



PTMO Meeting Minutes

November 13, 2024

Administrators present: Dr. Mechelke, Mr. Cooper, Mrs. Marlowe, Mrs. Talley, Mr. Wade

Minutes recorded by: Sarah Toliver (Secretary Danielle Chandler was absent)

Opening Prayer/Welcome

Old Business

Brief discussion of successful fall activities: Trunk or Treat, Harvesting for Him, All Saints Day, and Veterans Day

New Business: Leadership Updates

- PTMO President noted the PTMO handbook and budget has not been revised since before 2020. She called a meeting to revise the handbook, officer responsibilities, and budget; she will select a meeting date for this endeavor in January.
- New chair position will be added to the updated PTMO handbook: Education Relations Committee Chair. Currently Sarah Toliver fulfills this role for the school and reports directly to the principal and School Advisory Board with information. The position is a liaison representative with the Town of Farragut

New Business: Administration/Faculty Updates

- Deans of Students would like Catholic Schools Week to include a PTMO-sponsored student activity. She suggested the PTMO reach out to Zoo Knoxville to invite them for an all-school assembly on Monday 1/27 afternoon (or Wednesday 1/29 afternoon). Other activity suggestions included Little Ponderosa Zoo or Lizard Lady.
- Dr. Mechelke noted the Feast of the Immaculate Conception will be celebrated with an all-school Mass on Monday, 12/9

New Business: Committee Updates

- Room Parent—room parent coordinators will send out a PTMO update to all room parents and remind them to initiate Christmas party planning (12/20)

- Campus Beautification—they will remove rotting pumpkins, as needed; fall décor will come down immediately after Thanksgiving; committee leaders asked if they could “pare down” the unused fall décor, and Mrs. Talley said she would go through the fall décor boxes with them.
- SJN Community—Hope Street TN is scheduled to talk to parents on 1/13 evening in Seton Hall and on 1/14 to students: 6th graders and 7th/8th graders (to fulfill “annual technology training”); parent suggested consideration of offering childcare during the adult presentation
Cassie LaFasto is a Zumba instructor and would like to offer a class for the staff on afternoon of 12/11 (location TBD—library or Seton Hall)
Pilgrim Queen Mary statue had very few families participate in October. A suggestion was made to bring the statue to classrooms or to consider assigning dates for families (sign up is under Support/Parent-Volunteers section of school website).
- Morale & Appreciation—12/11 Christmas luncheon sign-up is coming soon (PTMO budget covers the cost of the pork and beef served); Wednesday Teacher Treat signups have at least one person/week for fall semester; consolidated location of sign-ups is found at:
<https://sjncs-knox.org/support-sjncs/parent-volunteers/>
- Uniform Exchange—most of the old logos have cycled through and closet is tidy
- Safety Patrol—no update
- Prayer & Good Works—no update
- Spirit Wear—shop has outerwear and sweatshirt blankets (shop closes 11/15)
- Lunch Duty—some people signed up but did not show up, and the school continues to request needed volunteers

Calendar Events for November & December

- School Advisory Board Meeting- November 21st
- Spirit Week- November 18th-22nd
- Thanksgiving Break- 27th-29th
- First Benediction Friday- December 6th
- Feast of the Immaculate Conception- December 9th
- Our Lady of Guadalupe- December 12th
- Class Christmas parties- December 20th

Closing Prayer/Adjournment