



Parents' Club Meeting

August 27, 2025, 6pm

St. Matthew School

Minutes

I. Call to Order/Opening Prayer

Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision; in matters of finance, give us responsibility; in dealing with people, give us love. Help us, in all things to honor your name, to advance your kingdom, and to carry out your will. Amen

I. Introductions

II. Comments from Father John or Father Nathan

III. Comments from our School Leadership

- A. Grateful for a good start to the school year
- B. Able to fill open positions
- C. Currently installing new purchases from Parent Club- lockers, art room shelving, library shelving
- D. Enrollment at 436 students

IV. President's Report:

- A. Thank you all for Back to School Night Success
- B. Parent Club Purchases
- C. Send information to be added to Newsletter
- D. One Cause- will keep subscription for one additional year
- E. PC Meeting Schedule
 1. Thursday, October 16, 2025 @ 6pm
 2. Thursday, December 11, 2025 @ 6pm
 3. Thursday, February 12, 2026 @ 6pm
 4. Thursday, April 9, 2026 @ 6pm
 5. End of Year PC Celebration: Thursday, May 14, 2026 @ 6pm

V. Vice President's Report

A. Milk Ticket Sales

1. Will be able to add to tuition through the St. Matthew Website

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B. Yeti updates

1. Sell St. Matthew Yetis for a fundraiser, \$42/ Yeti.

C. Sign up - class parties etc.

VI. Treasurer's Report

A. Teacher Startup Funds

1. PC gives \$500 to each teacher to use towards their classroom
2. Checks are all sent out

B. Expense Reimbursement Process

1. Information sent to committee members on the reimbursement process

C. Deposit Form

D. Parent club dues & new charge types in Blackbaud (e.g. dues, hot lunch, misc)

1. Will be added to September Blackbaud tuition

VII. Committee Reports

A. Room Parent Coordinator

- Sign ups went out 8/25/25
- We added Large Fundraiser Basket Coordinator signup to help that go smoothly.

B. Book Fair

- **Mon 10/20 - either 23rd or 24th? (no Sunday bc no Feeney Hall)**
- In the library this year...more to come on that.
- Will make sign ups for volunteers. **Setup likely 10/16 or 17
- TBD Donuts with Dad + possible Muffins with Mom or a combo, etc...
- Are we still doing Incredible Edible Night? When? *depends on new librarian.
But we DO NOT have Feeney Hall for any activities.

C. New Families

D. School Directory

1. Available online now

E. Hot Lunch

1. Review of process

F. Used Uniforms

1. Joanna is available via email throughout the school year if needs change.
2. Michelle T. proposed the idea to move charges to Blackbaud

G. Apparel

- Back to School sales going on now (promoted via Back to School night, social channels and emails)
- Tracking 1st Place Spirit Wear and BSN Sports commissions earned and will cross reference with Treasurer
- Working to onboard new (local) vendor with additional apparel options (glitter,

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bedazzled, pink accents) per parent requests

H. Campus Beautification

I. Family Formation

1. Check out newsletter for updates

J. Acts of Faith, Hope & Love

1. Brainstorming ideas for this school year
2. Holy Day information
3. Ignatius Book Fair coming during Catholic Schools Week 2026

K. Trivia Night

1. **SAVE THE DATE: Friday, September 26th 2025**
2. **Will have chance to play against the SMS Scholastic Bowl**

L. Walkathaon

1. **SAVE THE DATE: Friday, October 10th**
2. Platform fee will remain the same
3. More incentives- please send Haley any additional ideas
4. Hoping to expand event

M. Trunk or Treat

1. **SAVE THE DATE: Friday, October 24th**
2. Food trucks will be back
3. OneCause will be used to set up spots

N. Appreciation Committee

1. Teacher Appreciation Luncheons (POC: Molly Woloszyn): There will be 5 teacher appreciation luncheons this year like usual - one each quarter plus one during Catholic Schools Week. Scheduling the dates for these now (sent an email to the office on August 25). Question for Treasurer: in past year's, there has been \$4,000 for luncheons total. Same for this year? Last year I spent \$3,891.
2. Jami works on gifts for staff
3. Milly works on Luncheons
4. Julie does Teacher Appreciation Week

O. Hospitality

1. Grandparents Mass (Friday, Sept 12):
 - a) 950 Chocolate Chip Cookies & Sugar Cookies handed out as students leave school with grandparents
 - b) Do we need allergy safe cookies? How many?
 - (1) Have a separate table for allergy safe cookies
2. Sister's Feast Day (Saturday, October 4th)
 - a) Large mini fridge delivered as their gift 8/25
 - b) Dinner will be scheduled for delivery close to their feast day
3. Open House for Prospective Families (Thursday, Jan 29)
 - a) Exploring custom SMS labels on water bottles and a small cookie tray

- b) Would you want these for the Sunday open house as well- idea was well received.
- 4. Confirmation
 - a) Waiting for Bishops Schedule
- 5. Fathers Mass (3/25/2026)
 - a) Travelin' Tom's Coffee Truck: 1 hour \$415 / 1.5 hours \$615
- 6. First Communion
- 7. Mothers Mass
 - a) Art Mart
- P. Large Fundraiser
 - 1. Need Date pending Illini Men's Basketball Schedule
- Q. Catholic Schools Week: January 24 - 31, 2026
- R. Convent Pantry Collection
- S. End of Year Celebration

IX. Other Items/Open Discussion

- A. Class party discussion- is there a way to discuss limiting sign-ups when signing up.
 - o Older classes will have assigned rooms for their parties
- B. Funding discussion on school items for PC fundraisers this year
 - o Mini Bus
 - o School Safety
 - o Waterfountain for Pre-K and K (~\$3k each)
- C. School and Church Safety-
 - o Doors are all locked to church during Mass. Handicap doors are pre-set to lock doors on school days
 - o All School Masses
 - o Communication for events: Project Broadcast for texting, Teacherease is an app.

X. Adjournment/Closing Prayer

*Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.
Behold the handmaid of the Lord: Be it done unto me according to Thy word.*