



Agenda - PTMO Meeting Minutes August 12, 2025 8:00 - 9:00 am

I. Welcome and Opening Prayer

- a. Opening Prayer:** Lord, as we begin this meeting, we invite your presence into our hearts. Grant us wisdom, vision, and humility, so that all we do may serve you. We ask this through Christ our Lord Amen.

II. Executive Board Update

- a. President: Updates and Introduction of PTMO Officers
 - i. Erica Morales will be serving as President for this school year.
 - ii. Shannon Thompson will be moving from Uniform Exchange Chair to Vice-President.
 - iii. Jennifer McEnery and Danielle Chandler will continue to serve as Treasurer and Secretary respectively.
- b. Vice President: Introduction
 - i. Shannon was unable to attend due KCHS conflict
- c. Treasurer: Updates if any.
 - i. Jennifer McEnery was unable to attend.
 - ii. Erica provided PTMO Treasury update. Due to vacancy of Presidency throughout the summer there was no Summer PTMO Budget meeting. We plan to have one before the September PTMO meeting in order to provide a PTMO budget update during next month's meeting.

III. Committee Chair Updates

- a. Room Parent Committee Chairs (Sarah T and Christa R)
 - i. Christa provided a summary of Room Parent volunteer responsibilities and level of commitment. Room parent volunteers coordinate three class parties and coordinate the Classroom art Project for Gala.
 - ii. Mrs. Talley pointed out that in order to volunteer all parents, in this committee and any other school activities, they have to be up to date with their Catholic Mutual Group (CMG) Connect certification. Certification has to be renewed every 5 years.
- b. Campus Beautification (Tyra M. and Chloe C.)
 - i. Tyra provided a summary of what Campus Beautification does. Campus beautification coordinates Fall and Spring "beautification days". They decorate the school surroundings, help with flower beds and plant flowers



during the “beautification days”. Closer to the date signup links will be sent out. Children in middle school are able to help for volunteer hours.

- c. Morale & Appreciation (Sharon P. & Filipina P.)
 - i. Sharon provided a summary of Morale and Appreciation work. Sharon and Philina are chairs organize teacher appreciation lunches and Wednesday teacher treats.
 - ii. This will be Shannon’s last year assisting as School and Morale Appreciation Chair. The intent is to transfer responsibilities to Philipina and Tyra M.
- d. Uniform Exchange (Lacey W. and VACANCY)
 - i. Lacey explained Uniform Exchange volunteer opportunities and scope. Lacey and co-chair periodically go in to the Uniform Closet to organize it. Volunteer help with sort, folding and organizing the items in the Uniform Closet. Opportunities for students to volunteer are identified throughout the year.
- e. Prayer and Good Works (Hillary C.)
 - i. Mrs. Talley provided a summary of the Prayer and Good Works committee. The Prayer and Good Works committee chair set up Sign up Genius for First Friday Adoration and other community activities.
- f. Spirit Wear (Jennifer D.)
 - i. Jennifer will continue to serve as Spirit Wear chair. We will have a store link sent out during the first quarter of the school year.
- g. Teacher Appreciation Week Chair (Vacant)
 - i. We discussed having a separate Teacher Appreciation Week Chair as delineated in the PTMO handbook. However, historically the Teacher Appreciation week tasks end up getting fulfilled by Morale and Appreciation. Shannon and Philipina will fulfill this role. This will be Shannon last year helping with this task.
- h. Safety Patrol Volunteer Coordinator (Vacant)
 - i. Since this position is vacant, Mrs. Talley explained the role. Safety Patrol are students from 4th and 5th grade that help during drop off in the front of the school. One of the Safety Patrol Volunteers’ parent coordinates schedule of students and parent volunteers. There needs to be a parent volunteer with the kids each morning. The parents and kids rotate per the coordinator’s schedule.
- i. Lunch Duty Coordinator (Vacant)
 - i. Philipina has agreed to take on this role. She received lots of volunteers during the back to school bash. She will be sending out an email with information and signups.

IV. Calendar of Events for August - September

- a. Donuts for Grownups (August 20th)



- i. Not PTMO hosted, all are invited and PTMO executive team will be represented by at least one officer.
- b. Go Irish Tailgate (September 26)
 - i. More information will be sent out closer to the date.

V. Old Business

- a. None

VI. New Business

- a. Filling Vacancies.
 - i. If any of these positions seem of interest to you, please send an email to SJNCS PTMO email.
- b. Any additional topics:
 - i. Will there be a Library committee as part of the PTMO committees?
 - 1. No, Mrs. Nygard is coordinating library volunteers and has started training a subset of parents to assist. If interested in volunteering in the library reach out to Mrs. Nygard and Mrs. Shirley.
 - ii. Meredith Reddington brought up the Composting project. Meredith has been leading the Composting project effort for a year now on her own. Compostable waste from lunch is collected during school lunch. The composting project would benefit from volunteers willing to go once a week to make sure the food waste is buried under leaves to avoid rodent problems. This could potentially be added to the Campus Beautification committee.
 - iii. Education relations chair is a PTMO position currently held by Sarah Tolliver. She is looking to transfer that responsibility to a new volunteer. The appointed PTMO member would attend scheduled monthly meetings (6 per school year).
 - 1. The Education Relations Chair is an SJNCS representative to the Town of Farragut Educations Relations Committee. This position was vacant for several years until Sarah T. volunteered last year.
 - 2. There is an application and approval process. It is a one term position that can be extended with approval. Sarah is currently serving under this approved extension, but that approval will lapse in the next few months.
 - 3. If the Education Relations Chair is unable to attend he/she can send a proxy for X number of meetings during their term.



4. Ambers Wagers inquired about the position and is potentially willing to take on this role.
- iv. Administration updates:
 1. Trunk or Treat will be soon approaching. This event has been hosted by PTMO previously. Although SJN parish has also hosted.
 - a. If PTMO is interested in organizing send an email to Stephanie Griner with a selected date.
 - b. Discussions were held about preferred location: school parking lot vs parking behind the church. Mixed opinions on preferred location.
- v. PTMO website will house all pertinent information about PTMO (meeting minutes, officers, committee chairs, links for volunteering, etc.)
 1. It was suggested to start a Facebook page for PTMO. Ultimately it was decided that the PTMO facebook page would not be created since all content would have to be approved by the administration, it would be duplicative of the PTMO website, and not all parents are on social media.
 2. SJNCS facebook page will be used to post PTMO social media updates and posts.
 - a. In addition, SJNCS Facebook class pages are beginning to be phased out. These pages were started during COVID and will be phased out.
 - b. SJNCS Renweb directory will be returning this year. This will allow parents to responsibly communicate with other parents.

VII. Adjournment and Closing Prayer

- a. **Closing Prayer:** Heavenly Father, we thank You for this gathering. Bless us as we go our separate ways, and keep us safe under Your care. May Your peace be with us always. Through Christ our Lord, Amen.