

Sacred Heart Cathedral School

Parent Teacher Ministries

Meeting Subject	December PTM Meeting
Meeting Date	December 17, 2025
Time	11:00-11:50a
Venue	Sacred Heart Art Room
Attendees	
Minutes Taken By	Kathy Willard

Agenda Details

Prayer: Kathy Willard
Treasurer Report: Maria Kirkland
Committees: <ul style="list-style-type: none">• Executive:• Development/Auction:• Campus & Holiday Decorations• Homeroom• Lost & Found• Middle School• Special Area Volunteers• Sunshine• Teacher Luncheon• Uniform Closet
New Business:

Meeting Minutes

Prayer:	Kathy Willard started meeting with prayer
Treasurer Report:	
Committees:	<ul style="list-style-type: none"> ● Executive: All board positions are available for 26/27 school year. Holston Gas has generously donated 2 helium tanks and they are being housed in the Gym Closet. ● Development: Our playground has been approved from the Diocese to proceed. The kickoff for the Auction will be on January 8th @5pm in the Art room. ● Campus Decor: Decorations are up for advent and will remain up till the week we return from break. ● Homeroom: Parent collective gifts have been distributed to all staff. ● Lost & Found: Next clean out is on January 13th ● Middle School: The dance was a huge success with over 140 students. The Wreaths Across America was well attended by the community with only a few wreaths per person to place. There is an opportunity to pick up the wreaths at the downtown location on January 17th at 10am. ● Special Area Volunteers: New spring art signup is live and thank you to all the volunteers that made the Music Academy concerts possible. ● Sunshine: Teacher Birthdays delivered this week. ● Teacher Luncheon: Advent party was a huge success and the staff all received a monogrammed wearable outdoor blanket as a gift from the PTM. Catholic Schools Teacher luncheon will be on January 29th. ● Uniform Closet: Will be open on Saturday, January 10th from 3-5 in the Gym. Middle School Service Hours are available.
New Business:	
Next Meeting:	January 14, 2026 @ 11am

Action Plan

Action	Assigned To
Create a project teacher survey	Kathy Willard, Lisa Maki, Jennifer Shaffer
Roll out the Homeroom Structure to the Preschool	Kathy Willard, Elizabeth Clark, Leah Bogatiuk & Laura Hudson

Volunteer Sign-Up Genius Links



LOST & FOUND



ATHLETICS