



PTO Meeting Minutes

Date, 2025

6:30pm

The mission of the Holy Family School PTO is to provide a medium for parents and faculty to work together for the spiritual and academic benefit of our Holy Family School community in the areas of communication, public relations, and special programs.

PTO Meeting

Date · 6:30–8 PM

Google Meet joining info

Video call link: <https://meet.google.com/irv-qjif-kfp>

Or dial: +1 219-316-1566 PIN: 697764753

*** You can use ANY email to join in on the google meet. No google email is required.

Virtual

810*****95	Rimi Abu-Aita
Angela Gerke	Sindel Render
Carolyn Swanson	Wanda Farah
Kendall Powers	
Patrick Froehle	

In Person

Amy Seymour	Janell Allison
Marianna Johnson	Stephanie Karnjate
Julie Dufort	Christine Opp
Kara Drainville	John Ellis
Megan Hammond	Kaitlyn Ellis
Erin Saab	Eric Souder
Barbara Quaranta	Sarah Byrne

Eric Cagle	Tami Wolfram
Lucie Mills	Kerry Applegate
Jon Mills	Megan Hammond
Mindy Williams	Scott Angus
Nicolette Wilberding	Laura Angus
Andrew Wilberding	Jenny Salsa
Sarah Martinez	Rania Abuaita
Lisa Duerr	Casey Allison
Erica Aymer	Helena Somers
Josh Howart	Jacqueline Loftis
Laurie Easton	Melissa Mannor
Amber Heager	Kelsey Paterson
Faith Burns	Sister Sharon
Cindy Brendel	

PTO Meeting Minutes

Date: September 16, 2025 Time: 6:42 pm Location: Holy Family Catholic School Library

Attendees

- Amy, President
- Marianna Johnson, Vice President
- Kara Drainville, Treasurer
- Julie Dufort, Secretary
- Hospitality chairs: Jenny Salsa, Wanda Farah, Barbara Quaranta
- Fundraising chair: Megan Hammond
- Parent/Student Activities: Amber Hager, Rachel Reilly, Melissa Mannor
- Reserve Funds chair: Angela Gerke
- Community Spirit rep: Chris Johnson
- Parent/Student Enrichment reps: Sheila Vansickle, Emily Floyd, Robyn Lafay, Eric Sauder, Tanya Babiasz, Erica Aymer
- Principal: Cindy Brendel
- Teachers: Tara Shorey, Tami Wolfram

Opening

Prayer led at 6:42 pm. Prior meeting minutes approved (moved by Marianna Johnson; seconded by Kara Drainville).

Introductions

Attendees introduced themselves and outlined their roles for the school year.

Board Reports

Amy, President

- Distributed PTO calendar overview; Santa's Workshop details deferred to next meeting.
- Shared PTO webpage: <https://hfsgb.org/parent-involvement/pto/>
- Announced openings: Community Spirit, Welcome Committee, Parent/Student Enrichment chairs.
- Parent Liaison program: grades 1–2 reps to be assigned by September 19.
- Urgent volunteer need: Panther Draw envelope support.
- Casual Panther Days fundraising in planning.
- Childcare for PTO meetings: majority opposed; cost estimate pending.

Marianna, Vice President

- Announced PTO Event Form and Idea Submission Form coming to website.

Kara, Treasurer

- Budget on track for Welcome Back and Panther Picnic.
- Emphasized the necessity of fundraising to support teachers and school initiatives.
- Approved \$1,762 for tailgate tent, two tablecloths, and flutter flags.
- Expense reimbursement: contact Kara or email PTO@HFSGB.org; instructions on website.

Julie, Secretary

- Requested all board members and chairs email bullet-point agenda items prior to meetings for efficient discussion.

Upcoming Events

1. Powers Homecoming – October 10
 - Float chairs: Lisa Duerr, Scott Angus
2. Parent–Teacher Conferences – October 23–24
3. Can Drive – October 20–24
4. Trunk or Treat – October 31

Past Events

- PTO Picnic with the Panthers: successful community gathering; to be repeated next year.
- Welcome Back Social: terrace table and ice cream for students.
- New Student Welcome Signs and Kits: organized and distributed by PTO.

Committee Reports

Hospitality (Jenny Salsa, Wanda Farah, Barbara Quaranta)

- Welcome Back Breakfast recap: restocked teachers' lounge with beverages and pastries.
- Committee meeting on October 1 at noon at Irene's to plan conference-week meals (October 23–24); volunteers welcome.
- Planning for Teacher Appreciation Week; sign-up to follow.

Fundraising (Megan Hammond)

- Fall event TBD
- Dine-to-donate at Enzo's on October 1 (all day).
- Spring fundraiser (auction or alternatives) to be determined; ideas welcome.
- The Box Tops program needs a coordinator.

