

John F. Kennedy Catholic School Parent-Teacher Guild (PTG)

Meeting Agenda

Date: Wednesday, September 17, 2025

Time: 6:30 PM

Location: JFK School Library

1. Call to Order

- President Maria Patterson calls the meeting to order at 6:30 PM

2. Opening

- **Welcome Prayer**
 - Given by Principal, Kimberly Stevenson
- **President's Welcome**
 - Maria Patterson introduced herself and gave a welcome message
 - Explained that the purpose of this first meeting was to make "game plan for the year", meetings will now be run utilizing Robert's Rules of Order, determined goals were organization and productivity for all meetings, determined that main goal of PTG for the year would be focus on the students.
- **Officer Introductions**
 - Nicole Ullom – Vice President
 - Michaela Bracey – Secretary
 - Siobhan Visser – Treasurer
- **Member Introductions**
 - Members present in person:
 - Amanda Poorbaugh (Teacher and parent), Jenny Dwyer, Megan Witzgall (Family credit to "Jankowski"), Chelsey Rose, Amy Nezzar, Amy Egers, Kristina Insana, Lydia Taylor (Family credit to Peyton Bunting), Chelsea McAnaney, Alexandra King, Conner Miller (Teacher), Paula Matthews (Teacher), Kimberly Stevenson (Principal), Nicole Ullom (Vice President), Maria Patterson (President), Michaela Bracey (Secretary), Siobhan Visser (Treasurer)
 - Members present via Google Meet:
 - Leigh Mawhinney, Kansas Crawford, Cella Miller, Donielle Seifert, Amanda Stein

3. Approval of Previous Meeting Minutes

- Not completed, as last meeting was July Board Meeting

4. Treasurer's Report

- Presented by Siobhan Visser, treasurer
 - Current Balance as of September 1, 2025: \$3,461.37
 - Events held this year to this date were Back to School Welcome Picnic and Back to School Luncheon held for teachers, but we are still waiting for some reimbursement for these. Changing to electronic app for reimbursement/receipt exchange using CamScanner (information available to everyone on flier).
- **Motion:** Motion made by Lydia Taylor approve the Treasurer's Report as presented
- **Second:** Given by Amanda Poorbaugh
- **Vote and Result:** Motion passed unanimously

5. Reports of Officers & Standing Committees

- **President – Maria Patterson**
 - Student Council Meeting was held with Miss Janocha and Maria Patterson to discuss utilizing Student Council students and skills for future PTG Events. Babysitting will be provided by Student Council for future PTG meetings.
- **Vice President – Nicole Ullom**
 - No report
- **Secretary – Michaela Bracey**
 - No report

6. Principal's Report

- Report presented by Principal Mrs. Kimberly Stevenson. Two additional students in our school giving us a total of 226 students. New hires for the school have had good transition into the year. Grant written by Mrs. Stevenson and Mr. Matthews over the summer to update STEAM room – \$25,000 given to our school by EQT. We are the first catholic school to receive this grant thanks to Mr. Matthews certifications and qualifications. There will be a media launch when the STEAM room updates have been completed. Sewing machines and teachers are needed for a possible service project – sewing prayers onto handkerchiefs to give to “shut ins”.

7. Reports of Special Committees

- **Back to School Picnic Recap**
 - Given by Siobhan Visser. Budget was not deemed to be enough, but we were able to utilize leftover items from Summer Festival. Spent approximately \$250 on this. Feedback and reviews summarized this event as “successful”. Siobhan Visser is to let us know the estimated number of families who attended this event.
- **Orientation Recap**
 - Given by Michaela Bracey. 110 folders given out at PreK3, PreK4, and Kindergarten orientations will information from the PTG for all parents.
- **First Day of School Décor and Teacher’s Lunch Recap**
 - Given by Nicole Ullom. Balloon arch, blow up arch, and hand painted banners provided by PTG. Pretzel’s Plus sandwiches catered for the teacher’s lunch as well as leftover drinks and chips from Summer Festival. Feedback and reviews summarized this all as “successful”.

