

## *St. Al's PTO Meeting Minutes Wednesday, December 9, 2020*

### *Attendees via Zoom:*

Heidi Burdsall -President  
Beth Bradshaw-Treasurer  
Colissa Brogden -Vice President & Media  
Leah Slicer – Media and Ways & Means (Via Zoom)  
Amanda Couch – Hospitality & Spiritwear  
Amy Steimle - Hospitality & Spiritwear  
Nicole Gulley - Ways & Means  
Caitlin Wright – Ways & Means  
Anita Hammann - Ways & Means

### *Board Members not in Attendance:*

Autumn Koch - Assistant Treasurer & School Liaison  
Cristy Tiu - Recording Secretary  
Lauren Coleman - Assistant Recording Secretary  
Ryan Slicer - Media  
Katie Fischer – PTO Mentor  
Sandi Staud – Principal  
Nicole Turner – Hospitality

### *Meeting was opened with Prayer and introductions*

#### *1. President's Report*

- Wiseman Gift Shop – Lead: Caitlin Wright  
We made the decision to cancel Wiseman Gift Shop this year. We really wanted to do it but unfortunately with the continuous rise in Covid cases we felt it was too risky this year. Thank you to Caitlin for volunteering to lead the event and to everyone for offering to help.
- Student and Teacher Christmas Gifts. In late November, the PTO Boarded unanimously voted “Yes” to the Christmas Gifts as it was not in our original budget. Unfortunately, when the Christmas gifts were order the last day of in person school before break was December 17<sup>th</sup>. Now that the last day of in person classes is December 11<sup>th</sup> so we will not have the gifts in time for Christmas. Will now give the gifts out to them for Catholic Schools Week at the end of January.
  - Faculty and Staff Gift: Ordered 61 of the 6oz Mini Accent Storage Jar for Christmas gifts for our faculty and staff. It will say Saint Aloysius Gonzaga in satin etch color (which is like a matte white. Printing and shipping is \$5.30 per jar.
  - Students Gift: Ordered 280 of the 10-1 Multicolor Pen. It is the clear pen with Saint Aloysius Gonzaga on it. Cost with printing and shipping is \$1.60 per pen.

- Veterans Day - Lead: Leah Slicer
  - Leah will go to school on Friday (12/11) to take down the Military pictures in the hallway.
  - Leah to provide Beth with the receipt for the flags
- Upcoming Info to include in Gator Gazettes:
  - Gator Gear Website
  - Kroger Rewards
  - Box Tops
  - Chipotle January Dine to Donate

## 2. *Treasure Report*

- Reviewed of 2020 – 2021 PTO Budget/Actuals

## 3. *Upcoming Events*

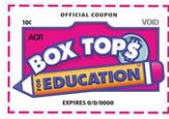
- Open House (January 24<sup>th</sup>)
  - Would like all PTO Board Members to volunteer to work Open House.
  - We would like to have a table to sell spiritwear.
- Catholic School Week (UPDATE DATE: January 31<sup>st</sup> – February 5<sup>th</sup>)
  - Possible plans for Catholic School Week
    - Prepackaged Donuts for Preschool on PJ Day (Beth Wolfzorn is aligned with this idea)
    - Raptors for K-3rd grade.
    - MMA for 4th-8th grade
    - **Next Steps:**
      - a. Amanda has been in contact with Raptors and MMA. We need to provide Raptors with the # of Students and Date/Time and they will confirm availability.

