
**SAINT BRENDAN SCHOOL
PARENT TEACHER UNION**



PARENT HANDBOOK

2014-2015 PTU Calendar

August 22	School Supply Drop-off & Uniform Exchange – 9-11 AM
September 3	Fall Welcome Back Celebration – In-School Event
September 15	Skating Party – Brookpark Skateland, 6:30-8:30 PM
October 18	PTU Family Mixer, Class Baskets & Silent Auction – 6:30 PM
October 29 - 30	Parent/Teacher Conferences – 3:00-7:00 PM
November 3	All Saints Day Reception – Following Mass, In-School Event
November 14	Moms-N-Muffins† – Before School
November 17	Skating Party – Brookpark Skateland, 6:30-8:30 PM
December 3	Family Night & Bake Sale at the Holiday Shop & Book Fair – St Brendan School, 6-8 PM
December 4	Holiday Shop & Book Fair – In-School Event
December 17	Christmas Program and Reception – 6:30-9:00 PM
January 25	Catholic Schools Week (CSW) Begins
January 26	CSW Breakfast† – Before School
January 26	Skating Party – Brookpark Skateland, 6:30-8:30 PM
January 28	New Parent Orientation Night† – Kenny Center, 6:30 PM
January 30	CSW Teacher Appreciation Luncheon – In-School Event
January 31	CSW Student Lunch – In-School Event
February 1	CSW Open House† – 9 AM; CSW Family Mass – 10 AM
March	Malley's Easter Candy Sale* – In time for Easter (April 5)
March 20	Parent/Teacher Conferences – 3:00-7:00 PM
March 27 - 28	Junior High Play†
April 25	Red & White Gala† – 6 PM
April 27	Skating Party – Brookpark Skateland, 6:30-8:30 PM
April - May	Plant Sale* – Traditionally before Mother's Day (May 10)
May 15	Feast of St. Brendan & Grandparents' Day† – Following Mass
June 3	Spirit Day & Student Lunch – In-School Event
June 4	8 th Grade Graduation Breakfast – Following 8th Grade Mass
June 4	8 th Grade Graduation Reception – Following the Ceremony
June 5	Uniform Exchange – All Day – In-School Event

* Malley's Easter Candy Sale and Plant Sale – Ordering and pickup dates TBA

† PTU participation and/or support; these are NOT PTU organized events.

More information on these activities will be sent home or via Edline email.

St. Brendan School PTU

(Parent Teacher Union)

The PTU is a vital part of St. Brendan School. It provides many ways in which parents can assist in the education of their children. The support is invaluable to the St. Brendan School community and the educational success of the students.

Mission Statement

The St. Brendan School Parent Teacher Union works in partnership with the Pastor, Principal, faculty and staff to provide academic and school community opportunities for the students. Through fundraising efforts and the spirit of volunteerism we support and strengthen SBS in a manner that compliments the school mission statement.

The PTU Advisory Council

The PTU Advisory Council is made up School Principal, Point of Contact, Secretary and Treasurer. The Pastor serves as the Spiritual Director. Parents of our school children are appointed to function as Committee Chairs and Co-Chairs.

PTU Advisory Board Responsibilities

Point of Contact- Preside over Board meetings and is the spokesperson for the PTU at public events.

Treasurer- Oversee and handle all funds associated with the PTU and keep accurate records of all transactions.

Secretary- Manage all external and internal communications; formal record keeper; administrative paperwork; quarterly newsletter.

PTU Meetings are held once a quarter at 7:00 P.M.

Wednesday, September 17, 2014

Wednesday, November 12, 2014

Wednesday, February 25, 2015

Wednesday, April 29, 2015

** The PTU Family Mixer committees will schedule and hold meetings as needed.

2014-2015 PTU Board & Chairpersons

Advisory Board:

Spiritual Director:	Fr. Tom Woost
Executive Director:	Julie Onacila
Point of Contact:	Wendy Lynch
Treasurer:	Jill McNamara
Secretary:	Jeanne Haile

Committee Chairpersons:

Room Parent:	Colleen Hayes
In-School Events:	Katherine Petrilla
Hospitality:	Gina Coyle and Judy Molnar

Sub-Committee Chairpersons:

PTU Family Mixer:	Katherine Petrilla
Box Tops/Campbell's Labels & Giant Eagle's Apples for Students:	Judy Molnar and Elise Bastian
Skating Parties:	Sara Wheeler
Spirit Wear & Uniform Exchange:	Mary Welch
Plant Sale:	Open Chair
Malley's Easter Candy Sale:	Kathleen Moore-FitzGerald
Holiday Shop:	Open Chair
Silent Auction:	Diana Mazzella
Membership & PTU Family Directory:	Jeanne Haile

