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# St. Mary School PTO Meeting Minutes

**Date:** January 5, 2026

**Time:** 6:00 pm

**Location:** Queen of Peace Room

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## 1. Financial Update

- **Current PTO Balance:** \$8,746.67
  - Need to verify whether the portion designated for the fundraiser has already been dispersed to families.
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## 2. PTO Policies & Procedures

### New Reimbursement Policy

- Policy was put in place on **December 10, 2025**.
- All reimbursement requests must be submitted **within 60 days** of purchase.

### PTO Fund Request Form

- A fillable PDF has been created for school staff and sent to the PTO email.
  - Requests will be discussed at PTO meetings and, if approved, funded accordingly.
  - Forms will first be submitted to **Mr. Brown**; if deemed applicable, they will then be forwarded to the PTO.
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## 3. Catholic Schools Week Planning

### Estimated Costs:

- Bowling: **\$1,348**
  - Cookies: **\$400**
  - PTO will provide **\$2,000** toward Catholic Schools Week. The remaining amount can be put towards whatever seems necessary.
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## 4. Additional Business

- **Wildcat Shirts**

- Shirts are available to order.
- Approximately **\$1,800** would cover ordering a shirt for every student.
- Decided PTO will not be purchasing.

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**Minutes prepared by:** Becca Roland