

# St. Mary SPO Meeting Agenda

*MISSION STATEMENT: The St. Mary School Parish Organization (SPO) is a volunteer parent-run organization that provides social and monetary support to the students, faculty, and staff of St. Mary Delaware Elementary School. Our purpose is to enrich the educational experience and sense of community for all students. The SPO will accomplish its purpose through committee initiatives and fundraising while striving to make SPO rewarding and fostering a sense of inclusion and community.*



**Volunteer Link:**



8/19/2025, 5:30 pm, St. Mary Teacher's Lounge

## **Officers:**

President: Kris Konik

Vice President: Tara Bergstedt

Treasurer: Ashley Adams

Secretary: Cara Heinlen

## **Committee Leadership:**

### **Events:**

**Grandparents Luncheon:** Cara

**Christmas Luncheon:** Taylor

**Holiday Craft Bazaar:**

**Santa Shop:** Rowan (one more needed)

**Lehner's Farm Picnic:** Tara

**Father Daughter Dance:** (vacant)

**Mother Son Bowling:** Kris

**Fat Tuesday Pancake Luncheon:** (vacant)

**Trunk or Treat :** Tara

**Volunteer Coordinator:** Cara Heinlen

**Teacher Appreciation:**

**Student Enrichment:**

### **Fundraising Committee:**

**Fall/Winter/Spring Flower Sales:**

Vacant (Kris)

**DC Trip: \*\*defer until Jan 1\*\***

**Why Cook Wednesday?:** Cara Heinlen

**Field Day:** (Vacant)

**Uniform Marketplace Exchange:** (vacant)

**Service Committee:** (vacant)

**\*\*All vacant event responsibilities are covered by board members until filled - please consider helping out with an event**

1. Overview of SPO
  - a. [SPO 2025-2026 Calendar & Committee Descriptions](#)
2. Meetings are the First Tuesday of each month in the Teacher's Lounge at 5:30p unless otherwise noted on the school calendar
3. **Possibility of having Emily send out a separate SPO email sent out weekly? monthly?**

**Attendance:** Kris, Tara, Cara, Ashley

## **Old Business:**



1. We ran another Uniform Marketplace
  - a. Some thought they needed to make even exchanges, in the future we will have more of an explanation on advertising
  - b. We received a generous \$134 in donations

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- c. *In the future, create a description as an introduction so new families understand what it is and how it works***
2. We provided treats for the School Supply Drop Off - ***make sure someone is around to hand them out from the school - or maybe do non-frozen items so it's easier to grab and go?***
  3. We provided back to school goodies for the teachers (pens, bookmark, keychain) and students (tootsie rolls)
  4. Spiritware for Students: SPO purchased t-shirts for all students to start the year to provide spiritware that can be used on designated days by the school

### **New Business:**

1. By Laws Review and Discussion-the new board will meet to rewrite the guidelines of the bylaws and present by the October meeting

### **Volunteer Updates/Needs:**

1. PGC Update - The next training is on August 20th and 21st. St. Mary will host a training session in September. There are several opportunities in person and online to become certified. Please follow the link to sign up or reach out with questions.  
<https://columbuscatholic.org/safe> - then click on the green VIRTUS registration button
  - a. Must complete these requirements to volunteer:  
 [Safe Environment Instructions-Code of Conduct-Volunteer Application.pdf](#)
2. Room Parent Invite and Description: We have revamped the guidelines for room parents this year and encourage families to prayerfully consider supporting our St. Mary teachers through the year with this role. Sign ups will be on iVolunteer.  
 [Room Parent Guidelines](#)
3. ivolunteer updates:
  - a. Parking lot duty (Aug-Dec)
  - b. Lunch/Recess (Aug-Dec)
  - c. **Room Parents**
  - d. **Grandparents Luncheon**
  - e. **CH Rug Cleaning**
  - f. **Snack sign up for CH pending**

### **Fundraisers:**

1. Mumkin Sales: August 20-September 3; Pick up September 16th
2. Why Cook Wednesday: our first is August 27th at Whit's, donating 15% of sales to St. Mary SPO. This donation is in effect ALL DAY (they are open from 11am-9pm)
3. Tentative upcoming dates: September 24 (Canes), October (Amatos), working on 1x/month, a combination of local/chain restaurants