8. Unfinished Business

- **Santa’s Workshop**
 - Chairs: Kristina Insana and Chelsey Rose
 - Dates: December 9, 10, 11
 - Budget: \$400
 - Discussion:
 - Discussion was started by Maria Patterson stating that there were concerns with the vendor used for this event last year and questions as to whether this event should be run by personal shopping methods vs utilizing a company for products. Because of previous feedback, a vote is needed to determine if this event would be done using personal shopping, utilizing a company, or both. Floor was then opened to questions, concerns, and comments regarding this.
 - Kimberly Stevenson discussed that the “easiest” way to go would be with utilizing a company for this event. Cash register is provided with this through app. This is how the event was previously run for multiple years in the past. The previous concern with this was that the company would mark items up and the event would not have a large profit benefitting JFK. Because of this, parents would go to stores for discounted items to “supplement” for this event following Christmas. Discussed that it has never been done to her knowledge where every item was purchased by parents. Determined that this

could be done throughout the entirety of the year with quick reimbursements. Left up to PTG and chairpersons for this event that there is no “right or wrong” and to decide how they would like this event to be run.

- Maria Patterson discussed that the company was helpful because of check out and organization, but “supplementing” could be done by shopping wholesale. She offered to help with this shopping and offered the idea of using multiple color stickers on the bottom of “supplemented” items with an inventory list to possibly streamline checkout process. She stated that she was for the idea of utilizing the company and “supplement” shopping so the event would have a higher profit margin.
- Siobhan Visser questioned if there was any inventory leftover from previous years. Previous chair Megan Witzgall determined that there was not a substantial amount of inventory leftover.
- Amy Egers questioned if the \$400 budget was to be used towards “supplement” shopping or for decorating purposes. Maria Patterson explained that this budget was previously set, but could be flexible due to other PTG events being changed. Kimberly Stevenson said that more money could be taken out of the budget for this because the money would be made back. Amy Egers wanted to know if submitting receipts for reimbursement needed to be done at the same time or if they could be done separately – determined by Kimberly Stevenson and Siobhan Visser that this could be done by submitting multiple receipts on multiple occasions for the shopping.
- Megan Witzgall previously chaired this event utilizing a company and discussed that the company has different “tiers” for profits therefore raising and lowering item prices accordingly. Currently there is a deal being run where if you sign up to use the company, we would get an additional 5% profit. Maria Patterson asked if Megan Witzgall would be willing to be a point of contact for the new chairs and sit in on committee meetings and Megan agreed to this. Megan stated in previous notes for this event that she does not recommend using “supplement” shopping AND the company and recommends using one or the other option.
- Amy Egers asked if this event would still be held in the STEAM room as in previous years. Kimberly Stevenson said that it would be. Concerns with this room being renovated were brought up, but

assured by Principal that a room would be available. Requested to know where this would be held as soon as possible to determine where decorations could be placed as well as set up. Decorations can be reused from.

- Concern was raised (speaker was not noted by secretary) of amount of inventory to be purchased due to “running out” of items the last day and leaving some shoppers with fewer choices.
- Donielle Seifert and Maria Patterson offered to be points of contact for “supplement” shopping purchases. Donielle will be emailing us with her contact information for the future.
- Concerns regarding check out were brought forward (speakers not noted by secretary). Suggestions made for two check out lanes, previously cash register should be stored in previous Santa’s Workshop room (STEAM room) and this would be verified at a later time.
- **Motion:** Motion to utilize the company as well as “supplement” shopping made by Jenny Dwyer.
- **Second:** Given by Nicole Ullom
- **Vote and result:** During the vote on the motion, seven members voted in favor and two members voted against. The remaining 17 members present abstained from voting, resulting in the absence of a definitive majority. In accordance with *Robert’s Rules of Order* and in her capacity as presiding officer, President Maria Patterson exercised her authority to resolve the matter and declared the motion as passed.

