StJPII PTO – Minutes for PTO Monthly Meeting

"Totus Tuus"

September 8,, 2026

Location: St. Jude Hall

Opening Prayer: Given by Aida Patino, PTO President

Meeting called to order at 8:30 AM

Meeting minutes : May 2026 general meeting minutes. Motion made by Leticia Shirley and 2nd by Megan Schuchart.

May Minutes will be filed.

Executive Board Meeting (Aug 2026). Motion made by Sandra Vreedenburgh and 2nd by Kathy Forbes. Executive Board Minutes will be filed.

Attendees	Aida Patino, Nicole Roca, Gwen Montesino, Thomas Payne, Kathy Forbes, Megan Schuchart, Kelly Willbanks, Leticia Shirley, Sandra Vreedenburgh, Megan McClintic, Stella Brewer, Brittany Kirkpatrick, Katie Kubiak, Joyce Holicek, Sophia Evans, Amanda Cluchey, Ashley Ranson, Chelsea Anderson, Crystal Ayala Cruz, Mariana Donahue, Fabiana Boero, Mercy Renteria Saez, Asia Wall, Emily Miller, Sarah Moore, Angela Downey, Jennifer Dore, Ashleigh Green, Sarah Shea, and Emily Pritchett
President - Aida Patino ***PTO@jp2.org***	● Welcome and thank you for coming to the meeting. ● Executive Board members and Committee Chairs introduced themselves and gave a short blurb about what they do. ● Pope Garden is now "Randall Crosthwait Courtyard"- after two priests who were instrumental in the founding of StJPII. ● ECI cooler - Mrs. Bogard is speaking with ECI Management to replace cooler. ● Maintenance cart - there is a budget for this and can be supplied for Mr. Garcia. ● PTO room reorganized by Thomas Payne ○ Online Catalog - committee chairs/members, please take photos of things in PTO room and send to Aida so that we can take inventory of

	what is in the PTO room and share it. ○ New clear containers requested for storage/organization. Thomas to ascertain costs for budget allocation purposes. Thomas proposed further organization of the PTO room by committees. ● Smart Families and PTO - this year the school would like the parents to be more involved with Smart Families and is asking for a PTO Smart Families liaison. RPC to distribute information and ask for Smart Families volunteers. Aida proposed a Smart Families talk at a future PTO meeting. ● PTO Shirts for everyone - Kelly and Leticia are working on a design and the shirt will be offered for sale in the October Saints Store Sale. Joyce offered a reminder that all parents and grandparents are automatically part of the PTO. ● PTO Sponsorship Chair - looking for sponsorship chair for the PTO for the entire year; Jamie Kopulos has offered to be the sponsorship chair; Aida to propose this idea to Mrs. Bogard. ● Increasing parent involvement with PTO ○ Grade level meetups - Social mixers ○ Called to serve campaign/Saints in Action - reels/ photos to be posted on social media to create more interest in the PTO. Aida will also speak more about this with Mrs. Bogard. ● Upcoming events: - Homecoming: September 23 - Not enough inventory to do sale; we had idea of selling tattoos. Caroline Waller asked PTO to have a table. School said we could have the tattoos but requested that we don't sell the tattoos because it's a community event, not a fundraiser. School also requested that DARR Skate Party refrain from promoting the event by sharing the PTO table at homecoming. PTO will still have a table for presence. - We still have thundersticks that we can give away. ● September Wishlist winners: Sudkamp, Abad, Stoddard.
President Elect - Nicole Roca	● Nothing to report; shared how she started volunteering in the library to be around her kids, which led to her becoming increasingly involved to encourage new parents to think of getting involved.

Secretary - Gwen Montesino	● Review minutes prior to meeting ● Aida and Gwen to discuss how we will check in attendees in future meetings due to the new school check-in procedures.
Treasurer - Thomas Payne ***PTOTreasurer@jp2.org***	● Beginning and ending balances - no beginning balance. ● Recap: Spirit Store made almost 9k ○ Pointsettias $700 ○ Spent almost $35k on Teacher lunches and Teacher Appreciation. A lot of what we generate goes right back to the teachers. Net profit of $46,000. ● Must obtain approval from PTO President and/or Treasurer before making purchases for PTO events. Reimbursement requests must go through PTO President or Treasurer, not the school. There is a standard operation procedure. ● Requests for reimbursements must be made within 90 days of the event ● SOP about leftover inventory (e.g., decor purchased for parties) - Thomas would like to propose a standard procedure for this inventory. He proposed giving it to the teachers if no one else claims it. Joyce would like to schedule time to go over inventory with Thomas for Christmas parties. Aida reminded everyone that this is the purpose for the online catalog.
Volunteer Coordinator - Mary Pham	Not present; nothing to report.
Promotions/Saints Store - Kelly Willbanks	● Saints Store ● Recap of summer sale - $9,305.00 in total sales (preorder and day of) ● Recap of Faculty Gifts - each new staff member got a visor and tumbler and other gifts. ● Looking ahead to next order - Kelly is getting new ideas proofed and approved. Fishing shirt, tennis skirt, paw print foam finger, ● SJV Bazaar Auction basket - we are working on assembling a basket to be auctioned at the SJV bazaar. Kelly drew names for the PTO attendance raffle: Amanda Cluchey and Jennifer Dore– won tumblers.
Hospitality - Lauren Holub, Maria Gobea,	Sandra Vreeedenburgh - Present

