



PTO MEETING AGENDA w/ PTO MEETING MINUTES

September 10, 2024
8:30AM, MARIAN HALL

Opening Prayer

Amanda Heath

School Update

Sara Phillips

Admissions, Marketing & Communications

Eileen Sherrill

Development & Fundraising

Jessica Allen

Financial Update

Elizabeth Hilt

[PTO Budget 2024-2025](#)

New Business

Amanda Heath

Welcome

Introduce PTO Board/Officers:

President: Amanda Heath

Vice-President: Samantha Shalduha

Recording Secretary: Ashley Tilanus

Treasurer: Elizabeth Hilt

Room Parent Coordinator: Crystal Lambert

**The Executive Board consists of the officers listed above and the Principal or her designee*

Prayer

Amanda Heath

School Update

Faith

2024 - 2025 School Year Theme - We are Called

Training Altar Servers

General

2024-2025 school year is a big year for Accreditation

St. Joseph school is still seeking a bookkeeper. Click here for [Job Posting](#)

Three new Teachers

Adriana Valencia teaching 5th Grade

Haley Vick teaching Kindergarten

Emma DeVore teaching 1st Grade

Academic Excellence

Teacher Meeting/Training - Teach Like A Pirate

Conducting academic assessments within the first few weeks of school

Operational vitality

Enrollment for 2024-2025 school is looking strong - current enrollment is 420

Increasing financial aid in 2024 - 2025

Beginning Partners in the Gospel meetings/planning

Creating a three year budget

Admissions, Marketing, Communication

Jessica Allen

Eileen Sherrill - Marketing Director

Oversees: communications, designs, overall brand, publishes weekly Cardinal Call

Development

Jessica Allen - Development Director



Coordinates between PTO, Parish and School, helps with event coordinating, coordinates the large fundraisers for the school

Event Planning

Need certificate of liability for external vendors

Back to school night packet, will also go out as a link in Cardinal Call important information please read

Budget

Elizabeth Hilt

Starting this year at \$14,718

2023-2024 we were able to bring in 20% more than expected

Came in under budget in 2023-2024

PTO needs to reevaluate how we do teacher gifts, need to ensure they cannot be considered "Compensation"

Parent Involvement

We would like to bring back Easter Egg Hunt and Luau for the 2024 - 2025 school year.

Need more parent involvement

PTO is creating binders for each event to provide guidance on each event.

Room Parent

Parent that signs up, liaison between the teacher and families

They coordinate social events

- Crystal will be liaison between the room parents and the PTO

Binder of Teacher Likes - Housed in Mrs. Phillips' office

Review Mission & Objectives of the PTO:

[PTO Mission & Objectives Updated March 12, 2019](#)

PTO Objectives

- 1) Nurture and encourage a warm, friendly environment and enhance communications between parents, students, teachers, staff and administration of St. Joseph Catholic School.
- 2) Encourage a Christian attitude of charity and humility, and the generous sharing of our Time, Talent & Treasure at all PTO activities.
- 3) Regularly schedule "Educational Enrichment" assemblies for our students, helping to further enrich our children's educational environment. (i.e. Opera, OMSI, Theatrical & Dance Assemblies etc.)
- 4) Regularly schedule "Community Building" social events for the school community, helping to foster a strong sense of community for students, parents, administration and teachers (i.e. Sock Hop, Bingo Night, etc)
- 5) Regularly show our teachers and staff appreciation for their dedication (i.e. Teacher/Staff Appreciation Luncheon, honoring our teachers during National Teacher Appreciation Week, Decor in the Teacher's Lounge, Conference Lunches etc.)
- 6) Assist the school by finding volunteers for school programs (i.e. Vision Screening, Field Day, Jog-a-Thon, etc.)



PTO is taking the 2024 - 2025 Theme "We Are Called" to heart, leading by example sharing our time and talent

Review 2024-2025 PTO Activities and Open Team Descriptions:

[Open PTO Committee Team Descriptions](#)

2024-2025 PTO Activities & Open Team Descriptions

Interested parents should email Amanda Heath at pto@stjoevanschool.org

- **Sock Hop Fundraiser (10/4):** Team needed to plan & execute the event including event advertising, ticket pre-sales, food, refreshments, DJ, decorations, managing event day volunteers, check in, kitchen support, site supervision & clean up. PTO representatives needed at 10/4 2pm Sock Hop Assembly to assist with assembly & provide prizes.
- **PTO Conference Dinner (10/17):** Team needed to select restaurant with school scrip connection, request/manage card donations from school families in the weeks prior to conferences, order meal, coordinate the pick up of meal, coordinate meal set up in cafeteria including drinks, plastic utensils, napkins, paper plates, bowls etc. for staff. *PTO is responsible for coordinating the meal order, delivery & set up only, clean up will be handled by Admin Staff.*
- **PTO Conference Lunch (10/18):** Team needed to select restaurant with school scrip connection, request/manage card donations from school families in the weeks prior to conferences, order meal, coordinate the pick up of meal, coordinate meal set up in cafeteria including drinks, plastic utensils, napkins, paper plates, bowls etc. for staff. *PTO is responsible for coordinating the meal order, delivery & set up only, clean up will be handled by Admin Staff.*
- **PTO Wreath Sale Fundraiser (October-Early December):** Team needed to update, print and distribute wreath sale order forms/packets for sales, create wreath sale promotional pieces to encourage school family & parish community sales, promote sale in social media, input sales & manage payments/deposits at close of sale window, organize products upon delivery,, manage volunteers during scheduled pick up times, follow up with folks who haven't picked up their products & breezeway clean up. Stephanie Washburn (previous Team leader) to provide hand off notes, binder, advice etc.
- **Staff Secret Santa (12/2-12/20):** Team needed to line up school families to donate a staff treat per day to our 60+ staff members (15 days of secret santa surprises!)
- **Family Bingo Night Fundraiser (12/6):** Team needed to plan & execute event including advertising, admissions, managing pre-sales, ordering additional bingo sheets & daubers, coordinating food pre-sales, refreshments, decorations, prize procurement, managing event day volunteers including decorations, check in, food/kitchen support, refreshment support, crafts table, bingo callers, onsite bingo sheet sales, site supervision & clean up.
- **Teacher Appreciation Luncheon (5/2) & Staff Appreciation Week Treats (5/5-5/9):** Team needed to select restaurant, order meal, coordinate the pick up of meal, coordinate meal set up



