



St. Al's PTO Meeting Minutes Wednesday, April 14, 2021

Attendees

Heidi Burdsall -President
Beth Bradshaw-Treasurer
Lauren Coleman - Assistant Recording Secretary
Amanda Couch – Hospitality & Spiritwear
Leah Slicer – Media and Ways & Means
Caitlin Wright – Ways & Means
Mary Stas – Parent PTO Member
Sandi Staud – Principal
Erin Gassett – Parent
Nancy Armstrong – Parent

Board Members not in Attendance:

Autumn Koch - Assistant Treasurer & School Liaison
Cristy Tiu - Recording Secretary
Colissa Brogden -Vice President & Media
Amy Steimle - Hospitality & Spiritwear
Ryan Slicer - Media
Anita Hammann - Ways & Means
Nicole Gulley - Ways & Means
Jodi Vasiliou – Parent PTO Member
Nicole Turner – Hospitality
Katie Fischer – PTO Mentor

Meeting was opened with Prayer and introductions

1. President's Report

- Reviewed the PTO Board for the 2021-2022 School Year
 - Per our updated By-laws, we must identify a lead for each position as there is only 1 vote per position.
 - The PTO Board is made up of the following positions but we would like to get more parents to join PTO on various committee or member at large roles. The more parent involvement the better!
 - We currently have 3 Board positions open for 2021-2022: Assistant Treasurer, Assistant Recording Secretary, Assistant Media Relations.
 - Per Section XII of By Laws which is detailed below after Board Position Chart, the three open positions will be posted in Friday, April 16th “Gator Gazette” with a deadline date for candidates to respond of April 21st. Written responses of interest must be received by the President by the deadline date to be considered.

- If more than one person desires to fill the same position, an election shall be held.
 - If there are only two people running for the same position and they do not want to run against each other, they may decide among themselves who will fill the position.
 - If there are two or more people running for the same position, they each must provide an informational bio about themselves to be included on the ballot.
- Electronic or paper ballots will be sent home. There will be a deadline of one week to vote. Results will be announced in May at the May Board Meeting and in the Gator Gazette.

Board Position	2021-2022	Responsibilities
President:	<ul style="list-style-type: none"> • Leah Slicer 	<ul style="list-style-type: none"> • 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"> • 	<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"> • Lauren Coleman 	<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. • 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"> • 	<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"> ○ 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. ○ 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.

○ **PTO BY LAWS ARTICLE XII - NOMINATIONS AND ELECTIONS**

Section 1. Board vacancies shall be open to current officers on the Board and then open to the General Assembly. In the event that a position opens on the Board, another Board member shall be permitted to move to that position, with majority approval from the Board, regardless if their current position commitment has been completed or not.

Section 2. Open positions will be posted in the "Gator Gazette" with a deadline date for candidates to respond. Written responses of interest must be received by the President by the deadline date to be considered.

Subsection A. Only members are eligible to be nominated. Employees, excluding the Faculty Rep and Principal, of St. Al's shall not be permitted to be on the Board. The consent of the nominee must be given before their name is presented.

Section 3. If more than one person desires to fill the same position, an election shall be held.

Subsection A. If there are only two people running for the same position and they do not want to run against each other, they may decide among themselves who will fill the position.

Subsection B. If there are two or more people running for the same position, they each must provide an informational bio about themselves to be included on the ballot.

Section 4. Electronic or paper ballots will be sent home. There will be a deadline of one week to vote.

Section 5. Results will be announced at the May General Meeting or in the Gator Gazette.

Section 6. Incoming officers shall take office at the first Executive Board meeting following the end of the current school year.

Subsection A. If any offices remain unfilled, it will be up to Board to nominate and elect officers to those positions.

Subsection B. The term of each office can be served for more than two consecutive terms in the same office if all duties and responsibilities are being upheld and will be voted in by the quorum.

