

7/31/2025 PTO meeting 6p

Ascension School Library

Attendees: Father Matthew Millay, Mr. Mullaney, Patrick and Andria Kersting, Kate Brockman, Robert Irwin, Rachel Just, Christina Plamp, Adrian Bates, Bailey Hoad, , Megan Sovers, Dana Neichter, Salmir & Caroline Manjafic,

Attendees via Zoom: Jennifer Pulliam, Brian Sovers, Christina Crush, Jenna Airhart, Molly Lusk, Haley Phelps, Mackenzie Sims, Ashley Heimbrock, Jean Gueavera, Lori Weickel

PTO Board Present: Kasey and Jordan Eblen, Brandi Miller, Sally Merrell

Welcome/Opening Prayer—Father Matthew Millay

Principal's Address- Mr. Mullaney -Thanked the PTO committee for time and effort on all fundraising and events for last year.

Year in Review

--Brandi and Terry --discussed email

---Discussion began by addressing recent email from Mr. Mullaney to the community about how PTO funds are allocated throughout the year. This email was sparked by the PTO board asking questions regarding guidance for allocation of funds raised when the budget is set prior to the end of the school year for the following year and multiple requests coming in all year long. Archdiocese superintendent suggested Nancy Marx, business manager, Mr. Mullaney, Father Robert and Brandi Miller, PTO Treasurer to discuss and take away from that meeting: →funds to go to support the school 1st and 2nd for social community events, but not to eliminate. Going forward PTO will have a set budget for all events and all funds earned over budget will go back to main account and request will have to go through Finance committee.

--Rough Draft of expenses and income was shared in handouts—Bailey Hoad brought up that parents want Budget & Minutes updated more often and put out on website. Megan Sovers and Rachel Just agreed and asked that it be more specific and not “umbrellaed”(ie more specific than “technology). Reaching out to Patrick Parrish to help with posting to website.

*******Fr Matthew Millay** spoke to the committee offering thanks for the invite and looks forward to meeting everyone. He spoke to the following:

1. advice/expectations: on communication concerning school related issues please go to Mr. Mullaney before Father.
- 2 Before you speak to staff about a school issue, please speak to Mr. Mullaney 1st so he can triage the situation.
3. Father stated he is just getting settled and assessing all lanes that require his time and attention slowly including the budget but he asks that all keep stewardship in mind always. Extraordinary conditions/requests beyond what is in the budget, Father will make the final call.
4. Father recommended that PTO have approx. \$10,000 left over at end of year. PTO committee thanked Fr Matthew for his time and guidance and Fr. left the meeting.

*******Mr. Mullaney** circled back to how this discussion led to this meeting. He brought up the process of bringing the budget to the finance committee in Feb every year, came to PTO board with budget in March. Sally Merrell spoke up and said this meeting along with last minute requests throughout the year (mulch for small playground, sound for Christmas program and Spring concert) prompted the discussion amongst PTO board members of how the funds are allocated, timeframes and who approves. Going forward the direction will be that PTO will have a set budget and requests will filter through Finance Committee, Mr. Mullaney, and Father having final approval.

Brian Soverns spoke up as representative from Finance committee and stated they look at whole picture for school and parish. Anything over \$1000 has to be approved by finance committee per by-laws

Bid process – currently no “requirement” or is it in by-laws? Adrian Bates spoke up and asked Mr. Mullaney if multiple bids are obtained for work such as banners, printing needs etc from his standpoint. Mr. Mullaney said he doesn’t usually but welcomes any info of businesses that are more cost effective. Adrian stated she has info about a printing vendor that does excellent work at a low cost used for Summer Festival that she will send Mr. Mullaney. Jennifer Pulliam spoke up and asked if bids are required? Brandi Miller spoke to this stating PTO does get bids and it’s possibly in our by-laws. Brian Soverns stated Finance committee does as well.

With no further questions for Mr. Mullaney, the PTO Committee thanked Mr. Mullaney for his time, and he left the meeting.

*******Committee discussion on all events whether fundraising or free to the community:**

Brandi Miller emphasized that the budget and events for the upcoming school year were already approved and will continue but was asked if any cost savings could occur for this year. To be a partner in these efforts, PTO will be reducing their expenses on events where possible while also ensuring they are putting on a successful and meaningful event/activity. Amounts listed are new budget amounts:

Top Fundraising events for our school that will continue for the 25/26 school year:

Please note that all expense and net amounts are not final for the 24/25 school year as we are still waiting for final expense reports.