in Marian Hall including drinks, provide plastic utensils, napkins, paper plates, bowls etc., manage decorations, manage volunteers in kitchen if needed, conduct door prize drawings if needed, and manage clean up following meal. Has historically also involved managing Staff Appreciation Treat delivery the week of 5/5-5/9 for our 60+ staff members.

- **End of Year PTO Celebration (6/6 tent.):** Team needed to plan & execute this event including event advertising, admissions or ticket pre-sales if needed, food and/or refreshments, DJ or entertainment, activities, decorations, event day volunteers including decorations, check in, kitchen support if needed, site supervision & clean up. This event, which was last held with a Luau theme, has not been held for a few years.
- **Student Assemblies (Year round):** Team needed to research educational enrichment assemblies for our students. Assembly proposals (including all anticipated expenses) should be presented to the Executive Board for review & approval prior to committing.
- **Spirit Wear Fundraiser (Year round):** Team needed to present spirit wear ideas to Marketing Director, Eileen. Eileen will coordinate product design with preferred vendors for review and approval. Eileen & team will collaborate on pricing and determine if purchasing stock to have on hand or opening short pop-up spirit store sales seasonally where product can be ordered and delivered to families to avoid expense of stock on hand. Team will coordinate Spirit Wear Sales during pick up on the blacktop and at various school events throughout the year.
- **Uniform Closet Coordinators (Year round):** Team needed to sort clean, gently used uniform donations in the appropriate areas in the uniform closet, donate or dispose of unwanted items, and volunteer to support parents with uniform closet needs at various times throughout the year including but not limited to Frozen Treat Social & Back to School Night.
- **Restaurant Nights Fundraisers (Year round):** Team or individual needed to reach out to local businesses to schedule a handful of fundraising days each year where a percentage of sales are returned to the school. Restaurant Nights proposals (including potential dates, details & promotional materials) should be submitted to the Executive Board for review & approval prior to committing. Team or individual should provide Eileen with details for Cardinal Call newsletter and social media promotions and recruit volunteers to help promote restaurant nights at drop off and pick up leading up to each event to ensure our community is aware of the date and details!
- **Junior Achievement (Late Winter-Spring):** Team or individual needed to coordinate with former St. Joseph parent and current Junior Achievement Board Member, Ronan Eggleston and classroom teachers to recruit volunteers to sponsor cost of curriculum and/or teach Junior Achievement lessons to classrooms with supplied curriculum.
- **Parent Support Resources & Socials (Year round):** Team or individual wanted to research parent support needs, topics, speakers, and resources to help better support our school families. Parent Support proposals (including all anticipated expenses) should be presented to the Executive Board for review & approval prior to committing. This team can also plan a few parent



socials throughout the year including but not limited to Back to School Tears & Cheers 1st day Coffee & Donuts event, Painting Nights off campus, etc.

- **Parish-School Connection Team (Year round):** Team or individual wanted to help coordinate Parish-School connections including but not limited to coordinating and promoting Parish Service Hour opportunities, communicating Parish engagement opportunities (Youth Group, Vacation Bible School, Parent Prayer & Worship events), hosting Coffee & Donuts after Mass, collaborating with Parish Family on community based service projects.

*No team support needed for the PTO Book Fair, Margaret Groom & Jeff Mah have agreed to lead this team again in 2024-2025. We do need to get the Book Fair on our calendar, however!

How to Log Service Hours (formerly known as Share Hours)

Click [Here](#) Complete the form

Recommend toggling the button at the bottom "Send me a copy of my responses."

Use the same name every time you submit, share the name with family

Click [Here](#) for School and Parish service opportunities/suggestions

Upcoming Activities Updates/Discussions:

Restaurant Nights

- Flyers going home soon

Sock Hop

- Coming up in October
- One of our largest fundraisers
- School Assembly during the school day
- This year we would like to host the food ourselves

Teacher Conference

- Order, pick up food, and set up
- Parents can also donate for food

Assemblies

Old Business

Debrief on frozen treat social

Coming Up

Upcoming PTO Events: Sock Hop 10/4

PTO Meeting Dates 2024-2025: September 10 8:30am-9:30am, October 1 6:30pm-7:30pm (ZOOM only), November 5 8:30am-9:30am, December 3 6:30pm-7:30pm (ZOOM only), January 7 8:30am-9:30am, February 4 6:30pm-7:30pm (ZOOM only), March 4 8:30am-9:30am, April 8 6:30pm-7:30pm (ZOOM only), May 6 8:30am-9:30am, June 3 6:30pm-7:30pm (ZOOM only)