

St. Mary School PTO Meeting Minutes

Date: February 1, 2026

Time: 6:00 pm

1. Approval of Minutes

- Motion to approve January minutes made by **Ashley Symanski**
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2. Financial Update

- Given by **Lauren Overman**
- **Current Balance:** \$5,121.27

Discussion Points:

- Purchases made for PTO reimbursement should be **tax exempt**.
 - **Jill** has the tax-exempt paperwork available for anyone making purchases—please request prior to shopping.
 - All spending must be **approved before purchase**.
 - Standard approvals should occur during meetings.
 - For urgent requests, email approval may be obtained from PTO officers.
 - When submitting a reimbursement form to the office, a **copy/photo must also be sent to the treasurer (Lauren Overman)** via the PTO email.
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3. Catholic Schools Week Recap

- The week went very smoothly.
 - Activities were enjoyable for both students and staff.
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4. Valentine's Day Dance

- DJ with photobooth has been hired through **YO DJ**
- Event will utilize both the **gym entrance and main school doors**
- Approximately **30 parent volunteers** will assist

- Parents are **not required to stay**
 - Students who are dropped off must be **signed in and out**
 - Dress code: **Dress your best or Valentine's colors**
 - School **phone policy will be enforced**
 - **5 student volunteers** will assist with clean-up
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5. Adjournment

Minutes prepared by: Becca Roland