St. Nicholas Day

- Chair, Amy Egers, discussed that pens will be used from purchases last year. \$800 from family activity fee to help purchase notebooks, candy canes, oranges, chocolates, and bags. St. Nicholas day is officially on a Saturday this year, so it was determined by Principal that PreK3 and K-8th grade will receive their gifts on Friday, December 5th and PreK4 will receive theirs on Monday, December 8th. No vote needed as this was decided by Principal.

9. New Business

- **Recess and Lunch Volunteers**
 - New recess monitor was hired for 5 days a week, but 2 monitors at a time are best for students and staff safety. Informal request was made by Maria Patterson to please volunteer for these positions when able.
- **Event Chair Needs**
 - Catholic Schools Week will be broken down and chaired by each day, rather than the whole week. Monday and Tuesday have been determined to still chairs. Michaela Bracey will be doing snacks for the entirety of the week. Pep Rally and Friday are to be done by Maria Patterson. Amy will be helping with Penny Wars during this week, but volunteers will still be needed for this large undertaking. Please email PTG email if you are interested in chairing these events. Dates for Catholic Schools week will be January 26th – January 30th, 2025.
 - Chairs are needed for Kindergarten and 8th Grade Graduation ceremonies. Decorations, snacks, and helping hands will be needed as the chair. If your student will be graduating, you will not be able to chair these events. This event is June 3rd for Kindergarten graduation.
- **Trunk or Treat**
 - This will no longer be a PTG hosted event, but rather a Parish event. This is being chaired by Father Mike and Keilly Carroll. This event will be held at St. Hilary's upper parking lot on October 24th. Forms, flier, and RSVP's will be coming soon. Previous budget of \$50 was reallocated to Back to School décor/Teacher's Lunch.
- **PTG Binder**
 - Event chairs will now be completing hard copies of their events to be placed in a binder. This form was given to the event chairs of Santa's Workshop at this meeting. This will be done so the PTG and school office staff has a hard copy, as well as online Google Documents and flash drive. This binder and information will be available to the public at anytime.

- **Swag Shop**
 - This is chaired and was presented by Siobhan Visser. The purpose of this is to bring more “fashion forward” spirit wear to the school and give more options than the online Spirit Shop, as well as “giving back to the kids” by hopefully outsourcing assemblies and other activities. “Dupe” Bogg Bags with school logo (end date for these purchases will be September 30th), bag charms, and other items are available through this. Lanyards are also available with “JFK Catholic” on one side and the personal name on the other. Original color thoughts were green and gold, but Principal will verify if they need to be blue and white to match school uniforms. Siobhan Visser is the point of contact through this, but please reach out to PTG email with order requests and questions.
- **Proposal: PTG to Purchase Lanyards (see above) for Teachers and Staff**
 - Presented by Maria Patterson. The PTG board suggest buying the above lanyards as a gift for teachers and staff of JFK. Estimated that if we purchase 50 lanyards, the cost per lanyard goes down from \$10 to \$5 per unit. This, in turn, would also give back approximately \$3 in fundraising for the PTG.
 - **Motion:** Motion to purchase lanyards for all JFK Teachers and staff made by Amy Nezzar
 - **Second:** Given by Alexandra King
 - **Vote and Result:** Motion passed unanimously
- **Proposal: Donate Lottery Rake to Cash Bash**
 - Presented by Maria Patterson. PTG is hoping to be involved in other school fundraisers besides PTG events, so the proposal is to donate a “lottery rake” to Cash Bash. Determined that the cost of this would be \$150 in total and would be completed by Michaela Bracey. Items will be left in the office for Natalie Chaido once purchased.
 - **Motion:** Motion was made by Amanda Poorbaugh to have the PTG purchase and donate a lottery totaling \$150 for the school’s cash bash
 - **Second:** Given by Alexandra King
 - **Vote Result:** Motion passed unanimously

