

Members in Attendance	Jen McCaughan, Lynae Louie, Ali Kenny, Angela Freeman, Bridget Sutton, Doug Tooke, Brittany Hogan, Bryan Miller, Amy May	
Agenda Item	Discussion	Motion/ Recommendation
Call to Order/Prayer	<ul style="list-style-type: none"> ● Jen McCoughan began the meeting at 3:20 with a prayer. 	
Reports		
Head of School Mr. Tooke	<ul style="list-style-type: none"> ● Jen McCoughan shared the following from an email from Doug Tooke. <ul style="list-style-type: none"> ○ The Fall Gala is on November 9, is a private event by invitation only, but if someone is interested in attending, Mr. Tooke is happy to add someone to the invitations. ○ School is in need of more substitute teachers. ○ Asked us to start promoting the Christmas program. ● Doug did join us later in the meeting <ul style="list-style-type: none"> ○ He stated that Saint Fest was a big success. ○ The school has reached out to the realtor of the 9-10 Ave. property. ○ Doug has formed a finance counsel to help him make suggestions to the board. He is still looking for some members to join. ○ They have had 5 new interested families come to the school ○ The school is going to start doing more advertising to grow the pre-K. ○ Doug will be doing teacher evaluations in January, this is something that hasn't been happening. ○ A new bell was bought for the school since the old one broke. ○ Help is needed for the auction. Next year Doug would like to see this be a committee, instead of one or two people as it's too big of a job. 	
School Board	<ul style="list-style-type: none"> ● No report 	
Teacher Rep. Angela Freeman	<ul style="list-style-type: none"> ● No report this week. 	
Compliance Officer Ali Kenny	<ul style="list-style-type: none"> ● No report 	
Treasurer Report Cat Patzen	<ul style="list-style-type: none"> ● No report 	
Old Business	<ul style="list-style-type: none"> ● Clubhouse <ul style="list-style-type: none"> ○ Busyboard is still in the works. ○ The mural looks nice and the clubhouse is getting lots of use. If interested, stop by and see the mural. ● Sports Teams Celebration <ul style="list-style-type: none"> ○ No one came forward and we missed decorating lockers for the fall sports seasons. ○ Jen McCaughan has end-of-the-year gift bags for the fall sports teams. ○ Bridget Sutton said she would decorate the lockers for the winter sport teams if someone provides her with the decor. Jen confirmed that she would give her the materials. 	

<p>New Business</p>	<ul style="list-style-type: none"> ● Taco Feed for Teacher on Thursday of Conferences <ul style="list-style-type: none"> ○ Jen McCaughan reported that the food signups were filled. But we needed people to set up and take down. ○ Jen McCaughan said she could be there for setup and Ali Kenny offered to take down and let Jen know how much food was left over in order to know what we need for the MS/HS taco feed. ○ Douge Tooke mentioned that a lot of the teachers have conferences early so he didn't know how many would eat at the Thursday dinner. It was hoped we would still get most of the elementary teachers since they are usually still doing conferences on Thursday evenings. ○ Middle School and High School taco feed would have been Tuesday, but the board had already planned to provide a meal that day. ● Veterans' Day Celebration <ul style="list-style-type: none"> ○ Will be on Friday, November 10th at 11:30am instead of first thing in the morning. Since this time is already set aside on Fridays for Mass or devotional, then class schedules don't have to be rearranged. ○ We need two parents to set up and man the cookie table. ○ Cookies can be dropped off in the kitchen in the morning and will be taken up to the gym. ● Movie Night <ul style="list-style-type: none"> ○ We are planning on watching "The Star" on December 1. ○ Douge Tooke asked that we make sure we get a license for showing and it is easy to do. He used to work in that industry. ○ We will need to contact Sony Affirm for the film and should be around \$50 per viewing. ○ He also suggested we pull out the popcorn machine. ● Jolly Jamboree <ul style="list-style-type: none"> ○ Cat Patzen headed this up last year, but wasn't at the meeting. ○ Douge Tooke mentioned that he would like to see this event grow. ○ PTO staff will work to make the Jamboree happen. ● Christmas Decorations <ul style="list-style-type: none"> ○ Abra Casey is our current contact and she handled decorating last year. And said she would do it if know one else wants to. Mr. Tooke suggested that Mr. Koz might be interested. ○ It was discussed if the Christmas program decorating should be done at the beginning of Advent. Due to activities in the gym it was suggested that the stairwell be decorated for advent and wait to do gym week of the concert. ● Thank you to Teachers <ul style="list-style-type: none"> ○ In the past we have done a hot chocolate or coffee bars and baked goods. <ul style="list-style-type: none"> ■ Mentioned that the teachers have been blessed with lots of baked goods this year. <ul style="list-style-type: none"> ● Angela Freeman said they liked the coffee bar in the past, but they might need instructions if we do the Nespresso machine again. ■ Talked about doing a St. Andrew Novena gift again for teachers this year. ■ Sara Phips came across an idea for parents coming into substitutes allowing teachers to go Christmas shopping. <ul style="list-style-type: none"> ● It was suggested instead of going Christmas shopping doing this at lunch time allows teachers to eat lunch together at school. ■ A soup lunch was suggested and Angela said she would help organize. <ul style="list-style-type: none"> ● Suggested we do it on November 21 if open or at least the week of Thanksgiving, need to check with Administration. ● Also discussed, the Bowl of Thanks is on November 17 and is only Pre-K and K, shouldn't be a conflict asking for more soup next week. 	<p>Do soup lunch and have parents watch kids. Suggested date of November 21.</p>
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<p>General Discussion</p>	<ul style="list-style-type: none"> ● Bryan Miller asked if it would be possible for the PTO to offer its support to the student government. Jen is going to reach out to Dana Gumbert to see how PTO could help out and support the student government. ● Bridget Sutton asked about an Athletic Booster club. It was discussed that one was in the works a few years ago. Also Doug had previously talked to the PTO about having boosters for the school. Decided to have Jen McCaughan email Doug to ask about Athletic Booster club and if that is still in the works? ● Amy May asked if we could advertise in church bulletins the need for substitute teachers. Jen McCaughan said that probably not the Cathedral bulletin as it doesn't align with its current mission. But maybe put that request on the facebook page of the Cathedral. Ali Kenny reached out to St. Mary's and they confirmed they would post our substitute teacher ad in the upcoming bulletin. 	
<p>Next Meeting</p>	<p>Next meeting: December 1, 2023</p>	
<p>Adjourn</p>	<p>The meeting was closed with a prayer from Lynae Louie at 4:13 pm</p>	