

Sacred Heart Cathedral School

Parent Teacher Ministries

Meeting Subject	PTM Planning Meeting
Meeting Date	Aug 4, 2025
Time	3:00p-4:00p
Venue	Sacred Heart Art Room
Attendees	Principal Valerie Hanks, Vice Principal Kendall Doogan, Vice Principal Mark Amerin, Miss Jennifer Shaffer, and Mrs Kathy Willard
Minutes Taken By	Kathy Willard

Agenda Details

Topic 1: Feedback on what SH liked and didn't like.
Topic 2: Setup meeting schedule, special events & teacher appreciation luncheons
Topic 3: Communication (Newsletters) Any ability to use Renweb for notifications.
Topic 4: PTM Financials
Topic 5: Uniform Closet: Dates and End of Year Closet
Topic 6: Volunteer Coordinators: Do we want ones for Cafeteria, Art, Library, Music Academy and Athletics?
Topic 7: Welcome Committee: Ambassadors for new families and middle school
Topic 8: Middle School Committee: Have 3 dances (Sept, Catholic Schools, April)
Topic 9: Bylaws: Need to be updated
Topic 10: Music Academy Information
Topic 11: Field Trip Evaluation

Meeting Minutes

Topic 1:	<p>Feedback on 2024-2025 school year activities</p> <ul style="list-style-type: none"> ● All the activities were loved.
Topic 2:	<p>Setup schedule for meetings and events</p> <ul style="list-style-type: none"> ● PTM Meetings held at 11am in the Art Room <ul style="list-style-type: none"> ○ August 20 ○ September 17 ○ October 15 ○ November 19 ○ December 17 ○ January 14 ○ February 11 ○ March 18 ○ April 22 (Volunteer Appreciation Luncheon) ● Luncheon & Other Dates <ul style="list-style-type: none"> ○ September 19 @KRC during Staff Retreat ○ December 10: Advent (Afternoon Party) ○ January: Catholic Schools Week (Maybe January 28) ○ February 17: Mardi Gras ○ March 20: Lent ○ May 6: Fiesta de Mayo (Afternoon Party)
Topic 3:	<p>Communication: Need to continue with the PTM newsletters and the sooner we can secure the dates and communicate the better for the community. Need to see if we can use Renweb as a one stop way of communication for all instead of just in case a student has a late assignment or gets a low score.</p> <p>We will work on a back to school communication that maybe can be emailed out and sent in Friday folders.</p> <p>PTM Officers/Chairs</p> <ul style="list-style-type: none"> ● VP: Lauren Broyles ● Secretary: ● Treasurer: Maria Kirkland ● Auction: Katie Wakely ● Campus Decor & Holiday Decorations: Tiffany Arwood ● Homeroom Representatives: Elizabeth Clark & Leigh Bogatiuk ● Lost & Found: Anna Williams ● Middle School Social & Service: ● Prayer ● Special Areas: Anna Fessler ● Sunshine: Lisa Moss ● Teacher/Staff Luncheons: Libby Orr ● Uniform Closet: Whitney James
Topic 4:	<p>PTM Financials: We have around \$1,600 that should be rolled over from 24-25</p>

	<p>school year. Working on creating this year's budget once we know how many families are enrolled.</p>
Topic 5:	<p>Uniform Closet: Back to School bash closet was very successful and so was the New Parent & Soar into Middle School. Need to have more opportunities available for families to have access to this service. Meeting with Whitney James to brainstorm and followup with administration. Mrs. Doogan suggested that maybe we offer an every other month Saturday closet before the 5pm mass, since we will not be available to do it on Sundays this year. Below are the current dates, which are after First Friday Mass.</p> <ul style="list-style-type: none"> ● September 5 ● October 3 ● November 7 ● December 5 ● February 6 ● March 6
Topic 6:	<p>Volunteer Coordinators: We agree that Art, Library, Music Academy and PE teachers should be asked what events we can help with.</p>
Topic 7:	<p>Welcome Committee: Asking for ambassadors to help new families to Sacred Heart and especially some mentors for upcoming middle schoolers of what to expect and help with questions.</p> <p>Middle School is developing a handbook for new middle schoolers</p>
Topic 8:	<p>The Middle School Social and Dance went well last year. Need to plan ahead this year and incorporate more information to families for potential service hours within our community with teachers, as well as outside our school.</p> <p>We would like to help organize 3 dances this year.</p> <ul style="list-style-type: none"> ● September 12?: Back to School, wear you school spirit ● January 30: Catholic Schools Week ● April 10: Spring Inspired <p>Mark will check into gym availability and DJ Rick.</p>
Topic 9:	<p>Bylaws: These need attention as well as a logo for PTM. We could even ask the community to create a logo and choose the best one.</p>
Topic 10:	<p>Music Academy Information: Feedback has been received that people are concerned about the early rehearsal without an afternoon option. Also about the lack of flexibility with the new electives. Any questions/feedback needs to be addressed with Glenn Kahler, the director of the program.</p>
Topic 11:	<p>Field Trip Evaluation: We agreed that we should have a way to have lessons learned either meeting or anonymous survey to provide feedback from teachers, chaperones and students. This will enhance future experiences.</p>

Topic 12:	Other items: Transparency... Can we have Miss Shaffer give a brief update on what PTM is doing at staff meetings? Also, is it possible to receive an update regarding the School Board for SHCS Staff & Community.
------------------	--

Action Plan

Action	Assigned To
Reserve rooms for Staff Parties	Willard submitted request for Cathedral Hall for Advent and Art Room for Fiesta de Mayo
Renweb Abilities	???
Create a PTM welcome back communication	Kathy Willard
Contact Special Areas for events they need help with	Kathy Willard will notify Anna Fessler
Brainstorm options for Uniform Closet	Kathy Willard will meet with Whitney James
Check on date availability with gym and DJ	Mark Amerin
How many families do we have to set budget	Kathy Willard will ask Clarissa Rojas