PTU Committee Activities Overview

ROOM PARENT

- *Classroom Basket Auction
- *School Parties
- *Membership
- *Box Tops for Education
- *Campbell's Labels
- *Box Tops for Education
- *Spirit Wear
- *Uniform Exchange
- *Holiday Shop & Bake Sale
- *Plant Sale
- *Malley's Easter Candy Sale
- *Baked Goods for Receptions and Bake Sale

FAMILY EVENTS

- *Skating Parties
- *PTU Family Mixer
 - Silent Auction
 - Raffle Tickets
 - Food
 - Decorations
 - Clean-up / Set-up
 - Crafts / Games

IN-SCHOOL EVENTS

- * Fall Welcome Back Celebration
- *Holiday Shop
- *Christmas Program Reception
- *CSW Student Lunch
- *Spirit Day & School Lunch

HOSPITALITY

- *Teacher Conference Meals
- *CSW Teacher Appreciation
- *Graduation Breakfast
- *Graduation Reception
- *PTU Family Directory

PTU Activities & Events at a Glance

Room Parent: Parents help teachers to plan and set-up classroom events that each class may have throughout the year. They are also responsible for organizing the *Class Basket* to be raffled off during the PTU Family Mixer.

Membership: Held at the beginning of the school year. The funds raised through membership fees help support the many PTU sponsored activities. Memberships are accepted all year.

Box Tops / Campbell's Soup Labels / Giant Eagle Advantage Card: Collection containers are in the church and in the school hallway near the pop machines. See the "*Fundraising*" heading to learn how to register your Giant Eagle Advantage Card. These are year-round fundraisers.

Spirit Wear: Students may wear school *Spirit Wear* on gym day, designated days and when redeeming *Spirit Wear Certificates*. Order forms can be found on Edline and are traditionally sent home twice a year. In addition to clothing, logo items are also available.

Uniform Exchange: Lightly worn school uniforms and *Spirit Wear* can be donated at any time. Items are available for exchange or the taking during Supply Drop-off Day and the last day of school. Additional dates are planned for this year and will be announced.

Plant Sales: Hanging baskets and bedding plants are available for order. This event is traditionally held prior to Mother's Day.

Malley's Easter Candy Sale: In preparation for Easter, families are asked to sell Malley's candy products. A portion of the profit from these sales is applied to our 8th Grade High School Scholarships.

All Saints Day Reception: This special event is for the 1st graders and their families. It is tradition that the Kindergarten Room Parents host a reception following mass in recognition of the 1st graders dressing in their patron saint attire.

Baked Goods for Receptions and Bake Sale: Parents will be periodically asked to donate baked goods to our various events and receptions, and school organized activities.

Skating Parties: Family roller skating parties held at Brookpark Skateland on a Monday night four times a year. Traditionally, teachers *try* not to assign homework on these nights if possible.

PTU Family Mixer and Class Baskets & Silent Auction: This family fun event is a theme dance during which we raffle off class prepared gift baskets and hold a silent auction of donated items from area businesses and organizations. This is the PTU's largest event and our biggest fundraiser. There are many ways to get involved and to help make this event a success.

Fall Welcome Back Celebration, Catholic Schools Week (CSW) Lunches & Spirit Day School Lunch: PTU provides and serves lunch for the students, faculty and staff on these occasions. Parent assistance is essential for these events. *School cafeteria lunches are NOT served on these days.*

Holiday Shop: Students are able to shop for gifts at a reasonable price during the school day. Traditionally, our 6th graders provide gift wrapping and help our smallest shoppers.

Family Night and Bake Sale at the Holiday Shop: School and parish families are invited to shop at the Holiday Shop and our school's Scholastic Book Fair. Baked goods are made available for purchase.

Spirit Day & School Lunch: An end of the year celebration and fun-filled day of sports and activities led by parent volunteers and our graduating 8th graders. Teams are assigned: "Red" vs. "Gray" shirts; show off your *Spirit Wear!* A pizza picnic lunch is served on this day; *NO cafeteria lunches will be served on this day.*

Teacher Conferences: PTU provides dinner for the faculty twice a year during Parent-Teacher Conferences in October and March.

