



St. Al's August PTO Meeting Minutes Thursday, August 13, 2020

Attendees:

Heidi Burdsall -President
Colissa Brogden -Vice President & Media
Beth Bradshaw-Treasurer
Autumn Koch - Assistant Treasurer & School Liaison
Lauren Coleman - Assistant Recording Secretary
Amanda Couch – Hospitality & Spiritwear
Amy Steimle - Hospitality & Spiritwear
Nicole Turner - Hospitality
Leah Slicer – Media and Ways & Means
Caitlin Wright – Ways & Means
Nicole Gulley - Ways & Means
Anita Hammann - Ways & Means
Beth Wolfzorn-Teacher Representative
Sandi Staud – Principal

Board Members not in Attendance:

Cristy Tiu - Recording Secretary
Ryan Slicer - Media

Meeting was opened with Prayer and introductions

1. Board Emails and Google Drive

- Board members need to be provided with email addresses by position accessible through gmail. All information related to PTO should be maintained within the email accounts and google drive for continuity. Such as: ptopresident@saintals.org, ptovpresident@saintals.org, ptotreasurer@saintals.org, ptoasstreasurer@saintals.org; ptocorrsecretary@saintals.org; ptospiritwear@saintals.org; etc
- Any forms or documents need to be saved to google drive for easy transition of board members. Begin keeping records of what you do by month for easier transition.
- **Next Step:** Beth to contact Elizabeth Erhman to get the emails and google drive created.

2. Welcome Back Open House Update (Sunday, August 16 from 1-5pm)

- We will have two tables in front parking lot for Spiritwear. Amanda Couch has the sign ups for table coverage from 12:30 – 5:30.

- PTO Volunteer sign up sheet for parents to volunteer to help with PTO events throughout the school year. One sign up sheet will be on the preschool table and one on the spiritwear table in front parking lot.
- The PTO board liked the idea to offer St. Al's Lanyards for parents to purchase. The lanyards can be personalized and are a safe way to keep your kids mask attached while at school. Kristin Anderson makes lanyards and key chains personalized for St. Al's with your kids name. 20% of all proceeds will go to St. Al's PTO.
- **Next Steps:**
 - Spiritwear Catalog, Order Form and Window decal forms have been updated with new Spiritwear Contact Info. Forms have been printed for Sunday's Open House.
 - Beth sent email to Elizabeth Ehrman to update the Spiritwear section of the St. Al's website.
 - Jenny Rhine sent out on 8/14/20 MSP about bringing "old" uniforms/spiritwear to the Open House to donate to other families. Items can be brought to the Spiritwear Table in the front parking lot.
 - Beth Bradshaw sent PTO Contribution One Pager to Ryan Slicer to update from a marketing perspective. Ryan sent the updated one pager back to Beth and Beth gave it to Jenny Rhine to include in the family packets to be given out at Open House.
 - Beth Bradshaw reached out to Kristin Anderson to confirm we would like to offer St. Al's lanyards. We will have info about the lanyards at the Spirit Wear table at Open House. We will have one personalized St. Al's lanyard on display and we will also be selling 20 plain ones.

3. PTO documents to be sent home the 1st Week of School

1. PTO Dues Letter & Envelope
 2. Room Parent Volunteer Form
 3. PTO Volunteer Form
- **Next Steps:** Heidi to create updated forms and have them ready by September 1st

4. Hospitality Update

- Stock the Teacher Lounges for First Day of School
- **Next Steps:**
 - Beth to provide Amanda with a budget by 8/18
 - Amanda to get the Teacher's Wish List from Amy Hummel
 - Amanda to buy the items and stock the lounges on September 1st. She will use the St. Al's Tax ID #.
 - In late September, Amanda will create a Sign Up Genius for parents to sign up to bring goodies for future months.

5. Media Update

- Creation of specific Facebook Pages
 - St. Al's PTO Board Page (includes just PTO members) was done on 7/16/20
 - St. Al's PTO Page - We need to determine if this should be a public or private page

- Individual Class Pages (St. Al Class of 2029 thru 2021). Some classes already have pages created (such as 2032 and 2025). We will hold off on creating new pages at this point.
- **Next Steps:**
 - Leah and Colissa will determine the best approach for the St. Al's PTO Facebook page.
 - Discuss with the Marketing Team about creating a Virtual Tour of St. Al's.
 - Beth Wolfzorn to cleanup of members of the Preschool Facebook Page by Beth Wolfzorn
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6. *Spiritwear Update*

- This year sweatshirts can not be worn at school. The same catalog of spiritwear as last year will be available this year.
- We have updated the Spiritwear contact info on the following three spiritwear documents:
 1. Spiritwear Catalog
 2. Spiritwear Order Form
 3. Window Decal Order Form
- **Next Steps:**
 - Need to will follow up with Erin Gasset regarding last year's spiritwear to make sure we have all outstanding inventory.
 - Beth sent email to Elizabeth Ehrman to update the Spiritwear section of the St. Al's website.
 - Ask Erin for the password to the Spiritwear Email address: spiritwearstals@gmail.com
 - Amanda will own ordering new spiritwear for 2020-2021 school year.