---Golf Scramble

- **2024 Amount:** \$7,646.23 Net → **2025 amount** ~\$9,700 reported for this year per Kate Brockman via Mike Brockman one of the chairs of the event---WAY TO GO & THANK YOU to Mike, Matt Amburgey, Justin Amburgey and all who helped make the event such a success whether by playing or volunteering!
- ticket sales, course fees, prizes, food/drinks, signs, split the pot, mulligans, licenses, etc. (~5k in sponsors/donations)

---Easy Money Sweepstakes

- **24/25 Amount** \$42,319.91 net. Costs include tickets, prizes and majority payout. (\$295 tickets, \$517.33 prizes, \$2,649 for MJ, \$9,000 in payouts)

---Trivia Night

- **24/25 Amount** \$7,145.48 net. Ticket sales, raffle, beer. Bought round table clothes last year for future cost savings. No changes to this event

---Adult Mixer Night—Date is adjusted from last year's Oktoberfest (fall) and moved back to Feb. Megan Soverns spoke up as co-chair for the upcoming event in February that there are plans to keep to keep costs low while still raise funds....more to come!

- **24/25 Amount** \$3,816.11 net. Ticket sales and beer. Discussion of lowering event costs for future like DJ, decorations, etc.

Note that the following are estimated budgeted costs for the 25/26 School year

---Back to school Bash @Pool—consensus from committee was to not take away at least for 25-26 school year and hopefully continue in the future as it is a great introduction to the school for new and returning students and their families

- \$3,000 back to school night, pool party and gift for students

---Trunk or Treat – group discussed ways to save including not hiring a DG but using Spotify + parent owned speakers, look into a way to make “best costume” awards cheaper, continue with split the pot, beer sales

- Approx. \$193.57 net

---Cookies w/ Santa—great community event that occurs after mass and is for school and parish; committee voted to keep. Look into possible donations for refreshments. Santa suit was purchased last year and board member’s father was Santa at no cost last year

- \$200 cookies, drinks and crafts. We have Santa Suit and will need volunteer to stay within budget.

---Mother/Son—3/27, committee voted to keep; look into cost savings (not having DJ, getting refreshments donated)

- \$800 – reduced from 1,000.

---Father/Daughter—1/24, committee voted to keep; look into cost savings (game circuit, getting food donated?)

- \$800 – reduced from 1,000.

---Bunco—committee voted to keep as it is such a low cost and door prizes could be donated

- \$231.75 net. Money raised through ticket and beer sales. Offer small prizes for winners? Or get prizes donated?

---Family Night—Ashley Altman spoke up concerning Robbins Roost Roller Rink cost \$250 to rent, \$2.50 per skater, \$1 for plastic helpers....could this be something we charge a set price per family? Even if it was \$5-\$10 per family, cost of the event would go down. (~\$550 last year)

---St Nick Day cost: \$150

---Tailgate cost: \$500

---Used Uniform

- \$660 net

---Pickleball/Cornhole -- discussion of continuing TBD at future meeting

- \$8.33 net

Other PTO funded activities/events:

---Book fair--\$10 –Committee voted to continue.

- \$2,400 = \$10 per student (240) at spring bookfair. Ms. Wagner will be informed of remaining money not spent to buy additional books for library in fall.

---Field Trips- Committee voted to continue and up to \$20 per child. Brandi Miller stated she would reach out to teachers to make sure they are aware of this funded by PTO.

- \$4,680 \$20 per student (240). Increased budget this year as parents are still being asked to cover costs and feel like they'd rather their fundraising pay for this as it benefits them, the teachers and the students. Bus costs have gone up a lot, and is heavier on the smaller classes.

---Grandparents Day— Committee voted no more food or drinks to be provided by PTO. Brandi Miller offered idea of having grandparents visit classroom with students and student's possibly providing a already finished craft and/or thank you card, etc for grandparent already made prior to day of to give to grandparent(s). Megan Soverns also suggested grandparent(s) could maybe go to lunch with instead of mass or including going to mass Brandi Miller to follow up with teachers and Mr. Mullaney.

- \$500 but potentially \$0

---Yearly spirit wear T-Shirts--\$1500 in past ---conversation around doing for new families only next year? Christina Plamp suggested something different for older grades-- water bottles that is quality (doesn't leak)? Key chains? Brandi Miller stated shirts have already been made for this year but going forward we will pass on suggestion to next year's board.

