



**PTMO Meeting Notes
August 20, 2026 8:00am**

I. Executive Board Updates:

- a. President Updates:
 - i. Introduced the PTMO mission.
 - ii. Highlighted current open positions, including the Vice-Presidency.
- b. Treasurer Updates: No updates

II. Committee Chair Updates:

- a. Room Parent Committee/Chairs (Janine & Christa R):
 - i. Still looking for one 1st grade and two 6th grade room parents.
 - ii. Meeting scheduled for next week; an email will be sent to current volunteers. Note that the heaviest workload occurs at the beginning of the school year.
- b. Campus Beautification/Chair (Vacant):
 - i. Position overview (provided by Chloe Clark): Responsible for Fall/Spring decorations and general enhancements (e.g., front door cross for Holy Communion, Pre-K door decor, weed eating). A dedicated budget is available.
 - ii. Interests/Volunteers: LeAnne Smith and Megan Mask expressed interest.
- c. Morales and Appreciation (Filipina and Christ R):
 - i. Plans to add an additional Teacher Appreciation Luncheon and regular teacher treats.
 - ii. *Teacher Lounge Snacks*: Requesting volunteer donations to stock both teacher lounges (charcuterie/cheese & crackers are favorites). Split deliveries between the two lounges.
- d. Uniform Exchange(Dani S):
 - i. Opportunity for student volunteers to earn service hours.
- e. Prayer and Good Works (Hillary/Trista):
 - i. Sign-ups opening for First Friday Adoration (initial slots fill quickly) and Pilgrim Queen.
- f. Spirit Wear (Jennifer D):
 - i. Gathering feedback on timing for the first sale.
 - ii. Online store will open for ~2 weeks featuring non-official uniform wear (crewnecks, long/short-sleeve tees, performance tops) with potential new designs.
- g. SJN Community Chair (Carrie M.):
 - i. Trunk or Treat: Scheduled for October 24th.
- h. Safety Patrol Volunteer:
 - i. Position currently vacant. Teresa Hinkle volunteered to assist.



- i. Lunch Duty Coordinator:
 - i. Creating sign-up slots for K–4th grade lunch assistance (1-hour slots; extra set of eyes alongside staff).
 - ii. CMG training required.
 - iii. Note: 2nd grade wipes tables; K & 1st grade receive general assistance.
- j. Education Relations (Meredith Reda):
 - i. First meeting: September 10th. Focuses on building relationships between the school and Farragut local government.

III. Calendar of Events August - October

- a. Augst 20th: School Advisory Board Meeting is this afternoon. (August 20th)
- b. September 17th: Next PTMO meeting
 - i. Make sure to check out with Jill on the meeting location.
- c. October 2nd: KCHS Community Tailgate
- d. October 17-18: Harvesting for Him
- e. October 22nd: PTMO Meeting
- f. October 24th: Trunk or Treat

IV. New Business

- a. More PMTO involvement Ideas: Field Day, Career Fair, etc.
 - i. Morale and Appreciation
 - a) Field Day: In the past PTMO have led Field Day. We do have parent volunteers. Potential parent volunteers to cook during Field Day.
 - b) Snacks and drinks: They would like to ask for volunteers to stock up the teachers lounge.
 - c) Teacher treat sign ups: Make sure to split in a way that can be split between the two lounges. Their favorite is cheese and cracker (chacuterie boards). If you even want to drop something off.

V. Staff Updates/Suggestions

- a. Communications (Stephanie):
 - i. Submission Process: Email sgreiner@sjns-knox.org by Friday at 8:00 AM.
 - a) Subject line tags: Include Newsletter for newsletter items, Website for site updates, or explicitly request social media posts.
 - ii. PTMO Website: Can be updated with photos, sign-up links, and announcements as needed (managed by Stephanie; content provided by committees).
 - iii. Other Notes: Contact Mary Hearnberger for church facility reservations. The newsletter will feature random secret questions and an Athletics



section (note: sports schedules will be managed directly by athletics, not on the FACTS calendar).

b. Administration:

- i. Harvesting for HIm: October 17th and 18th (Parish and School event)
 - a) Saturday: Fun Run
 - b) Sunday: Festival thing

VI. Adjournment and Closing Prayer