7. *Box Tops, Coke Rewards, Amazon Smile, Kroger Rewards*

- Caitlin will own how we will publicize Box Tops, Coke Rewards, Amazon Smile, Kroger Rewards to families and parishioners.
- **Next Steps:**
 - Caitlin to create updated documents about each
 - Caitlin to create a schedule to spotlight each reward separately (i.e. drawing for families who bring in a Kroger receipt showing rewards are being give to St. Al's PTO.

8. *Diversity and Inclusion*

- It is very important that we include Diversity and Inclusion events throughout the year. To do this we would like to create a Diversity and Inclusion Committee.
- Ideas of events: Taste of Nations, Celebrate Things that are Different, Celebrate You (what makes you unique), Showcase your background, Book of the Month, Crayons Diversity Activity
- **Next Steps:**
 - At the September PTO meeting, we will create the Diversity and Inclusion Committee. This group will create the calendar of events to be done throughout the year and execute the events.

9. Treasure Report

- Sandi and Beth met with Ken Schultz on August 14th to understand current PTO financials.
- **Next Steps:**
 - In the next few weeks, we need to update the Bylaw and finalize the budget. Once done, we will set up a meeting to review it with Ken.
 - This year, we would like to move all spiritwear ordering online. Ken hopes we can leverage the new cafeteria system. We will confirm in a few months if this is possible.

10. PTO Meeting Dates for remainder of year

- 2nd Wednesday of every month at 6:30pm

11. Review Key PTO Dates for 2020-2021 School Year (note: dates in red are from the St. Al's 2020-2021 school calendar posted on the website)

August

- August 13th at 6:30pm: PTO Meeting
- **Sunday, August 16th**: Welcome Back Open House

September

- **Wednesday, September 2nd**: First Day of School
- Wednesday, September 9th at 6:30pm: PTO Meeting
- **Friday, September 11th**: Preschool Grandparents/Special Persons Day
 - This event will be cancelled this year; however, we need ideas for celebrating Grandparent's and Special Person's Day from afar.
 - Beth and Sandi to confirm the date and plan for the kids to make something for their Special Persons.

October

- Wednesday, October 14th at 6:30pm: PTO Meeting
- **Friday, October 23rd**: Trunk or Treat

November

- **Wednesday, November 11th**: Veteran's Day Celebration
 - This event will be cancelled this year; however, there are ideas to share with the Board (such as Honoring Veterans in the cemetery, pictures of Military Family Members in the Cafeteria, create videos).
- Wednesday, November 11th at 6:30pm: PTO Meeting

December

- November 30th – December 5th: Wiseman Gift Shop (this is still TBD)
- **Saturday, December 5th at 9am**: Breakfast with Santa (this is still TBD)
- Wednesday, December 9th at 6:30pm: PTO Meeting
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January

- Wednesday, January, 13th at 6:30pm: PTO Meeting
- Sunday, January 24th: St. Al's Open House

- **January 24th- January 29th**: Catholic Schools Week

February

- Wednesday, February 10th at 6:30pm: PTO Meeting
- February 17th – April 2nd: Rice Bowls during Lent (these dates are being confirmed)

March

- Wednesday, March 10th at 6:30pm: PTO Meeting
- **Friday, March 12th**: Gator Call
- XXX : Pancakes with the Easter Bunny and Egg Hunt (need to select a date with the board).

April

- Wednesday, April 14th at 6:30pm: PTO Meeting
- **Friday, April 23rd**: K-8th Grandparents/Special Persons Day
 - This event will be cancelled this year; however, we need ideas for celebrating Grandparent's and Special Person's Day from afar.

May

- **Week of May 3rd**: Teacher Appreciation Week
- Wednesday, May 12th at 6:30pm: PTO Meeting
- **Monday, May 24th**: Field Day
- **Wednesday, May 26th**: 8th Grade Graduation Signs & Gifts