Jamie Kopulos, Valentina Lares, & Sandra Vreedenburgh	● TAL: Fall (Nov. 13) and Spring (May 7) ● Faculty snacks monthly when there is early dismissal. Fun way to help teachers. It only takes 20-25 minutes to set up; parents donate snacks via SignUp Genius. The next one is Tuesday, September 22.
Communications - Jacquelyn Olexa ***stjp2pto@jp2.org***	Not present ● New PTO website redone by Jacquelyn, please visit! www.jp2.org/PTO ● Deadline to submit an article for the newsletter is Thursday the week before ● Deadline for flyers in Tuesday folder is the Wednesday before by 3 pm ● All submissions to Jacquelyn: stjp2pto@jp2.org ● Headshots are now published.
Room Parent Coordinators - Megan Schuchart & Kathy Forbes ***roomparentcoordinators@jp2.org***	● Please copy Megan S. and Kathy F. on all room parent or volunteer correspondence that will be sent to teachers and classes: roomparentcoordinators@jp2.org ● New check in system - no more book to sign in or out; signing out is by leaving sticker tag with front office. **Please be on time!!** ● All interior doors are locked and need a key fob which is checked out at the front office. You will need to wait for your group to all arrive and then proceed to the classroom or library for your volunteer event together. ● Finalized Room Parent and Assistant Room Parent selection, and RPC meeting was held on Tuesday, September 1st in St Jude Hall. ● All volunteers must be approved in order to volunteer at our school for any activity, and RPCs help confirm volunteer-approval status. ● Parents must be volunteer-approved to attend PTO meetings.
Used Uniforms - Megan Schuchart & Megan McClintic	● Sales updates from June and August - Summer sale made $2499. ● Future sale dates: ○ October 23 during Parent-Teacher Conferences ○ January 15 ○ March 17 ● Dropoff dates are the week prior to each sale.

	• Guidelines: no donations accepted outside of donation dates, all sales final - no returns or exchanges. • No sales in-between the sales dates. • Reminder regarding donation will be put into the next Saints Weekly.
FITS - Leticia Shirley ***fits@jp2.org***	• Thinking about what she wants to do with shirts. • Wants to reduce the number of games, remove the unpopular ones and come up with new ideas for games. • Would like to speak with Jamie about sponsors so they can pin down when to start looking for sponsors and who will be in charge. • For the new parents, Leticia explained what Fun in the Sun is, all the activities and snacks available for the kids, how the day plays out for parent volunteers, and what types of FITS packages are for sale and pricing. • Fun in the Sun this school year is May 14, 2027; there are two shifts to volunteer (morning or afternoon) or you can volunteer the whole day. • If there is a game you'd like to be in charge of, please let Leticia know. • Leticia is working on an updated list of games, especially as she phases old games out and replaces them with new games. • More FITS discussions will happen especially in the second semester.
Committees	
Art a la Carte - Jessica Valle, Brittany Kirkpatrick & Adele Brunson	• 1st AALC will be on September 18 • Did prototype and refreshed AALC, so they are excited and ready for the first lesson. • Volunteers will be notified that they are serving this week.
Ambassador Families - Sophia Evans and Katie Kubiak	• Thank you to everyone who helped with Ambassador Families this past year. • Looking for suggestions for the next year. Please contact Sophia and Katie at ambassadors@jp2.org with ideas and feedback.
Birthday Bundle and Blessing - Ofelia Hernandez	• Ofelia needs a shadow for next year. • Profit of $1452.40 so far. 110 orders already placed. • It's going a little slow this year, but it always goes

