



***St. Al's PTO Meeting Minutes
Wednesday, July 21, 2021***

Attendees

- Leah Slicer -President
- Caitlin Wright -Vice President
- Heidi Burdsall -Treasurer
- Mary Stas - Recording Secretary
- Jeni Prosser - Assistant Recording Secretary
- Amanda Couch – Hospitality & Spiritwear
- Autumn Koch– Ways & Means
- Nicole Gulley – Ways & Means
- Melissa Tenhundfeld - Asst Media Relations
- Amy Steimle - Parent
- Erin Gassett – Parent
- Jenni Luckey - Parent
- Hayley Dolan - Parent
- Katie Macke - Parent
- Melissa Goldsberry - Parent

Board Members not in Attendance:

- Colissa Brogden- Media Relations
- Jodi Vasiliou - School Liason

Meeting was opened with Prayer and introductions

1. President's Report

- a. Reviewed the PTO Board for the 2021-2022 School Year
- b. We have 1 role still available (Asst. Treasurer) - Per the by laws Article XII Section 6 Subsection A- if that role is open it is up to the board to nominate and elect an officer to that position.
- c. PTO meetings will be held the 2nd Wednesday of every month at 6:30pm

Board Position	2021- 2022	Responsibilities
President:	• Leah Slicer	• The President shall preside at the meetings of this PTO and of its Executive Board, appoint the chairman of the committees with approval of the Executive Board, direct the Treasurer for the payment of bills, and perform such duties as are incumbent upon this office. This is a two year term. This is a voting role.

Vice President:	<ul style="list-style-type: none"> • Caitlin Wright 	<ul style="list-style-type: none"> • The Vice-President, in the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office. This is a two year term. This is a voting role.
Treasurer:	<ul style="list-style-type: none"> • Heidi Burdsall 	<ul style="list-style-type: none"> • The Treasurer shall receive all dues and other monies of the PTO, shall keep an accurate accounts, and shall maintain an accurate financial tracker • For the 2021-2022 school year, the St. Aloysius Business Manager who continue to manage the St. Al's PTO checkbook (he writes all requested checks and deposits all money given to him) • Responsible to creating the PTO Budget for the New School Year and having the Board Review and Approve it. • Approve all spending requests and ensure all events are within budget. • Manage all money related to any PTO function. • Submit all Deposit/Reimbursement Requests to Business Manager • Ensure our Financial Tracker matches the monthly Bank Statement provided by the Business Manager • This is a voting role.
Asst Treasurer:	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • The Assistant Treasurer member shall serve for one year prior to becoming the Treasurer to learn all facets of the role. The Assistant Treasurer receives dues and assists the Treasurer with deposits. This is a non-voting role.
Recording Secretary:	<ul style="list-style-type: none"> • Mary Stas 	<ul style="list-style-type: none"> • The Recording Secretary shall keep the minutes and records of all general and Executive Board meetings, shall share open meeting minutes, shall keep a list of all board members present at meetings, shall notify members of their appointments on committees, and shall discharge such duties as are incumbent upon this office. The Recording Secretary shall also keep record of all motions voted on by the Executive Board. • Responsible to provide the Meeting Minutes and Agenda to Elizabeth Erhman to post on the St. Al's Website under the PTO section. • This is a voting role.

Asst Recording Secretary:	<ul style="list-style-type: none"> • Jeni Prosser 	<ul style="list-style-type: none"> • The Assistant Recording Secretary member shall serve for one year prior to becoming the Recording Secretary to learn all facets of the role. The Assistant Recording Secretary takes meeting minutes if Recording Secretary is not able to attend the PTO Meeting. This is a non-voting role.
Hospitality Coordinator:	<ul style="list-style-type: none"> • Amanda Couch 	<ul style="list-style-type: none"> • The Hospitality Coordinator shall take care of food and drink items for all PTO functions. This includes Stock the Teacher Lounge at the beginning of the year, Meals for Teachers during Conferences, Catholic Schools Week, Teacher Appreciation Week, and Treats for students. • The Hospitality Coordinator coordinates all PTO Catholic Schools Week events.

