

## **St Rose of Lima Catholic School**

### **PDO Meeting Minutes**

September 11, 2025

**Meeting was called to order at 6:05 by Jennifer Hickok**

**Sharon Martinez led us in prayer.**

#### **Welcome and introductions**

No new minutes to approve.

**Treasurers Report~** Laurie Dilling passed out the fundraising summary for the 2024-2025 school year. While some projects were in the red, overall, we exceeded our budget projections. She explained the PDO fundraising budget proposal with income and expenses for 2025-2026. (sheets attached)

#### **Fundraising Events~**

**Wreaths~** Courtney Harmon & Stephanie Burgess co-chairs Courtney reported we will go with the same 2 companies as last year. Because the crosses are so popular we must use both. Another popular item, reindeer, is now discontinued, however we will be able to order from their inventory. Kickoff will be Oct. 1<sup>st</sup> and run through the 29<sup>th</sup>. QR will be available for online orders. Final order to be submitted Nov. 4<sup>th</sup>. Delivery dates Nov. 17-18. Courtney wants to streamline the pickup so that all orders are complete before taken. Signup Genius will be used so parents can help with sorting.

**Auction~ 'A Time For Peace' November 8, 2025**

**Catering~** 4 contacted, 2 declined; Top Gun submitted menu and pricing; waiting on Maria Mendoza to submit her menu and pricing.

**Advertising~** Motion made by Kelly M to budget \$700 for advertising. Includes Face Book Marketplace, CBH, seconded by Devon R, approved. Other places to check are KDRM radio and GCJ online.

**Classroom Project Volunteer~** Parent must complete background check. Assist teachers with picking up supplies, helping students with projects, etc. Kim A explained what the projects are and how they bring in big money to benefit the school.

**Procurement~** Kim A explained procurement processes; all families are to donate at least 1 basket for the Silent auction. No items are Families are encouraged to contact businesses for donations. The Live auction is for big ticket items, valued at \$1000. It can include events, concerts, timeshare, appliances, etc. Goal is 25 items.

**Photo booth~** Jen H shared Stephanie B has been in contact with BB's Photos. The business has a photo booth. The cost is \$300(discounted) with \$150 deposit. Motion to approve made by Jen, seconded by Devon. Approved pending contract.

**Trunk or Treat~** October 31, 2025, 4:30 - 7:00 or until we run out of candy. Donations of candy, if \$35 or more, can count for 1 hour of volunteer time. Melissa Baker will create a flyer to go home with students and be posted on our website. Can we make S'Mores? Propane fire pits? Sharon will check with insurance. Food truck confirmed are Santos and Porkeys. Coffee trailer pending.

**PDO Election of Officers~** We need new people to volunteer to hold PDO offices. New people bring new ideas! Officers are needed for the following: President, Vice-President, Secretary, Fund-Raising Coordinator, Volunteer Coordinator. Treasurer is Laurie Dilling. Length of terms needs to be determined.

**Track it Forward~** Track it Forward App seems to be working well. Not all parents have created an account.

**PDO Happenings~**

Succulent night out~ Oct 18, 5:30-7 Create a fall centerpiece.

Assemblies~ need ideas

Winter clothing swap~ October 15-17

**Family Nights~**

STEM Night

Craft Night

Ideas?

We will ask Melissa Baker to create flyers for all of our events and activities.

**New Business~**

A motion was made to nominate Kelly Moore as Volunteer Chair to fill a vacancy on the PDO board. Seconded by Karin B. Approved Welcome Kelly to the Board?

**Calendar of events~** Once we have all the dates, they will be posted on the St Rose website under the PDO tab.

**Staff Lunch~** The teachers have a workday on the last Friday of each month. PDO will once again sponsor a lunch for them with food provided by parents. Each month will have a theme. Janine H will coordinate the lunch. A sign up will go out next week.

Meeting adjourned at 7:40

Respectfully submitted,

Karin Buchmann, secretary

Attachments: agenda, attendance, flyers

