***In Attendance****:* Christa Callanan, Michelle Kline, Janelle Manns, Christi Meats, Paul van Zwalenburg, Katie Richmond, Vanessa Cabiao, Dani Flanagan, Jennifer Keyte, Carol Eagan-Davis, Deirdre O’Day, Jennifer Cather Dempsey, Alder Kuhn, Sarah Houseknecht, Laura Wong

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# Prayer – Janelle Manns

# Principal’s Report – Christa Callanan in lieu of Donna Ramos

* Recap of State of the School

# Treasurer’s Report – Michelle Kline

* Parish has combined banking with the school, so they handle payments as well as expense reimbursements.
* A motion was made to submit the second payment of $50K commitment to the school. The motion was seconded and approved. The goal is to pay the $75K remainder in the summer.
* DISCUSSION: How can we communicate the goals and final results of each fundraiser to the school community (i.e. a final report submitted by each fundraising chair)
* Financial status is currently on track
* Expense reimbursements and receipts to be emailed to [ms\_moll@msn.com](mailto:ms_moll@msn.com) .

IRS now approves screen shots of receipts, so can send in this format

* Can request use of school credit card for large expenses for school purposes

# Commitment Hours Update – Paul van Zwalenburg

* Just sent out YTD email to all school families. Will email separately those families who have ‘0’ hours to follow up.
* ASK: Class reps to email to see if anyone is not receiving these email updates.
* Deadline for commitment hours to be physically completed is April 30. Hours after that (i.e. Jog-a-thon) apply to the following year. Deadline to submit these hours is May 15.

# Fundraiser Updates – Fundraiser Chairs

* + Auction (2/25) – Alder Kuhn
* Successful event
* DISCUSSION: Thoughts on changing format for 2018. PTO Chair to schedule follow up meeting for further discussion.
* ASK: Need a volunteer coordinator (responsibilities include, setting up online volunteer jobs and asks and helping to coordinate the volunteers for the night of the Auction
  + Box Tops - Laura Wong
* FOLLOW-UP: Send out a communication on funds received YTD and what the school uses the funds for (i.e. library books, playground equipment).
  + Jog-A-Thon (5/5) – Sara Houseknecht
* Cinco de Mayo theme / Forms to go out April 6
* DISCUSSION: Timing of the last fundraiser as it coincides with others.
  + Next PTO Meting- April 11, 6:30PM
* Will discuss plus and deltas of our fundraising activities and roles (what can we change or improve on to better serve our school community?)