		<ul style="list-style-type: none"> • This is a voting role.
Media Relations Lead	<ul style="list-style-type: none"> • Colissa Brogden 	<ul style="list-style-type: none"> • Media Relations shall handle all correspondence between PTO and the outside community. Media Relations owns all posts of the St. Al's PTO Facebook page, keeping the PTO page on the St. Al's Website up-to date, providing/submitting PTO updates for the Gator Gazette, providing PTO updates for St. Al's Sunday Bulletin, and any other necessary communications that are needed. This is a voting role.
Asst Media Relations:	<ul style="list-style-type: none"> • Melissa Tenhundfeld 	<ul style="list-style-type: none"> • The Assistant Media Relations member shall serve for one year prior to becoming the Media Relations member to learn all facets of the role. This is a non-voting role.
Spiritwear:	<ul style="list-style-type: none"> • Amanda Couch 	<ul style="list-style-type: none"> • Spiritwear Coordinator shall take care of fulfilling all spirit wear orders and selling spirit wear at school activities. Spiritwear Coordinator needs to ensure all spiritwear material is up-to-date. • Responsible for working with Writely Sew to add/remove spiritwear from the website. • Pick up completed orders at Writely Sew, Check Order and delivery to school. • Manage our internal Spiritwear Tracker to ensure correct reconciliation with Writely Sew. • Work with Writely Sew to get reconciliation checks for spiritwear purchased online. • This is a voting role.
School Liaison:	<ul style="list-style-type: none"> • Jodi Vasiliou 	<ul style="list-style-type: none"> • The School Liaison shall be the liaison between the teachers and the Executive Board. • Assigns Room Parents for each classroom (Preschool – 8th Grade) at the beginning of the year. • Communicates to the Room Parents the list of individual class parties they must coordinate during the year based on the teacher's requests (i.e. Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, End of Year, etc). <ul style="list-style-type: none"> o Work closely with Beth Wolfzorn to understand the Class Parties that she would want help from the Room Parents and understand what she wants them to do. o Work closely with Jenny to confirm the Class Parties for the Main Building and the scope of each party. • Communicate with the Room Parents throughout the school year to ensure they understand the scope of their work. • This is a voting role
Ways and Means Coordinator	<ul style="list-style-type: none"> • Autumn Koch 	<ul style="list-style-type: none"> • The Ways & Means Coordinator shall be the liaison between the fundraising chairpersons and the Executive Board. Ways & Means plans the various PTO fundraiser events throughout the year (Fall Fundraiser, Monthly Restaurant Dine to Donate Fundraisers, Gator Walk, Coke/Box Tops/Kroger Rewards, etc). This is a voting role.

2. Board Emails and Google Drive

- a. Board members need to be provided email addresses by position accessible through gmail. All info should be in the google drive and email accounts for continuity. ptopresidet@saintals.org etc.
- b. Any forms or documents need to be saved to google drive for easy transition of board members. Begin keeping records of what you do month by month for easier transition.
- c. Elizabeth Ehrman to create new emails for all. ehrman_e@saintals.org and add access to google drive for all forms and documents.

3. Welcome Back and Open House (Sunday Aug 15th noon-2)

- a. 11:30 setup
- b. Spiritwear Table showing available merchandise
- c. PTO Table
 - i. Sign up sheets for major events
 - ii. PTO one pager on projects and programs we s
 - iii. Help families sign up for kroger rewards - free decal for signing up
 - iv. Leah to bring nice table cloth
- d. Free car Decal
- e. Volunteers - Nicole, Heidi, Autumn, Caitlin, Mary

4. Back to School in August

- a. Ideas for welcoming new families for the 2021-2022 school year
 - i. Kindergator and New Student Signs
 1. Ryan has designed and will email to Jeny Rhein to order
 2. Need volunteers to deliver by zipcode. Will meet at St. Al's ideally before the 8/15 Open House
 - ii. Welcome Packet Papers
 1. PTO welcome with dues, raise to \$20, include list of PTO event dates and Spirit Shirt Sizes
 2. Room Parent Volunteer Form
 3. Details on how to order Gator Gear on website
 - iii. Personal Communication - Have current families call new families to welcome them and check in on them throughout the year.

5. Treasure Report

- a. Review of 2021-2022 budget
- b. All receipts to Heidi Burdsall

6. 1st week of school Documents to be sent home

- a. PTO dues/Tshirt Letter and envelope
- b. Room Parent Volunteer Form
- c. PTO Volunteer Form

7. Diversity and Inclusion

- a. Currently being led by Mary Stas
- b. Update on Spring Book Drive
 - i. 168 books donated
 - ii. All books have been labeled
 - iii. Still need to be distributed
- c. Upcoming Events
 - i. Positive Thinking Day 9/13
 - 1. Affirmations for staff and students with a little piece of candy
 - 2. Encourage teachers to have students write encouraging words to their church buddies.
 - ii. Native American Day 9/25
 - 1. Write up a couple brief bios on Native people who have influenced culture/society in some way.
 - 2. Share bios with faculty (to share with students if they'd like) and in Gazette.