- **Proposal: Middle School Pumpkin Decorating Contest**
 - Presented by Maria Patterson. Proposing that the PTG focuses some events solely on Middle School students. A pumpkin decorating contest for middle school classrooms was proposed, then elementary school and preschool students would vote for the pumpkin that they thought should win. Winning class would be awarded a pizza party donated by an anonymous source with no cost to the PTG. PTG will be supplying each class with a pumpkin and will handle the voting process. A date will be determined by the Principal in the future, but suggestion was made by Siobhan Visser to do this either the day of or the day before the Parish Trunk or Treat.
 - **Motion:** Motion that the PTG hosts an in-school pumpkin decorating contest made by Jenny Dwyer
 - **Second:** Given by Amanda Poorbaugh
 - **Vote and Result:** Motion passed unanimously

Proposal: PTG to Purchase JFK T-Shirts for All Students

- Presented by Maria Patterson. PTG has previously purchased tshirts for each student for the WalkATHon and while that is the plan for later in the year, suggested that the PTG purchase a “JFK” shirt for every student in the school. Money is to be relocated from the original budget for the Red Fox Winery Bingo, which will not be a PTG event this year, as we did not win the lottery system to have a date for this. \$500 is to be spent on this. Maria Patterson will be going to each classroom to get every child’s size to prevent parents from having to fill out a form and risk a child not getting a shirt.
 - **Motion:** Motion that the PTG purchases JFK tshirts for every student attending JFK with the previous Red Fox Winery budget money made by Amanda Poorbaugh
 - **Second:** Given by Siobhan Visser
 - **Vote and Result:** Motion passed unanimously

10. Announcements

- **Next PTG Board Meeting:** Wednesday, October 8, 2025 at 6:00 PM
- **Next PTG Meeting:** Wednesday, November 12, 2025 at 6:30 PM
- **Volunteer Sign-Up and Contact Forms:** Available at librarian desk – if anyone was unable to attend the meeting or attended via Google Meet, please contact the PTG at their email address to receive one.

11. Open Floor

- Lydia Taylor asked about forms for documenting volunteer hours. Maria Patterson told her that volunteer hours for PTG will be submitted by Anna Murphy for the time being or Heather in the office. Principal told her that all volunteer opportunities will have a sign in sheet and every volunteer hour will be submitted into Goal Tracker.
- Amy Egers stated that this will be her last year as chair for St. Nicholas day and she would like to step down. Requested that if anyone is interested in working with her this year to take over for the next calendar year, to please let her know. Alexandra King volunteered to co-chair the event for this year and take over the next calendar year.
- Jenny Dwyer brought up some items for Teacher Appreciation Week
 - In need of a co-chair for the event so that way she can step down in a few years
 - In need of the following for teacher appreciation week:
 - Large and extra-large stuffed animals to borrow
 - Sewing machine
 - Smoke machine – Maria Patterson offered her fog machine
 - Baby pictures of students under 1 year old with names of children and grades on the back (to be kept confidential for secret event)
 - Baby pictures of teachers under 1 year old with name of child and grade on the back (to be kept confidential for secret event)
 - Notices sent out to parents letting them know that children will be videotaped for project for this event – determined by Principal that this would need discussed and distributed by office staff
 - Maria Patterson determined that these matters will be discussed again at future meeting (to be determined) to verify that she has the support and items she needs
 - Contact information will be received for these items
- Paula Matthews has ordered small wooden ornament items and would like to request that at future PTG meeting we vote to host an Ornament Decorating contest around Christmastime. Determined by Maria Patterson that this would be added to future meeting agenda.
- Leigh Mawhinney brought up that she is on a local board that is very enthusiastic about being involved with school fundraising and events and to please reach out to her in the future if the PTG needed assistance with anything along these lines.

12. Adjournment

- **Final announcement:** Maria Patterson reminded everyone to please reach out to PTG via PTG email for future events, questions, and concerns
- **Motion:** Motion to adjourn the meeting made by Michaela Bracey
- **Second:** Given by Siobhan Visser
- **Vote and Result:** Motion passed unanimously
- **President declares the meeting adjourned at 7:40 PM**