

# PTA Meeting Minutes

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**Date:** October 8 2025

**Location:** Fitz Conference Room

**Opening:** Welcome & Prayer

## 1. Introductions

Led by: Jennifer Batko (PTA President)

Virtual participants were reminded to mute unless speaking.

PTA Purpose: The PTA exists to support the Duchesne community by being inclusive, encouraging participation from everyone, and ensuring no parent feels overwhelmed by responsibilities.

Additionally, a student representative from each grade provided an update on current class activities, highlighting ongoing projects, events, and community engagement efforts.

## 2. Student Activity Report

Student representatives from each grade provided updates on current academics, athletics, activities, and upcoming special events.

## 2. Secretary's Report

Report by: Josiah & Megan Hollibaugh

No new items to report at this meeting.

Role Reminder: The Secretary provides administrative support to the President, including preparing minutes, distributing communications, and helping organize PTA documentation.

## 3. Treasurer's Report

Presenter: Steph Guy

### Year-End & Summer Expenditures/Income (2024–2025)

- Baccalaureate expenses: just over \$4,000 (under budget despite anticipated food cost increases). Note: Next year's class is smaller; no increase planned for this line item.
- Graduation reception cupcakes: \$500
- End-of-year Hurts Doughnuts: \$700

- New camera for Duchesne media students: \$700
- Purchase of 'surplus' uniforms from Dennis (going out of business): \$650

### End of Year 2024/2025 Summary

Income: \$20,193.44

Expenses: \$18,475.58

### Upcoming Year 2025/2026 Budget (Draft)

Anticipated Income: \$18,000

Income Sources:

- \$25 per student (327 students = \$8,175)
- Used Uniform Sale (May): \$2,000
- Event Cost Recovery: Mother–Daughter & Father–Daughter events priced to cover expenses (approx. \$4,000 per event)

Anticipated Expenses: \$20,500

- Student Congé Event: \$500
- Mother–Daughter Event: \$4,000
- Jo on the Go for Teachers: \$400
- Girls State Donation: \$425
- Father–Daughter Event: \$4,000
- Parent–Teacher Conference Meals: \$1,000 (\$500 fall / \$500 spring)
- Teacher Birthday Gifts: \$600
- Teacher Surprises: \$1,000 (portion reserved for spring appreciation lunch)
- Teacher Appreciation Lunch: \$500
- Teacher Appreciation Gifts: \$500
- Community Connection Day: \$1,000
- Baccalaureate Dinner & related: \$4,000
- Graduation Reception: \$500
- PAB End-of-Year Lunch: \$250
- End-of-year Doughnuts: \$700
- Phone for Venmo: \$640
- Miscellaneous: \$500

Budget Position: The draft shows a projected deficit at the start of the year; however, the PTA remains in a healthy financial position due to a carried-forward surplus from prior years (including a COVID-era surplus). The budget will be attached to these minutes and is not subject to approval until next month.

### Administrative & Compliance Notes

- PTA can accept Venmo donations.

- Reimbursement process: Use the PTA Expense Reimbursement Form and email to both:
  - Steph Guy — Stephguy33@gmail.com | 402-957-5896
  - Erin Bartolomei — ebartolomei@duchesneacademy.org
- Tax Exempt: Duchesne is tax-exempt; do not pay sales tax (not reimbursable). Request the exemption number from Erin as needed, or purchase through Erin (school Amazon account is available—coordinate with Erin and notify Steph for budget tracking).
- Money Handling: Please notify Steph of any item impacting finances (income, expenses, or commitments).

### Items for Discussion

- Phone for Venmo (approved expense line at \$640).
- Additional questions from members.

## 4. School Report

Presenter: Dr. Laura Hickman

- Start of Year: Strong academic engagement and high student involvement in activities. Progress reports post Monday; Quarter 1 ends October 10.
- Construction: On schedule; first-day-of-school occupancy next fall. “Last beam” ceremony held today.
- Student Focus: Plan to block iMessages during the school day; parent feedback requested.
- AI Policies: Implemented for students and adults, focusing on ethical use (red/yellow/green), sustainability, and professional guidelines for faculty/staff.
- Special Schedules (Sept 22–24): Adjusted while 11 teachers attend the Sacred Heart Symposium to share best practices and pedagogy.
- Parents are invited to bring questions for Dr. Hickman to future meetings.
- President-Elect remains open; interested parents should contact PTA leadership.

## 5. Committee & Event Updates

Parent–Teacher Conferences (Meals): Leads: Candice Towey & Janna Drickey — Soup Bar for one day; Breakfast plans in progress.

Used Uniforms: Dennis Uniforms purchased excess Duchesne inventory; pricing for “new with tags” items to be set. Stacey Lickteig asked about excess bulk cloth; Dr. Hickman will follow up.

Mother–Daughter Brunch: 10:30 a.m. Mass followed by a plated lunch (not buffet). Speaker: Rachel Fox (~30 minutes). Ticketing: Last year \$35; discussion whether to adjust to \$40. Discounted tickets available for families on significant aid.

Father–Daughter Mass & Event: Date: February 22, 2026 (details forthcoming).

Cardinal Parent Partnership: Pairing model evolving (veteran parent with entire advisory).  
Building FAQs for incoming families.

Graduation Reception: Lead: Diane (coordinated last year; willing to guide/assist). Date &  
Venue: Saturday, May 9, 2026 at Harper Ballroom, Creighton.

## **6. PTA Resources & Inventory**

Recommendation to create a central inventory of PTA-owned, frequently used items to  
reduce duplicate purchases and streamline event setup.

## **7. Communications**

Omaha Duchesne Parent Page: Update provided by Josiah Hollibaugh; continued efforts to  
use the page for clear, timely communication and volunteer sign-ups.

## **8. Closing**

Emphasis on inclusivity, teamwork, and volunteer engagement.

Reminder of the contribution motto: “Time, Treasure, or Talents.”

Next Meeting: [Insert Date]