

PTO Meeting Agenda

Wednesday, August 27, 2025

SJS Science Room

1. Call to Order - Tracy Petty
2. Opening Prayer - Sarah Rose
3. Introductions
 - a. Tracy Petty - President
 - b. Jennifer Rosenberry - Vice President
 - c. Kelly Naugle - Treasurer
 - d. Sarah Rose - Secretary
4. Principal/School Update
 - a. Email Mrs. Meece or Mrs. McBride if any questions
 - b. Please make sure to read the Raider's Edge
 - c. iLEARN is going well- giving good info for teachers on how to better prepare teachers
 - i. Checkpoints for kids
 - ii. A part of what we are doing, not the whole picture
5. President Update
 - a. Family Engagement will be continuing
 - Volunteer hours must be tracked for stewardship
 - PTO volunteer forms will need to be submitted to the office after an event
 - **Attending 3 PTO meetings a year will count as one of the family engagement activities**
 - b. Committee Tracking will be continuing
 - After the event is over, a copy of the tracking sheet should be sent to the PTO email to reconcile income/expenses with business office records. In the past, there have been discrepancies, so it is important that committees keep their own records!
 - Please do not submit anything to the Parish Office on your own!
6. Room Parent Updates
 - a. Only about 30 consent forms haven't been returned
 - b. New School Party Expectations
 - c. New Staff Appreciation Meal Form
7. Treasurer's Update - Kelly Naugle
 - a. **Budget update- currently a little over projected budget**
 - b. Process for reimbursement
 - Email Kelly at kmnaugle@iu.edu and pto@sjsindy.org copy of receipts/payment along with PTO Request for Reimbursement form
 - Kelly will submit the request to the Parish Office (with all signatures), and the bookkeeper will issue the check.
 1. Expenses up to \$100 requires PTO executive officer signature

2. Expenses over \$100, and expenses exceeding budget by \$100 to \$500 requires PTO executive officer and school administrator signature
3. Expenses exceeding budget by more than \$500, and all non-budgeted expenses require a majority approval of members present at a PTO meeting

b. Tax exempt forms in office

The school has tax exempt set up with Sam's and Amazon. You can send a wishlist to the school and have them order to avoid having to be reimbursed and the items will be tax exempt.

c. PTO activity fees update- If you paid the PTO activity fee on faith direct before we fixed the QR code, please let the PTO know.

d. Current cash on hand

8. New Business

a. Committee Chairs are currently all filled!

- If you're interested in joining a committee, please sign up to work the events to know how they run...several committee chairs have kids aging out in the next few years! There are descriptions on the website for each event if you have any interest joining, please reach out

b. Grandparents Day - Thursday, September 18th

Signup genius will go out closer to the date to ask for donations

c. Fall Field Trip - Friday, October 17th - ELM - First Grade

Signup genius will come out closer to the day for volunteers to help and donations

d. New PTO Officers needed for 2026 - 2027 (Vice President, Treasurer, and Secretary)

e. Field trips were discussed. Mrs. Meece was asked about teacher expectations for field trips. She had all teachers fill out a field trip planning form at the beginning of the school year. They are expected to take field trips each year.

f. Keep in mind if you are making big purchases, think about using Raise Right. This is a great way to support the school. Please read the Raider's Edge to see all the options for Raise Right.

9. Closing Prayer - Jennifer Rosenberry

10. Adjournment