approval:

A motion was made by Mrs. Smith to approve the minutes and was seconded by Mr. Noronha. Sonia Handsy discussed the upcoming Santas Kottage. She explained what it is to all new families and mentioned the sign-up genius was out to sign up to help.

3. President's Report:

Future PTC meeting agenda, minutes and other relevant documents will be posted on FastDirect to promote transparency.

Reviewed old business including HVAC update, shade installed, gaga pit, permanent, voted on unanimous vote, spring install. Teacher desks discontinued, revisiting through the diocese and a new bid will be needed.

Bylaws revisions discussed – structure and policies for a clear process (eligibility, dues, officers and board members, meeting flexibility, and unbudgeted items up to \$1,000)

4. Principal's Report:

Mrs. Henke discussed Halloween parties, PT conferences went well, Saint Communities: we have 10 communities led by 8<sup>th</sup> grade, purpose is for service, faith, and fun.

November raked leaves and December will be craft project for hospice.

5. Treasurer's Report:

Mrs. Jedlicka presented information on a grant application for security. The budget and reserve were explained. Financial reports were unanimously approved.

6. Director's Report:

Mrs. Riegert reported on the Scrip program and discussed the online/app way to purchase and use scrip. Christmas is the best time to purchase scrip and mentioned adding info in back pack news regarding the app for scrip.

7. Committee Updates:

Fundraiser: Katie discussed the trivia night, it was a fun night, no overhead and profit \$4,000. Julie talked about the coffee truck and teacher Christmas party.

Appreciation: Julie presented on the coffee truck for the teachers. It was a success. Additional appreciation events are being planned.

Auction: Mrs. Moody reported auction is coming up quickly, March 18, 2023 and start purchasing donations and tickets.

Potential fund-a-need projects were discussed including storage/organization for the school and security needs. Parents and faculty discussed immediate security needs that the PTC could fund including updated first aid kits, security shades for doors and a TV monitor for the faculty break-room. The additional items were unanimously approved for purchase. More information will be gathered on security needs for the school. There is a security grant that the school can apply for by the end of January for up to \$150,000. Volunteers will be solicited to help with the grant application.

8. Adjournment:

The meeting was adjourned at 8:15pm.

The meeting date of the next PTC meeting was announced as 01/18/2023 at 7:00pm.

Approval:

1<sup>st</sup> motion for approval: Joel Noronha

2<sup>nd</sup> motion for approval: Dakota Harmon

Approved as presented: 01/18/2023  
Date

Approved as corrected: \_\_\_\_\_  
Date