## 4. *Ways & Means Update*

- 2<sup>nd</sup> Tuesday of the Month will be the Monthly Dine to Donate Restaurant Fundraisers. Lead: Amy Steimle
  - 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 13<sup>th</sup> 11am-9pm: F&N Goode (20%) – **Made: \$160.79**
    - ✓ November 10<sup>th</sup> 4pm -8pm: Jets Pizza Dent Location (20%) **Made: \$650**
    - ✓ December 8<sup>th</sup> from 4pm -9pm: Bob Evans (15%) **Made: TBD**
    - January: Chipotle on Glenway near Ihop from 4pm -8pm (33%)
    - February: Penn Station from 10am -9pm (15%)
    - March: Panda Express (20%)
    - April: Raising Canes (15%)
    - May: Jet's Pizza (20%)
- Box Tops, Coke Rewards, Kroger Rewards Lead: Caitlin Wright
  - Kroger Rewards: At the beginning of December, we received our quarterly check from Kroger Rewards for \$656.21!
    - The signup steps for Kroger Rewards in Gator Gazettes, St. Al's PTO Facebook page, Church Bulletin. Need to make sure we also post on School FB page.

- Box Top: Will include the following Box Top Details in the Upcoming Gator Gazettes and Church Bulletins

## Box Tops for Education



SEE THIS...  
**CLIP IT**



SEE THIS...  
**SCAN**  
YOUR RECEIPT

The NEW and improved Box Tops mobile app uses state-of-the art technology to scan your store receipt, find participating products and instantly add Box Tops to our school's earnings online.

**Website:** <https://www.boxtops4education.com/>

**OR**

**Download the App:** Search for "Box Tops for Education" App on a device and download it.

**To find Saint Aloysius Gonzaga School, enter our zip code "45211" and Saint Aloysius Gonzaga School will pop up. After you enroll, you MUST SCAN YOUR SHOPPING RECEIPT WITHIN 14 DAYS OF YOUR PURCHASE.**

Also, if you have any paper box tops on any products that are not expired, you can still turn them in! Send them into school in a Ziploc bag labeled "St. Al's PTO" and we will do the rest.

- Caitlin has registered as the St. Al's Box Top Coordinator. Next submission deadline is the end January.
- **Next Steps:**
  - Media to do a post regarding Box Top Details both PTO FB and School FB
  - Caitlin can you write up the steps for Coke Rewards
  - Need to add Step by Step Instructions about Rewards on the PTO section of the Website.

### 5. School Liaison

- Confirm Room Parents assigned for all classrooms
- **Next Steps:**
  - 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.
  - Autumn to make sure the K-8<sup>th</sup> Room Parents are aware of what can/can not be done for Christmas Parties for the classrooms. Follow up with Jenny for K-8<sup>th</sup> questions.

### 6. Gator Gear (Spiritwear) Update

- We are excited to announce that a new St. Al's Gator Gear (spiritwear) website launched on November 16<sup>th</sup>.
- Once the new Gator Gear website launches, all spiritwear orders will be done via the website. Amanda will own working with Writely Sew to reconcile orders/payments and deliver them to the students during the 2020-2021 school year.
- PTO has purchased 1 of many of the items in the new catalog so people can see the items in person and we can put them on display. Total Cost of these items is \$200.
- There are 5 items that have a minimum order amount that PTO is purchasing in hopes we can sell them all.

1. 25 Youth Face Masks (\$141.5 upfront cost paid by PTO). – **WE HAVE 19 LEFT**
  2. 25 Adult Masks + 5 Free Bonus Masks (\$141.5 upfront cost paid by PTO). -- **WE HAVE 23 LEFT**
  3. 6" Allie Gator with Navy St. Al's Shirt – 50 of them (\$543.5 upfront cost paid by PTO) ---- **WE HAVE 34 LEFT**
  4. 11 School Ornaments (\$46.75 upfront cost paid by PTO) -- **WE HAVE 4 LEFT**
  5. 21 School Ornaments (\$89.25 upfront cost paid by PTO) -- **WE HAVE 8 LEFT**
- Cash and Carry Sales: We have been selling the 5 items above in Cash and Carry Sales this week (after 4pm Mass on 12/5, after 10am Mass on 12/6, Car Pool Pickup Lines on 12/7 and 12/8). So far, we have sold \$346 worth of merchandise from the Cash and Carry Sales and we will be at both Masses this weekend.
  - Ways we are publicizing the new spiritwear and website:
    1. Posts St. Al's PTO Facebook Page
    2. MPS email to all families on the day the website launches and November 30<sup>th</sup> week
    3. Posts on School Facebook Page
    4. Church Bulletin starting November 15<sup>th</sup>
    5. Weekly Gator Gazettes
  - **Next Steps:**
    1. Amanda is working to find a vendor to create a new Vinyl Window Stickers. Working on getting bids.
    2. Need Ryan to confirm the final design of the Window Stickers.

