

Sacred Heart Cathedral School

Parent Teacher Ministries

Meeting Subject	November PTM Meeting
Meeting Date	November 19, 2025
Time	11:00-11:50a
Venue	Sacred Heart Art Room
Attendees	Special Guests Lisa Maki & Elizabeth Frazer
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: Welcome St. Clare & St. Elizabeth Ann Seton Guilds

Meeting Minutes

Prayer:	Kathy Willard started meeting with prayer
Treasurer Report:	\$1,483.04 will be rolled back into our account from the 24/25 school year.
Committees:	<ul style="list-style-type: none"> ● Executive: . ● Development: Taste of Sacred Heart went well. We have raised enough for the playground and now wait for approval from the Diocese. ● Campus Decor: We will decorate for advent with trees & nativity that was donated by The Sutter family (facilities employee). The prayer wall will be for the winter season with snowmen. ● Homeroom: HR Rep. Coordinators will coordinate collective Christmas gifts for middle school, specials, office & administration between December 1-5th. ● Lost & Found: Next clean out is on December 2nd ● Middle School: First dance is November 21st is Winter Wonderland theme. The Fantasy of Trees service project was not able to be setup. The Wreaths Across America is on December 13th @12pm at 5901 Lyons View Pike. All are welcome to participate and middle schoolers can earn service hours. All the wreaths have been sponsored. ● Special Area Volunteers: New spring art signup will come out in December. The Elementary Nutcracker concert still needs items and volunteers. ● Sunshine: Teacher Birthdays delivered at end of November & December. Blessings Bar was a nice treat for the staff. ● Teacher Luncheon: Coffee Truck was well appreciated from both preschool & big school. Advent Gingerbread Party signup will come out soon. ● Uniform Closet: Will be open on December 5th (weather permitting) Need Volunteers.
New Business:	<p>Lisa Maki from St. Elizabeth Ann Seton (SEAS) and Elizabeth Frazer from St. Clare Guilds discussed what they were responsible for in regards to the preschool and big school support. The SEAS guild is facing a financial struggle to support the school as they once did, due to lack of volunteers. The St. Clare guild has agreed to help SEAS guild where we can. The PTM will help the preschool by extending the Homeroom structure to the preschool. Below shows what each organization is responsible for. SEAS guild would like to have an interest survey out the teachers on projects they would like to do if they had volunteers and/or funds. St. Clare will continue doing the preschool luncheons for this school year and will work with PTM on how to include them in 26/27 school year. PTM fee will be accessed at the end of the school year on whether we need to add it to the preschool families for the 26/27 school year.</p>

Next Meeting:	December 17, 2025 @ 11am
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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



ART ROOM



NUTCRACKER



ATHLETICS

PTM/Guild Responsibilities

	PTM (SHCS)	St. Clare (SHCPS)	SEAS (SHCS)
Fundraising	Helps with Auction	Art Walk	No pecan fundraiser this year. Has donated over \$100,000 to SHCS & KCS over 30 years.
Homeroom Parent	Give each homeroom parent \$50, Funds are raised for teachers/staff for class birthday gifts, Xmas & End of Year gifts	Help with teacher wishlists, favorites	
Luncheon	5 luncheons & 4 special treats	4 luncheons	Back to School Breakfast
Sacrament		Gift to First	2nd Grade

	PTM (SHCS)	St. Clare (SHCPS)	SEAS (SHCS)
		Communion and host a reception for both school & parish	Rosary (\$500-\$600 for supplies) & volunteers
Prayer		Prayer group, meal train	Prayer Partner Ministry, Advent/Lent Devotional (under discussion)
Gifts	Back to School Startup Money, Teacher/Staff Christmas Gift	Organize gifts for Catholic Schools Week & Birthdays	Middle School Speaker gift card honorariums ~\$1,000 (under discussion)
Community	Help identify service opportunities for our families. Donate lost non-labeled items & non-uniform clothing to charity once a month.	Donate Gift Basket to SHCS Auction	Help needy school families at Christmas

	PTM (SHCS)	St. Clare (SHCPS)	SEAS (SHCS)
Birthday	Favorite Birthday Snack	Birthday fund	No candy bar treat this year
Decor	Fall, Winter/Advent, Spring	SHCPS Season Decorating and Bishop House Decorating	Decorate the Rectory for Christmas
Other	Special Area Volunteers, Uniform Closet, Middle School Social/Service, Appreciation for Facilities, Cafeteria & Substitutes	Help cover classrooms so teachers can enjoy lunch. Help as needed to create art for Art Walk.	Volunteer in the classrooms as needed