CSW Teacher Appreciation: During CSW the PTU provides a luncheon for SBS faculty and staff.

Christmas Program & Eighth Grade Graduation: The PTU provides evening receptions and a graduation day breakfast (hosted by our 7th grade parents) following these memorable and special events.

PTU Family Directory: Individual family contact information collected, compiled and distributed annually to all our SBS families.

Fundraising

As you can see, SBS PTU is an active and busy organization. In addition to all the volunteer hours parents provide, we need a steady influx of funds to continue to provide our services and to sponsor all our fun activities. Our biggest fundraiser is the PTU Family Mixer being held in October this year. In addition to being a FUN family event, profits from ticket sales, Class Baskets and the Silent Auction provide us with a large portion of the funds we need for the year. Our Bake Sale held on Family Night at the Holiday Shop traditionally goes to replenishing recess equipment and games. Proceeds from our Malley's Easter Candy Sale help us to finish the year and to fund our 8th Grade High School Scholarship competition. Spirit Wear, Holiday Shop and Plant Sales are *voluntary services* that we provide and are **NOT** PTU fundraisers.

In addition to your family's annual membership fee and our annual fundraising events, ***there are more ways you can help our school without spending any more money:***

➤ **Save and Submit:**

Campbell's Soup Labels
Box Tops for Education

➤ ***e-BONUS* Box Tops and Labels with your Giant Eagle Advantage Card:** Every time you purchase a Box Top or Campbell's Label item at Giant Eagle, our school will receive the credit *instantly* in our account. Next, *submit* the Box Tops or Labels to church or school and it will ***double the amount*** for us! To register your card, go to:

1. <http://boxtops.gianteagle.com/> AND
2. <http://www.gianteagle.com/Save/Supporting-Our-Schools/eLabels-for-Education/>

➤ **Enroll in Giant Eagle's Apples for the Students Reward Program**

1. Call 1-800-474-4777 or register online at:
<http://www.gianteagle.com/about/apples-for-students>
2. Enter our St. Brendan ID# **2814** when prompted.
3. Shop at Giant Eagle with your Advantage Card and we will earn points for our school to buy needed educational items and tools.

*****Remember: You MUST re-enroll your card every school year*****

Contact Us

We value your input! If you have any comments or suggestions; want more information about the PTU and our many activities; or if you would like to volunteer for any of our committees or events, please feel free to contact us:

Executive Board

*Julie Onacila, *Principal and Executive Director*

440-777-8433 or

jonacila@stbrendannorthholmsted.org

*Wendy Lynch, *Point of Contact*

440-503-0594 or

ptu@stbrendannorthholmsted.org

*Jill McNamara, *Treasurer*

jillmcnamara1@hotmail.com

*Jeanne Haile, *Secretary*

chocomaniac@roadrunner.com

Committee Chairs

*Colleen Hayes, *Room Parent Chairperson*

chayes219@wowway.com

*Katherine Petrilla, *In-School Events Chairperson*

kathp@sbcglobal.net

*Judy Molnar, *Hospitality Co-Chairperson*

judymolnar@clevelandnet.com

*Gina Coyle, *Hospitality Co-Chairperson*

clevelandcoyles@wowway.com

Contact Us - Continued

Sub-Committee Contacts

*Katherine Petrilla, *PTU Family Mixer*

kathp@sbcglobal.net

*Diana Mazzella, *Silent Auction*

dsalmazz@yahoo.com

*Sara Wheeler, *Skating Parties*

wheeles@ccf.org

*Jeanne Haile, *Membership and PTU Family Directory*

chocomaniac@roadrunner.com

*Judy Molnar, *Box Tops/Campbell's & Giant Eagle's*

Apples for Students, Co-Chairperson

judymolnar@clevelandnet.com

*Elise Bastian, *Box Tops/Campbell's & Giant Eagle's*

Apples for Students, Co-Chairperson

ebastian@corporateunited.com

*Mary Welch, *Spirit Wear and Uniform Exchange*

towelch@wowway.com

*Kathleen Moore-Fitzgerald, *Malley's Easter Candy Sale*

fitz4moore@yahoo.com

* **Open Chair Position, *Holiday Shop*** – For questions or to volunteer, please contact: ptu@stbrendannorthholmsted.org

* **Open Chair Position, *Plant Sale*** – For questions or to volunteer, please contact: ptu@stbrendannorthholmsted.org

“Volunteers do not get paid, not because they are worthless, but because they are priceless.”

Sherry Anderson



Anchored in Faith

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