

**St. John's Catholic School**  
**Parents Teachers Association**  
**Meeting Minutes**  
**December 11, 2025 6:00pm**

- 1) Call to Order 6:00pm
  - a) In attendance: Hillary Barone, Abby King, Lee Ann Arnold, Caitlin McCorkle, Wendy Caffrey, Laci Weston, Rebecca Charrier, Kelly Spiese, Jennifer Navarro, Rachel Kelly, Megan Simplicio, Kaylee Knudsen
- 2) Opening Prayer — Lee Ann Arnold
- 3) Meeting Minutes Review
  - a) 1M H Barone, 2M A King
- 4) Treasurer's Report
  - a) Bake Sale – \$1,343.00
  - b) Dine to Donate Pat's – \$400.00
  - c) Hannaford Helps — \$504.00
  - d) Poinsettias – \$444.00
  - e) Read-a-thon – \$3,951.04
  - f) Balance – \$7,759.42
    - i) Craft fair not included in net income/loss column
    - ii) 33 poinsettias sold at \$16 each per W Caffrey. Cost to us was \$11 each. Total does not appear to be correct.
    - iii) Lump sum for itemized amounts (\$1,371.83) placed in total expenses does not appear correct and does not reflect on spreadsheet in November column. An amount that should be in December's expenses was also included in this amount.
    - iv) Request to clarify difference between net income/loss and savings account amount.
    - v) Request made to review spreadsheet with Louise from start of year to ensure correct amount is reflected in report.
- 5) Mom's Night Out Future Planning
  - a) A Marzen has a friend that makes cookies and has followed up with her to offer a "Galentine's cookie decorating" event. Time TBD, date possibly February 5th. To be held in Community Center. Cost TBD.
- 6) Festival of Trees Bake Sale Follow Up
  - a) Went great! Record selling amount of \$1,343.00. Cookies sold best.
  - b) Would still like to see a mix of goodies and kids. May change sign ups to 1 hour time slots for younger students, 2 hours for older students. Add comment on sign ups that siblings are welcome so that more student sign ups are possible/flexible for families with siblings. Have older students count money to get better flow of people.
  - c) Include in SOP to go through things on Friday evening so that things can be located easily. Sometimes when things come in, it can be hard to find them that morning and get them out to selling in a timely manner.
  - d) Raffle cake again for next year? Something "pretty" to draw people in.
- 7) Sparkle Sprint Follow Up
  - a) Raised around \$500. Deb Poulin was chair of this event.

- b) Attendance was good, could maybe have gotten more people due to factors of holidays, travelling, illness, cold weather. People brought their families (and pets!), has potential for wonderful growth and turnout!
- c) Looking to promote better next time. Mrs. Brooks could put in newsletter or make part of curriculum?
- d) Cost was \$15pp. Racers received a finisher medal, Santa hat, SJCS swag. Fit bit for 1st prize. PTA will buy prizes/swag. Considering prize for first overall and/or first SJCS student, best outfit, etc.
- e) People with interest and background in fitness reach out and get involved in this event! Next one perhaps in May for National Fitness Month?

8) Family Lunch Follow Up

- a) 220ish people signed up, broke even with cost, 2 trays donated to Brunswick FD
- b) St. Patrick's Day next one? Mac and cheese. March 27th?

9) Poinsettia Sales Follow Up

- a) W Caffrey chaired event. Suggestions for next year:
- b) Keep on family lunch for pickup
- c) Do only red foil option, have option for red or white flower, not just red.
- d) Do another event on Veteran's Day in the future?
- e) PTA to buy extra poinsettias to sell at family luncheon. Make sign so people know they are for sale. Whatever is not sold donate to nursing homes. Convenience of having pick up and selling more at luncheon would allow us to sell more.
- f) Spring– Easter lilies and/or daffodils?
- g) Could also sell some after mass one day when parishioners do coffee and family time in the Community Center.
- h) Longfellows in Manchester also does fundraiser events. May also look into Estabrooks.

10) St Nick's Shop Updates/Needs

- a) Message sent to families with current needs
- b) B Teel chair of event. In good shape, good volunteer sign ups. Final donations from online coming in.
- c) If anyone is available after car line the day before event to help Brogan set up that would be great. She will be there around 2:30pm Wednesday.
- d) Will also need help with clean up on Thursday the 18th from 2:15-4pm to bring things back into the museum.
- e) PTA will purchase snacks, coffee, waters for helpers. 1M H Barone, 2M K Knudsen, all in favor.
- f) Recommended amount for students is to bring 4 quarters or 1 dollar and may purchase up to 4 gifts.
- g) Extra money can go to next year's event
- h) Recommended to make a drop off bin like we did for trunk or treat in the future.

11) Other Business

- a) **Approved office supply cost** – 1M H Barone, 2M K Knudsen
- b) **Directory**
  - i) only 30 responses currently. Was sent out at beginning of school year, will send out again in January.

- ii) Can it be part of the admission process workflow to opt in or out? Then send by direct email to those who opt in?
- c) Field trips**
  - i) Would love to see PTA money used to help with field trips. Read-a-thon could be used for this?
    - 1) Could ask teachers to give a “wish list” of field trip ideas and see which ones might be feasible to help fund part or all. Also determine if would be good to combine grade levels, especially if transportation involved. Could fun a class, a few grade levels, or even school wide depending on what the event is.
    - 2) Email to go to teachers with a gift card for Amazon/supplies and will mention field trip idea per A King.
- d) Spirit Wear**
  - i) Current vendor is very slow. New vendor needed?
    - 1) Mrs. Arnold’s husband, Sean, has a company that does sublimation, embroidering, etc. called [Accolades, Awards & Trophies](#). Would be willing to give quote.
- e) Ignatius Book Fair**
  - i) Mr. Sullivan is contact person for event vendor. On radar as this is coming up in the spring. Will create signups for spring book sale soon.
- f) Read-a-thon**
  - i) Class winner gift cards will be handed out soon.
- g) Meet & Greets/Coffee on the Terrace**
  - i) J Navarro recommended doing a few in the evening so that those that do not have time in the morning to attend can go to evening sessions. Can we make this happen?
- h) Dine to Donate update**
  - i) Did not hear back until later that the Pageant Night was taken for Brickyard Hollow. Tried to reach Portland Pie and did not hear back. Brickyard Hollow will possibly be able to cover Parent Teacher Conference night in March. Getting logistics settled.
  - ii) Will try to reach out to Social Goose and Great Impasta for future events.
- i) Memorial Day Parade**
  - i) begin discussion in next agenda
    - 1) Can we get art class involved?
    - 2) Dean Ouellette has float for parade
    - 3) Student Council involvement?

Adjourn 7:22pm 1M C McCorkle, 2M H Barone

**Next Meeting Wednesday, January 14, 2026 at 6:00pm**