

Holy Cross Academy - Parent-Teacher Organization
July 2024 Meeting
July 19, 2024
9:00 AM
Holy Cross Academy and Zoom

ATTENDANCE

- In attendance: Karen Collier, Maryanne Harring, Meghan Lee, Rosa Martinez, Francesca Mohammed, Melissa Parella, Deanna Rubright, Katie Ventura (virtual), Dr. Fry, Mrs. Tomayko, and Mrs. Merkal (virtual)
- Absences: Laura Corchado and Maryanne Harring (departed early)
- No Guests
- There was a quorum present

ORDERS OF BUSINESS

Opening Prayer given by Dr. Fry

Immediate Past President Report

- Event Selection
 - The president will email Kona Ice a list of needed dates for support
 - [insert of event and committee list]
 - List of events that are not assigned - total board effort required
 - Back to School Night
 - Open House in January
 - Feast of the Holy Cross
 - Snacks/Treats
 - 8th Grade Graduation
 - Sacraments
- Explanation of Committees vs Events
 - Addressed faculty and general board member sign-ups
- Addressed Communications from the General Board
 - Open floor discussion
 - Vote on PTO email addresses
 - 6 yes - The president will work with Mrs.
 - 0 nay
 - Vote passed
- Addressed VP vacancy
 - Open floor discussion
 - Vote on a new by-law to the General Board

- 6 yes - will go for a by-law change to the general board for a vote
- 0 nay
- Vote passed

Immediate Past Treasurer's Report

- Financials Update
 - Need to decide on our gift to the school with the surplus
 - Vote to give the surplus to the HCA for special project use
 - 6 yes
 - 0 nay
 - Vote passed
- Budget Update
 - PTO has numbers through May of 2024
 - The June financials are currently in a draft format
- Internal PTO Communications - when discussing funds, always cc the PTO Treasurer
- Reimbursement procedures - let the PTO Treasure know when a submission has been given
- Credit Card procedure - recommendation: always contact the PTO President and PTO Treasure when requesting its use
- Purchase approvals
 - Anything over \$500, the executive board needs to be consulted
 - Between \$200 and \$500, the president should be aware

New business

- Melissa Parella, Member at Large: New 2024-2025 Mandatory Fundraiser Plan
 - Background on fundraiser recommendation and successes
 - Open floor discussion about the increase in fundraiser cost
 - Actions
 - Pitch the change Fr. Mosimann for parish support
 - Pitch the change to Kathy Wetzel for support
 - Research legalities and any IRS rules
 - Create a communication plan for the school
 - Language is needed for the School Handbook by August 5th
- Rosa Martinez, Immediate Past President, and Katie Ventura, Member at Large- Uniform Sale
 - Discussion about the new polo shirt bulk order sale
- Academic Dinner
 - The board needs to decide on the event: not host, daytime event for students, other ideas

- Not a fundraising event
- Discussion about making it a celebratory lunch at school for everyone
 - A discussion was tabled to a later meeting
- Gala - If this event does not happen, the auction MUST happen

Principal's Report

- Ice cream social can happen at the Open House on August 21 from 10 AM to Noon.
- PTO Tables can be set up at Open House and both Back to School Nights

Action steps

- The President will contact Mrs. Merkal about IXL
- The President will contact Mrs. Wetzle about the new fundraiser and Deanna Rubright about the W2G form.
- A follow-up Zoom meeting will be scheduled to address the new fundraiser action items.

CLOSING

- The next board meeting will be held on August 30, 2024, at 1:30 PM in the HCA Library.
- The meeting ended at 12:23 PM.