Subsection C. Vacancies of elected officers occurring during the year shall be filled through the Board.

- New Child Protection Platform replacing Virtus
 - In July 2021, the Archdiocese will be moving to SafeParish as the new platform for Child Protection training and compliance. SafeParish is an organization that specializes in training and education solutions for organizations world-wide.
 - All training and background information in your current VIRTUS account will be transferred to SafeParish. No new live training through SafeParish will be required if you have completed live child protection training through VIRTUS.
 - Ongoing child protection training will still be required for all volunteers and employees and will consist of quarterly interactive video-based training instead of monthly bulletins
 - As the Archdiocese moves closer to the conversion date, additional information regarding your new SafeParish account will be provided. If you have questions, please

contact your parish's Safe Environment Coordinator.

2. *Treasure Report*

- Reviewed of 2020 – 2021 PTO Budget/Actuals – everything is on track.
- In June, we will begin working on the Budget for 2021-2022.

3. *Reviewed Upcoming Events for 2020 -2021 School Year*

- Week of May 3rd: Teacher Appreciation Week Planned Activities
 - May 3rd: Grounded Coffee Truck from 11:30 – 12:30pm for the Teachers and Staff and Rectory (\$300 Paid for by PTO)
 - May 4th: Potted Flower for Teachers and Staff (~\$65 Paid for by PTO)
 - May 5th: Teacher/Staff Appreciation Luncheon (~\$250 Paid for by PTO. Amanda is organizing it).
 - Need to buy drinks
 - Amanda to arrange for fresh flowers for the tables (we have vases from Catholic Schools Week)
 - Need 4 more volunteers to help serving and recess duty. Send Amanda Couch email if you can volunteer.
 - May 6th: “ Room Service” (Drink, Fruit, Chips, Candy, or Granola Bar) (\$60 Paid for by PTO)
 - May 7th: Donuts and Coffee in the Teacher Lounge (~\$60 Paid for by PTO)
 - Amanda to confirm if we need plates or napkins
 - Book Drive will run the entire week of Teacher Appreciation Week
 - Two weeks ago, an email sent to faculty with a link to a Google doc to upload their selections for books
 - Mary Stas to then add selections to Amazon wish list
 - Marketing the book drive starting next week (week of April 19th)
- Monday, May 24th: Gator in the Field Day
 - PTO will pay for Lindsay Shaved Ice from 9:30 – 10:30am
 - 83 Preschoolers (need preschool to get a very small serving)
 - 14 Preschooler Teachers/Staff
 - 158 Main Students
 - 21 Main Teachers/Staff
 - Beth Wolfzorn and the Preschool Teachers will organize a Water Day for the Preschool students on May 24th and 25th. PTO providing Push Up Popsicles to Preschool on May 25th for 63 Preschoolers.
 - Mr. Jones is organizing the Field Day events for the Main Building
 - Sandi is looking into the option of mascots visiting (Elder, Seton, Mercy McAuley, etc)
 - Leah to connect Sandi with Q102 Snack Time with Tim
 - Need to look into Music Options
- Wednesday, May 26th: 8th Grade Graduation Signs & Gifts
 - PTO Agreed it will do the following and this will set the precedent for future years/budgets:
 - Ryan Slicer is designing the 8th Grade Graduation Signs and the PTO will pay for the signs. Will then need to order signs from Jerry. Need to put the signs in the 8th Grader yards the week of May 17th.
 - PTO will give \$50 per 8th grade student for the graduation party (total \$650)

- This school, PTO also purchased the 8th Grade T-Shirt for all the students and Junior High Teachers (\$110) since they could not do bake sales to raise the money due to Covid.
- 2021-2022 School Year Signs and Spirit Shirt
 - Ryan Slicer to design new “Kindergator” Sign
 - Ryan Slicer to design “New St. Al’s Student” Sign (1st – 8th Grade)
 - We need to deliver the signs to the students yards the week of August 9th – so they have them before the Back to School Meet & Greet.
 - Ryan Slicer to design the Spirit Shirt for 2021-2022. Need to have it ready so the shirts can be order in early September.