Parent/Student Activities (Amber Hager, Rachel Reilly, Melissa Mannor)

- Santa's Workshop lead is needed for next year; volunteers required during event week.

Reserve Funds (Angela Gerke)

- Committee meeting with PTO board TBD.
- Next steps: confirm minimum balance expectations; align requests with PTO mission; gather teacher/staff feedback; prioritize needs/wants; present findings at November meeting.

Community Spirit (Chair: Open)

- Chris Johnson coordinating Powers Tailgate involvement.

Welcome Committee (Chair: Open)

Parent/Student Enrichment (Chair: Open)

- Used uniforms: Sheila Vansickle, Emily Floyd
- Spirit wear pop-up store ("Faith, Love, Panther Pride"): Robyn Lafay
- School assemblies: Eric Sauder (meeting TBD)
- Lenten retreat: Tanya Babiasz
- Bulletin board: Erica Aymer (sign-up forthcoming)

Powers Homecoming Tailgate Plan

Event Details

- Date: October 10, 2025
- Location: Lot across from Atwood Stadium top entrance

Setup

- 20×20 ft canopy tent; two 6 ft food tables; school-color décor and signage.
- Menu: grilled hotdogs, chips, cookies, bottled water, canned sodas, juice boxes.
- Equipment: portable grill, coolers, folding tables/chairs, trash stations, hand sanitizer.

Volunteer Roles

- Setup Crew (4:00–4:30 pm): 4 volunteers
- Food Service Team (4:30 pm–game start): 3–4 volunteers
- Welcome/Promotion Team: 2 volunteers
- Cleanup Crew (post-game): 3 volunteers

Timeline

1. 4:00 pm – Volunteers arrive and set up
2. 4:30 pm – Begin food preparation and service
3. 5:00 pm – Tailgate opens
4. 7:00 pm – Wind down service at game start
5. Post-game – Cleanup and pack-up

Principal's Report

Cindy Brendel

- Staffing: welcomed Teresa Hamilton and Linda Wehner after Lisa Harvey's retirement.
- Enrollment: student count increased year-over-year.
- Grandparents Day: need 9–10 volunteers; meeting at 8:30 am on terrace with Jen McAvoy for coordination.
- Panther Press: updated format with embedded links; distribution via text and email.

Open Floor

- Discussed collaboration with other GCCS PTOs (e.g., St. John Flint) for joint events.
- Possible golf outing: next steps include booster consultation and proposal drafting.

School Security Discussion

- School doors locked all day
- Armed presence at church front:
- Parents want to review security contractors; requested meeting with Father Joe to address

Executive Team Actions

- Cindy to raise security concerns at weekly Wednesday executive meetings after Mass.
- This has been discussed in the past 2 Executive Team Meetings

Additional Safety Measures

- Proposal for playground fencing (proposed by Erica Aymer).
- Lockdown drills: discussion about integration into Mass; Cindy to bring up with executive team. Recent drill was successful with multiple evaluation factors.

Infrastructure & Police Collaboration

- Questions on door locking mechanisms and building vulnerability assessments.
- SRO update: Detective Rouse assigned to building.
- Cindy to request executive team meeting to address security vulnerabilities.

Teacher's Report

Tara Shorey & Tami Wolfram

- Met with PTO board on September 11.
- Will distribute targeted faculty surveys to guide PTO support.
- Fully supportive of PTO Parent Liaison program.

Action Items

- Fill chair vacancies: Community Spirit, Welcome, Parent/Student Enrichment.
- Recruit Grade 1–2 reps by September 19.
 - Lisa Duerr – K
 - Erin Saab – 1st & 3rd
 - Jenny Salsa – 2nd
- Finalize childcare cost estimate & licensing requirements; revisit discussion if needed.
- Post PTO Event and Idea Submission forms on website.
- Appoint Box Tops coordinator.
- Secure Santa's Workshop lead for next year.
- Distribute Tailgate volunteer sign-up and shopping assignments.
- Coordinate Grandparents Day volunteer roster.
- Schedule Reserve Funds committee meeting; confirm fund expectations.
- Gather teacher/staff feedback and prioritize needs for November presentation.
- Plan security follow-up meetings.
- Committee meetings with PTO need to be set up
 - Fundraising, Reserve Funds, All School Assemblies and Student Activities
- Distribute faculty surveys.

Next meeting date and agenda to be scheduled via email.

Next PTO Meeting: Date
God Bless!



Holy Family School, believing that each student is a child of God, challenges each to embrace the Gospel message through the traditions of the Catholic faith, to achieve academic excellence, and to grow as saints.