



# MINUTES

St Raphael Catholic School – PHT Meeting

04/08/20 6:30pm (via Zoom) | *Meeting called by* Tina Greazel

## Board members

Chairperson: Tina Greazel

Co-Chair: Jessie Raymond

Secretary: Carrie Elizondo-Hudak

Treasurer: Maria Soto

**1) Greet – Sign In – Opening Prayer – Tina – Tina Greazel, Jessie and Derrick Raymond, Maria Soto, Carrie Elizondo-Hudak, Penny Tupy, Joe Wokson, Katie Lindenfelser, Holly Teixeira**

**2) Finance Review/Earmark Planning – Tina (see agenda for proposal)**

PHT met via a Zoom video conference to vote on Earmarking funds as requested by the Business Administrator. The following is how we have voted to spend and earmark the PHT Funds:

PHT voted to continue the gesture of a thanks to teachers/staff with gift cards to be provided at the end of the year.

Mr J has requested some gym equipment to be used for the school and for the summer camps, that item was placed in the current year spending request category.

PHT was unsure if Spanish was still the greatest need for next year's operating budget, so we've just labeled it "For Needs in the School Operating Budget".

2019-2020 Current Year spending planned/requested

Teacher/Staff Thank-you (\$50VISA GC x 25)	1,250
Remainder of Spanish invoices (approved last Spring)	4,500
Mr J lockbox with delivery (approved in Fall)	800
Floor Hockey and Gym Equipment	300

Earmarked for 2020-2021 and Future Years

For the Needs in the School Operating budget	9,000
Teacher Requests	2,400
Classical Education Book sets - 3rd grade classroom	350
Teacher Thank-yous cards/gifts/reception	1,500
SRS Community Events	2,000
Field Trip Buses	1,500

### 3) 2020-2021 PHT Executive Board Member Nominations

#### **Chairperson –**

1. Preside at and administer all regular, special, and executive committee meetings.
2. Call special meetings of the Association's Executive Committee.
3. Perform such duties as are incumbent of this office
4. Monitor PHT email box

#### **Co-Chair –**

1. Assume the duties of the Chair Couple/Person in his/her/their absence.
2. Perform additional duties designated by the Chair Couple/Person.
3. Assist in the formation of all committees and serve as an ex-officio member/s.
4. Assure that committees meet their goals and report their results and recommendations to the Association.
5. Assume role of Treasurer if none is elected.

#### **Treasurer –**

1. Collect and deposit all monies received through fund raising and contributions.
2. Be appointed to all fund raising committees as an ex-officio member to coordinate and to help prepare fund raising reports.
3. Maintain records of all receipts and expenditures.
4. Review and recommend payment of bills to the Chair Couple/Person.
5. Provide a written monthly cash accounting at the business meeting of all income and expenditures.
6. Perform additional duties designated by the Chair Couple/Person.

#### **Secretary –**

1. Record and make available to the members all copies of the minutes of all executive committee and general meetings.
  2. Maintain a current file of reports, records, and correspondence of the Association.
  3. Be responsible for recording and correcting, as amended, the Bylaws of the Association.
  4. Publicize meetings and functions in the School or the Association newsletter, as well as communications to Room Parents
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5. Perform additional duties designated by the Chair Couple/Person

All of the PHT Executive Board positions remain open.

#### **4) Open 04/21/20 Addendum**

**04/21/20 Addendum to 04/08/20 meeting minutes** – Tina Greazel, Jessie Raymond, Maria Soto, Lissa Finne, Katie Lindenfelser, Joe Wokson, Maricela Ocampo, Geri Cox, Carrie Elizondo-Hudak, Holly Teixeira, Cara Beauchaine, Cindy Villa, Penny Tupy, Jamie Gregory

**PHT has taken an email vote for the Re-Earmarking of PHT funds per Father Rudolph's request to use the funds to assist with the Operating Budget. We have reached a majority vote of our 14 active PHT families voting "In Favor" for the Earmarking of funds listed below.**

**Motion was made by Tina Greazel. Second was made by Carrie Elizondo-Hudak. 10 families have voted Yes, reaching a majority vote.**

**Tina Greazel moves to revoke the earmarking vote from the 4/8/20 Zoom meeting and EARMARK PHT FUNDS as follows:**

**Current Year 2019-2020 Spending planned and previously approved:**

- \$800 Mr J's lock box (as originally approved earlier in the school year)
- \$4,500 Remainder of Spanish Invoices (as originally approved last Spring)

**Earmarked for 2020-2021 Academic Year:**

- \$250 for PHT SUPPLIES and COMMUNITY EVENTS
  - \$20,500 (the approximate Remainder of PHT Funds as of 6/30/20)
- GO TOWARD FUNDING THE 2020-2021 Operating Budget.**

*\*All PHT funds raised in the new fiscal year beginning 7/1/20 will be utilized as next year's PHT determines and as approved by the principal.*

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