---Picnic sponsorship-committee voted to keep; Bailey Hoard brought up that a basket per class donation was done in the past, possibly bring back in the future to save \$? For now keeping the sponsorship

---Field Day-Committee voted to continue on PTO's budget

---Teacher closets/Supplies –committee voted to keep on budget but to give back funds allotted for meals and appreciation

- \$8,820 - \$230 per teacher + 1000 in supply closet.

Other topics of discussion

---Donations – how can we better this? Send out a mass form with all offerings to businesses (Brandi Miller/Brian Soverns suggestion)

---Room Parent Guidelines – need to discuss more and set a formal email that will go out to all room parents and teachers. Expectations on money collection, gifts, responsibilities. Megan to send Brandi her email she sends to parents.

---Volunteering – parents feel like it's the same people over and over – other schools get some benefits for volunteering – what can we do? Requirements, reduced fees (current have no PTO fees being charged), etc. form for parents where they can say yes I can volunteer x hours or no, I cannot here is x dollars. ?? (not a requirement but at least we would get some money and have a list of people to reach out to help)

---Fr. Matthew mentioned Holy Spirit has a “big project” their PTO focuses on every year – how can we get to that? PTO Fee→ discussion around there is no longer a PTO fee for the upcoming school year. Committee discussed at length how/if we can bring this back in the future and ways to maybe offer discount based on parental volunteer hours and/or chairing events, ways to track service hours for parent. Sally Merrell stated she would talk to Nancy Marx about a possibility of incorporating in the future and if a contract would be needed. Also will be brought to the attention of Fr. Matthew, Terry Mullaney, Finance Committee

---Assessments \$7000, committee voted to take off budget but Brian Soverns spoke up and stated every committee has this as a line item and it's a % of funds raised that each committee must pay to Archdiocese. PTO will work with Nancy on the details of this, and find out how much will hit the PTO budget and what % that is for transparency.

---Christina Plamp brought up the website Goody offers cost effective items for fundraising, door prize, raffle needs. She also brought up the idea of Banners on the soccer field for a cost to businesses.....parish and finance committee along with Father and Mr. Mullaney would have to weigh in on this as a possibility for fundraising for items

--- Parents want budget transparency – can we get a “parent friendly” budget vs actual up on the website? They don't want to see “technology” they want to know what type of technology and how it impacts their kids/their funds. Will discuss with Nancy and Patrick.

---School fundraising – what is the school doing to raise money and not rely on the PTO fundraising for needs? Other schools use grants, etc. talk to other schools on where they find them, who applies, (principal, etc.)

---Minutes – meeting meetings need to be documented and published online and sent to parish council. Ensure any decisions, questions, discussion is brought up in parish council meetings. If president can't go, another board member needs to be there.

---Marketing – how can we get mor people at our events?

---Art Teacher—Bailey Hoard spoke up that she will speak to new teacher about type of art work and give examples for what we would like for Auction at Adult night and/or Trivia night?

PTO will be provided a set budget each year to cover PTO related items. Any additional money the PTO raises beyond this will go to support the needs of the school. This will be handed by the school and finance committee.

PTO will meet with Nancy to ensure a document is in place where the public is aware of:

1. How much fundraising was raised and supported the school.
2. How the funds were allocated/used and what the approval/budget process is for this.
3. How reporting information out will be handled.

To be removed from PTO budget line items and given back to school/general fund

****Since the PTO budget will now be a set among, less than we bring in each year in fundraising we will be moving any non-ptd related item/activity (Item's that a typical school would pay for) out of the PTO budget with the expectation that the parish/school/finance committee will continue to fund these items to some degree and discuss with the necessary parties any changes that may occur in advance.

---ACE Day →\$573.80 and lunch

---1st Communion, Confirmation—Parrish or PTO budget??? Will F/U with Nancy Marx

---8th grade graduation—does it come out of PTO budget? Will F/U with Ask Nancy Marx

---Professional development is removed from PTO's budget—Questions were asked what specifically did it fund this year:

- \$16,444.94 first reconciliation, science & faith, thirdbox, spontaneous prayer, catechist, counseling conference, key comprehensive routine training, amplify

---Technology/ Equipment

- \$4,451.26 JAMF Pro, macbook, projector lamps, chargers + \$40,000 in iPads

---Spirit Committee

- \$1,000

---Teacher Support

- \$4,694.23 muffins for accreditation, lunches, gifts for retirement/leaving, Christmas party, gifts & gift cards for CSW and Teacher Appreciation Week

---Box Tops

- Revenue of \$128.10.

School will manage advertising/marketing to get individuals to participate. No additional work is required.

---Any other school related request (sound for programs, café/concession needs, awards/gifts from school, etc.)