	well.
Book Club - Patricia Wolfe Dare	• 64 students participating in Book Club • 1st Meeting 9/25 • Locations for each group have already been identified and organizing how volunteers will check in en masse.
Bread Basket - Pam Berman	Not present; nothing to report.
Thankful Thursday - Chelsea Anderson	• The 1st Thankful Thursday was on September 3rd. • Deadline needs to be a little earlier so that she can ensure all the food arrives and is set up on time. • Looking for a shadow to help Chelsea so Ana Gugliotti (who has organized this in past years) can pull out. More to help set up on the day of, very easy; only twice a year. The next one will be in February.
St. Nick's Feast & Fest - Thomas Payne, Kelly Willbanks, Amanda Cluchey & Ashleigh Green	• Initial planning meeting will be right after the PTO meeting on September 8 • Vendor application going out soon. Due 10/10
Library Aides - Kathy Forbes	• An orientation is required to volunteer in the library (different from past years where orientation was not mandatory), as well as volunteer approval because of new security system. • The last orientation for this school year is this Friday. • You need to arrive 10-15 minutes before your library shift.
Spirit Nights/Give By Shopping - Veronica Villarreal	• 1st Spirit Night will be at Russo's on September 10 • Add a second Scoops Ice Cream Spirit week • Gwen spoke with Veronica about doing other Spirit Nights with other local restaurants quarterly (but not interfering with the Russo's night). Gwen is speaking with restaurants and will present a proposed list and dates at the next meeting. • Lasagna House did well; made <$350 • Sandra proposed another Lasagna House meal offering for the night of FITS when we are all tired.
Poinsettia Chairman - Kristina Nelson	• 100 plants have been ordered • Presales will take place with pick up scheduled for December 2 • Poinsettias provided by Brookwood.
Garden - Sandra Vreedenburgh	• Request for volunteers for 3rd grade parents to help

	kids plant radishes went out this morning. ● 2nd graders will grow mustard greens; ready to harvest right before Christmas ● 1st graders usually grow carrots which are supposed to take 70 days to grow, but not in our garden- too small within that time frame. Sandra wants to plant around Halloween for a Spring harvest, hoping there is no freeze (freeze will kill the carrots). ● 4th graders plant green beans right after spring break. ● Kindergarteners will plant basil in the spring. ● Sandra is looking for a shadow- easy job. Everything has been approved in terms of form emails and Sandra will hand over everything - dates of planting, vegetables, etc. Megan McClintic, Ashley Ranson, and Emily Miller are interested in shadowing and will speak to Sandra. ● Garden budget does not fall under PTO. Any costs do not affect PTO. Brick Pavers supposedly covers garden (unverified, according to Thomas).
DARR Skate Party - Ofelia Hernandez, Jamie Kopulos & Antonella DiCicilia	● Scheduled for Thursday, October 29 after school ● Committee is working hard on planning a fun event ● Encourage new parents to come out with their kids (all ages, not just middle school) for a fun night.
Brick Pavers - Megan Dominy	● Can be purchased to honor coaches, teachers, 6th-8th grade students, etc. ● Proceeds support the garden
New Business	**Upcoming Events:** Russo's Spirit Night - Thursday, September 10, 2026 AALC - Friday, September 18, 2026 Faculty Snacks - Tuesday, September 22, 2026 Homecoming - Wednesday, September 23, 2026 Book Club - Friday, September 25, 2026.
Questions	● Stella asked why parents had to go through the directory and are not allowed to share emails/phone numbers. Security, privacy, and confidentiality issues were brought up as reasons as to why it's no longer allowed.

	○ Alternatives to searching through the directory were given such as taking photos of class roster, sending invitations for the whole class to the teacher, going through the WhatsApp group, donating during SaintsGiving to obtain a paper directory. ● Stella is also asking if there is something we can think of for a Mother-Daughter event. Aida will bring this up to Mrs. Bogard to see if the school would like to develop a community event.

**If you have any questions, concerns, or ideas, please email *PTO@jp2.org*

Adjournment : No further business for the board - Meeting adjourned at 9:46. Motion made by Megan Schuchart and 2nd by Kathy Forbes. Motion passes.

Board Norms for Reference

- Respect time
- Flexibility - Meetings held in SJH unless conflict
- Stick to agenda
- Attend
- Come prepared – all the updates of people who report to you
- Minutes – will be sent within 1 week
- Agenda – get in on time, need more than a day before, all materials sent you will be talking about
- Motions - Secretary will have motion slips if something needs to be voted on
- No side conversations

PTO Executive Board 2026-2027

President	**Aida Patino**
President-Elect	**Nicole Roca**
Secretary	**Gwen Montesino**
Past President	**Sandra Vreedenburgh**
Treasurer	**Thomas Payne**
Director of Communications	**Jacquelyn Olexa**
Directors of Hospitality	**Lauren Holub, Maria Gobea, Jamie Kopulos, Valentina Lares & Sandra Vreedenburgh**
Director of Promotions/Saints Store	**Kelly Willbanks**

Volunteer Coordinators	**Mary Pham**
Room Parent Coordinators	**Megan Schuchart & Kathy Forbes**
Fun in the Sun	**Leticia Shirley**