8. Ways and Means

- a. 2nd Tuesday of the Month Dine to Donate Restaurant Fundraisers Lead: Autumn Koch
 - i. *Committee is working on restaurants for this.*
 - ii. *Promote Monthly DtoD by - ad in church bulletin, Gator Gazette, PTO Facebook Page, Flyer sent home, Preschool Page, MSP to all families day of event.*
 - iii. *August 10th is Deweys*
 - iv. *October is Jett's*
 - v. *Chipotle was suggested as well as Nation*
- b. *Fall Fundraiser - Little Caesars for Halloween weekend.*
 - i. *Autumn has info from Lauren and is good to go. Needs volunteers to help with pickup.*
- c. *Box Tops, Coke and Kroger*
 - i. *Included in Gazette, Church Bulletin, and on Facebook page. Also added to PTO section on school website.*
 - ii. *As of Jan 2021 - 143 families signed up for Kroger Rewards*
 - iii. *2 checks from Box Tops this year - March \$55.50, May \$81.80*
 - iv. *Coke - we will no longer input codes. Received check in March for \$50.08*
 - v. *Update one pager on how to sign up to send home with kids*
- d. *Fundraiser Ideas*
 - i. *Tie Dye - springtime outdoor event. Preorder and do in parking lot as a funds/community raiser*
 - ii. *Ladies night - wine tasting event with vendors, crafters, maybe a paint night or something to that effect in gym*
 - iii. *Schools Out Summer Bash*
 - 1. *Food and Drinks (food trucks or catered - Melissa T.)*
 - 2. *Band(s)*
 - 3. *Wristbands to denote payment/over 21*
 - 4. *Family Event - balloon animals, face paint, ?*
 - iv. *Trunk or Treat*
 - 1. *Add movie and hot cocoa/popcorn option for pay in gym during trunk or treat.*

9. Hospitality Update

- a. Amanda Couch to fill role
- b. Stock the teacher's lounge before school
- c. **Need to create a signup genius for people to bring items to back to school meet and greet.**

10. School Liaison

- a. **Create document for teachers to sign up what parties they will need help/supplies from room parents.**
- b. **Update Room Parent form to be sent home in Beginning of the Year Packet.**

11. Gator Gear

- a. There have been 59 orders on the new website.
- b. Check for orders from Nov-Feb from Writely Sew for \$440.28
- c. Expecting a check for approximately \$190 from Writely Sew for Feb -Present
- d. Athletics shirts added to site
- e. PTO purchased numerous samples to be on display for parents to see at events.
- f. 200 New Car Window decals donated to PTO to give to families.
- g. **Work with Jerry to add new items (especially the coveted sweatshirt that was lost at sea) and provide sample sizes for Back to School Meet and Greet.**

12. Media

- a. Facebook
 - i. St. Aloysius Gonzaga PTO Private Facebook Page
 1. All posts on page are done by Colissa and Melissa. To request a post, send an email to ptomedia@saintals.org and CC Colissa and Melissa ladybrogden94@gmail.com and melten642@gmail.com
 2. Reminder of upcoming events posted monthly to PTO Page
 3. Advertise to parents and teachers to send pictures to pictures@saintals.org
Pictures to be used on school facebook pages and website, etc.
 4. Elizabeth Ehrman, Leah Slicer, and Tom Ramstetter own the updates to the FB page.

13. Upcoming Dates

1. 8/15/21: Back to School Meet and Greet - PTO Table with PTO One Pager, Volunteer Sign Ups, and Spiritwear Sales
2. Fall Fundraiser
3. 9/10/21: Preschool Grandparents/Special Person Day - PTO provides coffee, juice, donuts
4. 10/22/21: Trunk or Treat
5. 10/29/21: Classroom Halloween Parties (Room Parents)
6. 11/11/21: Veterans Day Program
 - Mr. Shea plans, PTO provides donuts and coffee
7. 12/9/21 – 12/11/21: Wiseman Gift Shop
8. 12/11/21: Winter Wonderland/Breakfast with Santa

9. 12/17/21: Classroom Christmas Parties (Room Parents)
10. 1/30/22 – 2/4/22: Catholic Schools Week
11. 2/14/22: Classroom Valentine’s Day Parties (Room Parents)
12. 4/2/22 - Easter Breakfast
13. 4/8/22 - Gator Call
14. 4/29/22: K-8 Grandparents/Special Person Day
 - PTO provides coffee, juice, donuts
15. 5/2/22 – 5/6/22 – Teacher/Staff Appreciation Week
16. TBD Gator Walk
17. 5/23/22 – Field Day
 - PTO provides popsicles
18. 5/26/22 – 8th Grade Graduation

14. Open Floor

- a. After School Clubs Discussion
 - i. Melissa T. interested in helping
 - ii. Ideas include - Lego Club, Karate/MMA, Drama, Skateboard, Cooking, Science Club, STEM/STEAM Club
- b. Dewey’s Pizza extended hours to 10pm. For Dine to Donate
- c. Safe Parish - New VIRTUS like program. IF you are VIRTUS trained you should be automatically contacted to roll over to new program. Otherwise you need to be trained through Safe Parish.

15. PTO Meeting Dates 2nd Wednesday of every month at 6:30pm • 8/11 at school