



St. Malachy PTO Meeting Minutes

2011-2012 School Year

Friday, December 2, 2011

Email Request for Expenditure (RFE) Vote Requested from: Beatrice Bursten, Debbi Hodde, Kathy Copeland, Kirk Martin, Tami Scott, Angela Kaiser, Astra Bessler, Diana Jacob, Lori VanNoy, Michelle Tuttle, Vicki Arthur, Theresa Wynne, Janelle Logan, Denise Bullock, Jennifer Carr, Stephen Marcou, and Heather Ertel.

Copied on the RFE Request: Angela Bostrom Matt Goddard

1. New Business:

- a. On November 22, 2011, due to the lack of a formal December PTO meeting, Beatrice requested the above members vote via email on three Requests for Expenditure (RFE). The RFEs consisted of the following:
 - \$255.19: Miscellaneous items purchased for the Grandparents Day event submitted by Angela Bostrom.
 - \$75: Ensemble fee for the CYO Music contest in February. This fee covers entry for the SMS Choir. The request was submitted by Sr. Marie Racine.
 - \$82: To cover the driver and gas cost for the SMS Choir caroling trip to Brownsburg Meadows and Brownsburg Healthcare to sing Christmas carols to residents. The request was submitted by Sr. Marie Racine.
- b. The vote to approve the three RFEs passed with majority via email vote on December 2, 2011.

2. Next Meeting:

The next PTO Board meeting is scheduled for 6:15 p.m. January 11th.

NO checks will be issued without receipts.
ALL Teacher Requests require PTO approval
PRIOR to purchase.

DATE 11-16

PTO
REQUEST FOR EXPENDITURE (RFE)

ITEM Misc items for grandparents

PRICE 255.19 (include shipping and handling)

BUS DRIVER NEEDED? Yes (circle one)

TARGET GROUP _____

PURPOSE Grandparents day

SUPPLIER/VENDOR _____

REQUESTED BY A Bestrom

DATE PURCHASE NEEDED BY already purchased

FURTHER COMMENTS(optional) _____

SUBMITTED BY A Bestrom

FOR PTO USE: _____ DATE RECEIVED _____

APPROVAL AB Principal _____ PTO

ACTION TAKEN _____ APPROVED AS IS
_____ APPROVED SUBJECT TO FURTHER INFORMATION
_____ APPROVED BUT COST NOT TO EXCEED \$ _____
_____ FINAL APPROVAL AFTER INFORMATION PROVIDED
Date _____
_____ REJECTED

BUDGET LINE _____

PTO COMMENTS _____

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DATE 11/16/11

PTO
REQUEST FOR EXPENDITURE (RFE)

ITEM Ensemble fee for CYO Music Contest

PRICE \$75.00 (include shipping and handling)

BUS DRIVER NEEDED? Yes No (circle one)

TARGET GROUP SMS choir

PURPOSE The SMS choir will represent our school at the annual CYO Music Contest

SUPPLIER/VENDOR CYO Music Contest

REQUESTED BY Sr. Marie Racine

DATE PURCHASE NEEDED BY Tuesday, January 3, 2012

FURTHER COMMENTS(optional)

SUBMITTED BY M. Marie T. Racine

FOR PTO USE: DATE RECEIVED _____

APPROVAL AB Principal _____ PTO

- ACTION TAKEN _____ APPROVED AS IS
- _____ APPROVED SUBJECT TO FURTHER INFORMATION
- _____ APPROVED BUT COST NOT TO EXCEED \$ _____
- _____ FINAL APPROVAL AFTER INFORMATION PROVIDED
Date _____
- _____ REJECTED

BUDGET LINE _____

PTO COMMENTS _____

NO checks will be issued without receipts.
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PRIOR to purchase.

DATE 11/16/11

PTO
REQUEST FOR EXPENDITURE (RFE)

ITEM Bus fee (driver + gas) for Christmas Caroling field trip

PRICE \$50 driver fee + \$32^{gas} = \$82.00 (include shipping and handling)

BUS DRIVER NEEDED? Yes No (circle one)

TARGET GROUP SMS Choir

PURPOSE Community Service - Each year, the SMS choir visits Brownsburg Meadows and Brownsburg Healthcare to sing Christmas carols to their residents.

SUPPLIER/VENDOR _____

REQUESTED BY Sr. Marie Racine

DATE PURCHASE NEEDED BY Wednesday, December 14, 2011

FURTHER COMMENTS(optional) _____

SUBMITTED BY Ar. Marie T. Racine

FOR PTO USE: _____ DATE RECEIVED _____

APPROVAL AR Principal _____ PTO _____

- ACTION TAKEN _____ APPROVED AS IS
- _____ APPROVED SUBJECT TO FURTHER INFORMATION
- _____ APPROVED BUT COST NOT TO EXCEED \$ _____
- _____ FINAL APPROVAL AFTER INFORMATION PROVIDED
Date _____
- _____ REJECTED

BUDGET LINE _____

PTO COMMENTS _____

ST. MALACHY FIELD TRIP FORM
(Due to Lori by the 10th of the month prior to your trip)

Today's Date: 9 November 2011

Date of Trip: 14 December 2011 Grades/Groups SMS Choir

Place: Brownsburg Meadows and Brownsburg Health Care

Time of Departure From School: 9:15 am

Time of Arrival Back to School: 12:45 pm

Educational Reason for Trip: Service - Choir students will sing Christmas carols for the residents.


Make Check Payable to: 50⁰⁰ Amount _____

Lunch Plans: (at school or off-site) lunch will be at McDonalds

Cost of Trip: Driver _____ PTO to pay _____ Students to pay _____
Gas ~~\$~~ \$1.00/student 2.00
Fees _____ PTO to pay _____ Students to pay _____
Total _____ Total - #students = students' fee

TEACHERS, PLEASE NOTE: AB

- It is your responsibility to let all special area teachers
- Andrea MUST be contacted if you are going to be gone she can plan lunch menu around your absence.
- All drivers must have a completed a driver insurance for office.
- The office must have a receipt in order to be reimburs
- Have a great time and be safe.

They need to
How should we
pay for this?
in main
Driver fee  Cathy
drivers