



**PRESENT:** Cathy Larson, Tom Winters, Dena Smith, Alana Serviss, Katie Watland, Erin Winters, Angela Schimitz, Jesse Watland, Erika Derouin, Nan Goetz, Bienvenida Grimsley, Sarah Bement, Dylan Aafedt (Lily Watland), Lora Buntje, Sara Skalin, Erica Zurn, Nick Schindler, Lori Guenther, Jerilyn Swenson

**WELCOME/OPENING PRAYER:** Father, we thank you for the opportunity to gather this evening. May everything, we do, begin with your inspiration and continue with you. We ask your guidance throughout this meeting, that all our thoughts and actions would reflect your holy will, and that you would grant us the grace to do what is best for his school, its students and teachers. We pray in Jesus' name, Amen.

**STANDARD AGENDA ITEMS:**

1. Principal Report: Mrs. Larson
  - a. Enrollment is down
  - b. Still looking for kitchen assistant
  - c. Cardinal's Nest – help is still needed
  - d. Feedback requested on FACTS app and website
    - i. Limited use/feedback from the group present
2. President/Treasurer Report: Tom Winters
  - a. Account Balance as of 8/31/25: \$16,330.65
    - i. Remaining deposit from the golf tournament expected to be ~ \$15,000 to \$17,000
  - b. Meetings/Outlook for year
    - i. Short meetings to reserve time for parents/staff to socialize
    - ii. Tom plans to stay after meetings to discuss ideas and socialize
3. School Representative: Mrs. Buntje
  - a. Thank you for a great start to school year
4. PTO Chairs:
  - a. Popcorn Fridays: Elizabeth Marroquin-Galvez

## September 17, 2025 – Meeting Minutes – HOLY ROSARY PTO

---

- i. Will continue bigger bags for \$1 and plan on time: 12PM to 2-2:30PM
    - ii. Dates: Sep 26, Oct 24, Nov 21, Dec 12, Jan 30, Feb 20, Mar 20, April 17, May 8
  - b. Staff Birthday Coordinator: Sara Skalin/Erin Winters
    - i. Mrs. Larson has a birthday list and favorites list for staff
    - ii. September birthdays will be completed at the end of the month
  - c. PTO Committee Members:
    - i. President – Tom Winters
    - ii. Vice President – Alana Serviss
    - iii. Secretary – Dena Smith
- 5. Old Business:
  - a. Rummage Sale – Jerliyn Swenson
    - i. Another great Success – made around \$3,500
    - ii. Jerliyn is willing to head one more year, dates set for May 29 & 30 2026
    - iii. Looking for someone to shadow/learn this year and take over
      - 1. Consider flyer in communication envelope to advertise
  - b. Golf Tournament – Lori, Tom & Emily
    - i. Huge success, still collecting money from sponsors, total profit \$27,000!
    - ii. Couple ideas for next year to make bigger, but definitely want to keep doing.
  - c. School Open House (6-7:30PM) – PTO
    - i. 25 pizzas from Pizza Ranch (discount for church groups)
      - 1. Ran out around 7 pm
    - ii. Ideas for next year: more pizza, some set aside for staff
  - d. 1<sup>st</sup> Week of School – PTO
    - i. Survival Kits for teachers provided by PTO
    - ii. Coffee, Pastries, Tea and Juice provided by PTO.
- 6. New Business:
  - a. Budget Approval/Review
    - i. Expected revenue: \$30,000, anticipated expenses: \$7005, current surplus: \$23,395
    - ii. Recommendation to add pizza cost from the School Open House to the budget
    - iii. Playground equipment, teacher Wishlist items, and family engagement activities are unknown amounts of potential expenses
  - b. Cheesecake Sale: Now – Oct 20

## September 17, 2025 – Meeting Minutes – HOLY ROSARY PTO

---

- i. Information coming soon in communication envelopes
  - ii. Tom is managing this fundraiser
  - iii. Coordination with Jodi for freezer space is necessary
  - iv. PTO will review in November and decide if will continue in 2026
- c. Family Engagement Night:
  - i. Movie Night? Success last year – potluck and free
  - ii. Set date and roll with it? Date suggested October 24<sup>th</sup> - Tom will check community calendar and finalize date with Principal Larson
  - iii. Think of some other ideas to replace bowling – send ideas to board members and will be discussed at future PTO meetings
- d. Add Zoom option for meetings
  - i. Tom has equipment
  - ii. There will not be volunteer hours awarded for Zoom attendance
  - iii. Consensus to implement
- e. October 2<sup>nd</sup> is Maintenance Appreciation Day
  - i. 4 staff members
  - ii. gift cards, lunch, and donuts have been given in the past
  - iii. estimated cost ~ \$40
- f. Teacher/Staff Wishlist (see below in PTO Revenue Surplus)
- g. New Fundraisers?
- h. PTO Revenue Surplus (ideas for how to manage/spend)
  - i. Playground equipment
  - ii. Endowment fund
  - iii. Class trips
  - iv. Teacher/staff Wishlist
  - v. Recommendation for PTO to cover the cost of field trips & Holmes Theatre events
  - vi. Tom to draft a form for staff to complete when requesting PTO to cover the cost
  - vii. Board members will review/approve requests for \$500 or less
    - 1. Higher dollar amounts will be brought to PTO Committee Meetings
- i. Football/Basketball Request
  - i. Approved for ~ \$80 for footballs, ~ \$80 for basketballs, and sidewalk chalk
- j. Vikes Tickets
  - i. Sarah B. won tickets

## September 17, 2025 – Meeting Minutes – HOLY ROSARY PTO

---

**CLOSING PRAYER (ALL TOGETHER):** Father, as we close this meeting, we want to give honor to You, Lord, and thank you for the time we had today to discuss business and make decisions. May you bless each person who took the time to gather here today. May all that was accomplished here be for your glory, and may you help us each to do our parts to bring the plans to life. We pray in Jesus' name, Amen.

**Next Meeting:** November 19, 2025

**September 17, 2025 – Meeting Minutes – HOLY ROSARY PTO**

---

**2025-2026 PTO BUDGET**

Revenue/Fundraisers:

Cheesecake Sale	\$4,000
Advent by Candlelight	\$1,800
Popcorn Friday Sales	\$600
Palm Sunday Breakfast	\$1,000
Rummage Sale	\$3,000
Golf Tournament	\$20,000
Total	\$30,400

Expenses:

Popcorn Supplies	\$300
Lunch for Teachers During Conferences	\$100
Teacher/Staff Appreciation Day	\$1000
Thankful for Teachers Meal	\$300
Christmas Program Supplies	\$50
Staff Christmas Cash	\$2,500
Advent by Candlelight Supplies	\$200
Science/Art/Social Studies/Faith Fair Food	\$175
Palm Sunday Breakfast	\$550
Spring Music Concert Cookies	\$40
Ice Cream Truck	\$400
Graduation Meals Supplies	\$500
Closing Liturgy Cookies	\$40
Staff Bday Treats	\$150
Playground Equipment	\$?
Teacher Wishlist Items	\$?
Map Testing Treats	\$100
School Lyceum	\$600
Gamily Engagement Activities	\$?
Total	\$7,005