4. *Ways & Means Update*

- 2nd Tuesday of the Month will be the Monthly Dine to Donate Restaurant Fundraisers. Lead: Amy Steimle.
 - St. Al’s PTO has made a total of **\$1,367.15** from the October - March Dine to Donates!
 - Promoting Monthly Dine to Donate Dinners by: Put in weekly church bulletin, Gator Gazettes, St. Al’s PTO Facebook Page, Flyer sent home with every student, Preschool Facebook Page (2 days before the event), MSP to all families the day of the event.
 - ✓ October 13th 11am-9pm: F&N Goode (20%) – **Made: \$160.79**
 - ✓ November 10th 4pm -8pm: Jets Pizza Dent Location (20%) **Made: \$650**
 - ✓ December 8th from 4pm -9pm: Bob Evans (15%) **Made: \$152.00**
 - ✓ January 12th: Chipotle on Glenway Avenue (33%) **Made: \$284.87**
 - ✓ February 16th: Penn Station (15%): **Made: \$65.18**
 - ✓ March 9th from 10:30am – 9pm: Panda Express (20%) **Made: \$54.31**
 - ✓ April 13th: Raising Canes (15%) **Made: TBD**
 - May 11th: Jet’s Pizza (20%)
 - June 8th from 11am – 9pm: Zorbas (30%)
 - July 13th: Jimmy Johns (% still to be confirmed)
 - August 10th: Deweys from 4pm – 9pm and Greater’s from 6:30am – 10pm
 - **Next Steps:**
 - Need to start thinking about fall dine to donate restaurants. Potential restaurants to look into: Christine’s, El Rancho Grande, Cone Zone, Price Hill Chili, Santorini, Wendys, Wild Mike’s.
- Box Tops, Coke Rewards, Kroger Rewards Lead: Caitlin Wright
 - Have been including info on Box Tops, Coke Rewards, Kroger Rewards in the weekly Gator Gazette, Church Bulletin and PTO Facebook page. Also added the instructions for Box Tops, Kroger Rewards, and Coke Rewards to the PTO section of the St. Al’s Website.
 - **Kroger Rewards:** As of January 31, 2021, we had 143 families signed up for Kroger Community Reward for St. Al’s PTO. We decided to have a drawing for each student/staff member that sends a Kroger receipt in with St. Al’s PTO on the receipt. The raffle will end on May 12th and there will be the following prizes will be given on May 14th:
 - \$30 Kroger Gift Card
 - \$10 Gift Card to Cone Zone
 - \$10 Gift Card to Cone Zone
 - \$10 Gift Card to Cone Zone

- As of April 15th, we only have 17 people registered in our Kroger Receipt drawing.
- **Box Tops:** Just got a check for the March 3, 2020 – November 2, 2020 for \$55.50.
- **Coke Rewards:** Just got a check on March 29th for \$50.08.
- **Next Steps:**
 - Post a reminder about the Kroger Receipt drawing on Facebook
 - Create a One Pager that recaps all 3 “fundraisers” that we can send home with the kids and include in next year’s beginning of the year folder.
- Fundraiser Idea: Community Yard sale in the parking lot across from school on a Saturday.
 - Anybody could sign up to sell. People could pay like a fee and get their spot which would consist of 1 or 2 parking spots. Advertise on Facebook and the St. Al’s sign. Call St. Vincent de Paul to come at end of event to pick up unwanted items.
 - **Next Steps:**
 - Need to determine a date (late summer or fall)
 - Obtain approval from Ken for the event to be held in the parking lot

5. *Hospitality Update*

- Teacher Appreciation will be the next Hospitality event in May (see Teacher Appreciation update in Section 3 above).
- **Next Steps:**
 - Need to clean out the teacher lounge before the end of the year.

