



## St. Joseph Parents' Club

In the fall of 2001, St. Joseph School began the St. Joseph Parents' Club. The purpose of this club is to support and promote our children's Catholic education at St. Joseph School by assisting the School, Staff and Administration. Specifically, the purpose of the Parents' Club is:

- To support the partnership and communication between the Parish, School Commission, parents, faculty and students;
- To provide support for our children's educational and recreational needs by
  - Providing volunteer support for the school community;
  - Providing social and educational activities for parents and students; and
  - Promoting the school to the parish, parents and community.

All parents of St. Joseph School students are members of the St. Joseph Parents' Club. We have a group of dedicated parents who serve as the Executive Board of the Parents' Club and are responsible for the day-to-day activities. The Parents' Club holds monthly meetings, which are attended by Peg Johnston, our principal, Jackie Olund, our vice principal, and Megan Michalson, our Director of Development. In addition, all parents are encouraged to attend.

### **Mission Statement:**

Our mission is to foster an environment of inclusion between the Parish and the School. Doing this will enhance the quality of education and faith, for the well-being of our students, all while supporting our teachers and staff. We will be a network for parents to meet together as an information hub in order to navigate all aspects of St Joseph School.

### **Parents' Club Executive Board 2015-2016**

- **President** – Sam Haugen ([shaugen@costco.com](mailto:shaugen@costco.com))
  - Presides at all meetings, plans meeting agendas and meets with the principal on a regular basis. Appoints chairpersons for special committees and helps prepare a proposed budget for the following year. The President shall be a liaison to Parents' Club committees as determined by the Parents' Club Board at the beginning of each school year.
- **Vice President** – Kelly Kenn ([thekenns@yahoo.com](mailto:thekenns@yahoo.com))
  - Assists the President when called upon. The Vice President shall be a liaison to Parents' Club committees as determined by the Parents' Club Board at the beginning of each school year.
- **Co-Secretary** – Audrey Ghali ([amordonia@gmail.com](mailto:amordonia@gmail.com)) and Brenda Barry ([sherrybrenda@hotmail.com](mailto:sherrybrenda@hotmail.com))
  - Keeps accurate minutes of the Parents' Club meetings and sends minutes and other docs to the School Web Master for posting. Handles correspondence for the Parents' Club as directed by the Executive Board members and is

responsible for all notes of acknowledgement (thank you notes, birthday cards for staff, get well, etc.). Secretary shall be a liaison to Parents' Club committees as determined by the Parents' Club Board at the beginning of each school year. Check and forward emails from the general inbox.

- **Treasurer** – Melanie Hess ([meloniem@microsoft.com](mailto:meloniem@microsoft.com))
  - The Treasurer will be an individual experienced in financial accounting and shall keep an accurate record of all financial activities and issue checks and make deposits to the Parents' Club account and attend all Parents' Club meetings. The Treasurer will provide financial reports (IS/BS) monthly; prepare a year-end report ending June 30 and shall be a liaison to Parents' Club committees as determined by the Parents' Club Board at the beginning of each school year.
- **Volunteer Chairpersons** – Gina Briles ([gkbriles@gmail.com](mailto:gkbriles@gmail.com)) and Nora Thornburg (support)
  - The Volunteer Chairperson shall work with the President to appoint chairpersons to all volunteer committees and provide volunteer lists to committee chairs in a timely manner. The volunteer chairperson will publish all volunteer letters and surveys as well as coordinate with the school office on a trimester basis to receive current updates for volunteer hours. The Volunteer chair shall maintain and provide a list of all volunteer chairs and committee members to all school families; attend all Parents' Club meetings; and be a liaison to Parents' Club committees as determined by the Parents' Club Board at the beginning of each school year.
- **General Inbox for parents club** ([parentsclub@sisissaquah.org](mailto:parentsclub@sisissaquah.org))
- **Parent Participation**
  - The Parents' Club holds monthly meetings to discuss the volunteer opportunities for the school and Parish, various school events and other pertinent information that comes up during the school year. The meetings are held on the Issaquah Campus on the following dates:

- |           |          |
|-----------|----------|
| • 9/12/16 | • 2/6/17 |
| • 10/3/16 | • 3/6/17 |
| • 11/7/16 | • 4/3/17 |
| • 12/5/16 | • 5/1/17 |
| • 1/9/17  | • 6/5/17 |

One of the main purposes of the Parents' Club is to provide volunteer support to the school community. In that regard, please remember that St. Joseph School requires all school families to commit to a minimum of 45 volunteer hours between June 1st and May 15th by volunteering for school and/or parish activities. A minimum of 5 hours must be volunteered in a fundraising capacity.

The Parents' Club also provides educational and recreational opportunities for all SJS parents. As needed, and/or available, the PC will host educational evenings relating to the school curriculum or other topics of interest. The PC also tries to provide at least one social evening for parents only during the school year. Please attend monthly meetings for more information and to provide input and ideas on what events and topics are chosen for both the students and parents.