## **Upcoming School Events:**

1. Grandparents Luncheon: September 5th - need: RSVP, volunteer sign up in ivolunteer, and decorations; 50/50 split between SPO/school
2. St. Mary Curriculum Night August 26th, 6-8pm: SPO will have an information table with a new banner, other organization will be present to talk with parents, join us at the information table (pens, notepad/post it notes as an idea)
3. Staff Survey - needs to be sent to teachers via Ms. Wu
  - a. Any extra information we need to collect?
  - b. [St. Mary Staff Favorite Things 2025-2026](#)

## **Parish Community Events:**

1. Parish Picnic on September 27th: Lehner's Invite needs to be made for the, SPO has reserved Campfire Site #1, 3-7, St. Mary Parish Participants will pay at the gate and get a discounted group rate. Participants may come to the farm earlier; however, the Potluck and campfire will start at 3.
  - a. Entrance? 1st Choice: if you have to park out in the field (in the general parking lot), it's a lot further to walk. 2nd Choice: Over at the Homestead, we have parking by that building. We would want to make sure you can let your guests know ahead of time though to make it less confusing about where they are supposed to park and where to enter.
  - b.
2. Trunk or Treat/Hallowed Hayride. Oct. 11: will be posting a 'save the date'. We are co-coordinate Trunk or Treat with the Knights of Columbus. This event collects clothing for Mission Warmth and SPO planned to seek clothing donations from the school during Sept/October; donation exchange for goodies for kids; last year was a great turnout and there was a large cash donation as well for Mission Warmth

## **Service Outreach:**

1. Mission Warmth (October): this will be linked with the Trunk or Treat/Hallowed Hayride
2. Service Project Recommendation - The diocese has asked all parish/schools to run a mission market. Have students donate one or more gently used toys or books to the Mission Market. Then they can shop the market for a "new to them" toy or book. The money from sales will be donated to the Missionary Childhood Association (MCA)
  - a. Thoughts about this happening on a pancake breakfast day?
  - b. Might be challenging to actually staff/collect money
  - c. Possibly as an alternative, we could do a different mission in November?

## **School Requests:**

1. Equipment Request: Nurse Mary has requested chairs for her office that can be easily disinfected; chairs are cloth and need to be easily disinfected; possibly multiples?
2. Emily to reach out to staff to see if there is anything needed in particular
3. Possibly \$50/teacher for materials - Maybe after the first of the year
4. CH Rug cleaning: detergent?

### **Budget:**

<https://docs.google.com/spreadsheets/d/12b0klAsu7Kice0vDKFd7i0DhNekAIPLC0TdAJ6kkfIU/e/dit?usp=sharing>

### **Future Business/Meeting Notes:**

1. Children are welcome and can sit in the room with us during meetings
2. WE NEED MEMBERSHIP AND VOLUNTEERS FROM THE SCHOOL AND PARISH. SPO provides several events for the school teachers, students, and parish throughout the entire year. Please join us at the meetings and volunteer to help coordinate an event. Volunteers are supported by the board and time commitment can be flexible.

### **ACTION ITEMS:**

EVENT	RESPONSIBLE PARTY	NEEDS	DATE(S)
Classroom Parent Sign Up		See Guidelines	ASAP
Why Cook Wednesday	SPO Fundraising	Share with friends and family to go to Whit's to support SPO	August 27th
Curriculum Night 6-7:30, SPO information table Commons	SPO Banner and information table, Kris to speak to the parents	Create a banner with event pictures from SPO events	August 26th
Mumkin Sales Online	School-wide Fundraiser for SPO	Families will get an email regarding online sales platform/link	August 20-September 3
Grandparents Luncheon, 1030-1:30 Gym	Events Committee		September 5
Mumkin Pickup (truck comes at	iVolunteer		September 16

11am)			
Lehner's Family Parish Picnic, 3pm-7pm; Off site	Events Committee	Create an invite, post on FB, send to bulletin, bring s'mores fixings for participants, will be a potluck picnic	September 27
Michaelmas	SPO Enrichment	TBD	September 29
Trunk or Treat and the Hallowed Hayride	Events Committee, Service Committee	Collect items for project warmth starting in Sept., Send out Save the date ASAP	October 11