6. *School Liaison*

- Autumn to follow up with Beth Wolfzorn to understand which Preschool Parties the Room Parents should plan for the rest of 2020-2021 school year.
- **Next Steps:**
 - Create a document for each teacher fill out at the beginning of the school year saying which class parties they will have and need help from the room parents.

7. *Gator Gear (Spiritwear) Update*

- We have had 39 online orders on the new St. Al’s Gator Gear (spiritwear) website.
- Writely Sew cut us a check for \$440.28 on March 19th for orders between November 16, 2020 – February 8, 2021.
- Athletics T-Shirts have been added to the Gator Gear Website
- PTO purchased samples of numerous Gator Gear Items that can be put on display at events for parents to see.
- We have new Car Window Vinyl stickers with the new St. Al’s logo. A very generous donor will be donating 200 Car Window Vinyl stickers to the St. Al’s PTO to give out to families!

8. *Diversity and Inclusion*

- Diversity and Inclusion committee is currently being led by Mary Stas and Leah Slicer)
- The Diversity and Inclusion Committee would like to do two events this year:
 - World Kindness Day
 - Book Drive
 - The first event the committee would like to kick off is a book drive for the classrooms. Below are the details:
 - **When:** May, 2021 (start promoting it in mid April)
 - **What:** Books for preschool-8th grade. Books that support a wide range of diversity and inclusion with characters and themes.

- **How:** Ask the teachers for a list of books they would like and then create one Amazon wish list. Post Amazon wish list link on social media and send a flyer home the week before promoting the book drive. The books will then be distributed to the classrooms.

9. Diversity and Inclusion

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- The Diversity and Inclusion Committee would like to do a Book Drive this year.
 - The first event the committee would like to kick off is a book drive for the classrooms. Below are the details:
 - **When:** Week of Teacher Appreciation Week (May 3 – 7, 2021)
 - **What:** Books for preschool-8th grade. Books that support a wide range of diversity and inclusion with characters and themes.
 - **How:** Ask the teachers for a list of books they would like and then create one Amazon wish list. Post Amazon wish list link on social media and send a flyer home the week before promoting the book drive. The books will then be distributed to the classrooms.

10. Media Update

- Facebook
 - St. Aloysius Gonzaga PTO Private Facebook Group.
 - All posts on the PTO Facebook page are done by Leah or Colissa. To request a post, send an email to ptomedia@saintals.org and cc Leah and Colissa's email addresses ladybrogden94@gmail.com and imslicer@gmail.com.
 - Reminder of upcoming events posted monthly on the PTO Page
 - St. Aloysius Gonzaga School Facebook Page
 - Elizabeth Ehrman and Leah Slicer own the updates on the St. Al's FB page.
- Gator Gazette
 - If you would like to have something added to the Gator Gazette, please email it to Amy Hummel at gazette@saintals.org by Thursday at 6:00 pm to be in Friday's Gazette.

11. Sneak Peek to the 2021- 2022 PTO Events

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
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

12. Open Floor

- Ideas for Welcoming Families to the 2021-2022 School Year
 - When PTO receives PTO dues at the beginning of the year, send an email to the family telling them we received their dues.
 - Provide a directory of all St. Al's Families. In Welcome Folder, need to include a document confirming what information families want to include in the directory.
 - Personal Communication (Mentor New Families) – Have a current family call a new St. Al's family to welcome them to St. Al's community and check in on them periodically throughout the year.
 - We want PTO to feel welcoming. Make sure to post the dates/times for the General PTO Meetings.
 - Need to make sure to advertise that parents and teachers should send pictures to pictures@saintals.org. These pictures will be leveraged for the St. Al's Facebook Page, St. Al's PTO Facebook page, St. Al's Website, etc.

13. PTO Meeting Dates 2nd Wednesday of every month at 6:30pm

- 5/12 at West Side Brewing Private Room