## 7. Diversity and Inclusion

- The week of September 28<sup>th</sup>, the Diversity and Inclusion Committee had their first meeting. There are currently 5 members of the Committee but they would love others to join. They will have another meeting in January, 2021.
- 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:** Moved to late February/March, 2021
    - **What:** Books for preschool-8th grade. Books that support a wide range of diversity and inclusion with characters and themes.
    - **How:** Create an Amazon wish list with books that the diversity and inclusion committee have identified as appropriate books that cover the span of grades/gender/age groups. Post Amazon wish list link on social media and send a flyer home the week before promoting the book drive.
    - We are also reaching out to Kim at the Cheviot Library to provide insight on recommendations she may have.
    - "Birthday Book" – a kid celebrating his/her birthday will donate a book he/she picks.

## 8. Hospitality Update

- Sign Up Genius for parents to sign up to bring goodies for future months was successful. Amanda has sorted and organized all the donations and will stock the main building and preschool building teacher lounges as needed.
- Amanda is working on the Catholic School Week Lunch for Teachers.
  - **Next Steps:**

- Amanda to confirm with Beth W and Jenny the date for the Teachers Lunch during Catholic School Week and the logistics (such as: will the teachers be able to eat in the Faculty Lounge or in the classrooms).

## 9. Media Update

- Facebook
  - St. Aloysius Gonzaga PTO Private Facebook Group.
    - Process to submit posts on PTO Page. All post are done by Leah or Colissa.
    - Reminder of upcoming events posted monthly on the PTO Page
  - Individual Class Pages (St. Al Class of 2029 thru 2021).
    - Autumn and Leah are working to confirm all K-8<sup>th</sup> classes already have pages created (such as 2032 and 2025). Need to ensure all classes have a page.
  - St. Aloysius Gonzaga School Facebook Page
    - Elizabeth Ehrman owns 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.

## 10. Open Floor

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

- 1/13 (will be a Zoom), 2/10, 3/10, 4/14, 5/12

### 12. 2020-2021 St. Al's PTO Board

| Board Position            | Name  | Email Address                    |
|---------------------------|---|----------------------------------|
| School Pastor:            | Michael Hay   |                                  |
| Principal:                | Sandi Staud   | staud_s@saintals.org             |
| Business Manager:         | Ken Schultz   | ken.schultz@stalsbridgetown.org  |
| President:                | Heidi Burdsall  | ptopresident@saintals.org        |
| Vice President:           | Colissa Brogden   | ptovptopresident@saintals.org    |
| Treasurer:                | Beth Bradshaw   | ptotreasurer@saintals.org        |
| Asst Treasurer:           | Autumn Koch   | ptoasstreasurer@saintals.org     |
| Recording Secretary:      | Cristy Tiu  | ptorecsecretary@saintals.org     |
| Asst Recording Secretary: | Lauren Coleman  | ptoasstrecsecretary@saintals.org |
| Hospitality:              | Amanda Couch, Amy Steimle, Nicole Turner                  | ptohospitality@saintals.org      |
| Media:                    | Ryan Slicer, Colissa Brogden, Leah Slicer                 | ptomedia@saintals.org            |
| Ways and Means:           | Caitlin Wright, Leah Slicer, Nicole Gulley, Anita Hammann | ptoways&means@saintals.org       |
| Spiritwear:               | Amy Steimle & Amanda Couch                                | ptospiritwear@saintals.org       |
| School Liaison:           | Autumn Koch   | ptoschoolliaison@saintals.org    |
| Teacher Representative:   | Rotating  |                                  |