

Sacred Heart Cathedral School

Parent Teacher Ministries

Meeting Subject	January PTM Meeting
Meeting Date	January 14, 2026
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:	<p>The Teacher Christmas gifts were ~\$500 over budget due to needing to buy from Costco.com versus in the club due to supply reasons.</p> <p>Encourage Homeroom Representatives to claim their \$50 expenses prior to end of year.</p>
Committees:	<ul style="list-style-type: none"> ● Executive: 90% of board and chair positions will be open for 26/27 school year. We will poll the teachers regarding upcoming volunteers. ● Development: <ul style="list-style-type: none"> ○ The playground has been granted approval to proceed. The process will take about 3 weeks and the playground will be fenced off during construction. ○ Auction had its initial kick-off. All donations and sponsorships are welcome. Please push hard this month for donations as we know businesses receive donor fatigue. The auction will be on Friday, April 17th @ The Press Room and we will attempt to have all auction items at The Press Room. ● Campus Decor: Nativity & Trees have been removed. We will keep up the snowman prayer wall till spring. We will put up some minimal decorations between now and spring. ● Homeroom: <ul style="list-style-type: none"> ○ Check to make sure your CMG certification is up-to-date. Also, check with the homeroom reps about upcoming field trips and activities for Valentines and Mardi Gras. ○ Valentine's Day parties will be on Wednesday, February 11th due to the long weekend break. ○ We will push for auction classy gifts to be completed before spring break. Any art projects will be listed as a separate gift from the class/grade. ● Lost & Found: Next clean out is on January 13th ● Middle School: Next dance will be on April 10th and NJHS will take the lead with PTM's help with chaperones.. Wreath removal for Wreaths Across America was completed on January 10th. ● Special Area Volunteers: Art's new signup for the second half of the year is live. Athletics needs help with concession stand... great middle school service hour opportunity ● Sunshine: Teacher Birthdays delivered at the end of the month. ● Teacher Luncheon: We will have a taco bar for Catholic Schools Week Teacher Luncheon on Thursday, January 29th and signup will come out shortly. The Mardi Gras treat will be on February 17th with donuts and a special drink. ● Uniform Closet: Will be open on February 6th... Need Volunteers.
New Business:	<p>Catholic Schools Week January 25-30... more details will be in the enews.</p> <ul style="list-style-type: none"> ● Monday: Community - Spelling Bee ● Tuesday: Student - \$2 donation to sister school in Haiti, Free Ice Cream, Teacher Volleyball game

	<ul style="list-style-type: none"> • Wednesday: Nation - Wear your Red/White/Blue & donations to Samaritan House • Thursday: Teacher, Staff & Volunteer. We will have a Taco Bar Luncheon. There will also be the Pep Rally. • Friday: Clergy - School will present donations to each clergy's charity of choice from our out of uniform donation collection. The Catholic Drumline will also be at school and Middle School will have the know your faith game.
Closing	Kathy Willard close meeting with Our Father.
Next Meeting:	February 4, 2026 @ 11am ***Note the date change due the Valentine's Day parties on the 11th.

Action Plan

Action	Assigned To
Create a survey for teachers on upcoming projects they need volunteers or funds for.	Kathy Willard, Lisa Maki & Jennifer Shaffer
Create a poll to gather recommendations for those that would be good in PTM leadership positions for the next school year from the teachers.	Jennifer Shaffer & Kathy Willard

Volunteer Opportunities



ATHLETICS



CMG TRAINING



ART ROOM