



## *St. Al's PTO Meeting Minutes Wednesday, February 10, 2021*

### *Attendees via Zoom (Many people couldn't attend due to snow storm)*

Heidi Burdsall -President  
 Beth Bradshaw-Treasurer  
 Autumn Koch - Assistant Treasurer & School Liaison  
 Cristy Tiu - Recording Secretary  
 Lauren Coleman - Assistant Recording Secretary  
 Amanda Couch – Hospitality & Spiritwear  
 Nicole Gulley - Ways & Means  
 Jodi Vasiliou – Parent PTO Member  
 Mary Stas – Parent PTO Member

### *Board Members not in Attendance:*

Colissa Brogden -Vice President & Media  
 Amy Steimle - Hospitality & Spiritwear  
 Leah Slicer – Media and Ways & Means  
 Ryan Slicer - Media  
 Caitlin Wright – Ways & Means  
 Anita Hammann - Ways & Means  
 Katie Fischer – PTO Mentor  
 Sandi Staud – Principal  
 Nicole Turner – Hospitality

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

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

- Welcome to our 3 new PTO members – Jodi Vasiliou, Mary Stas, and Melissa Goldsberry!
- Recapped Catholic Schools Week (Total Spend \$1530)
  - Spent \$875 on Catholic School Week Activities and Treats.
  - Spent \$655 on Student Gift (Pen) and Teacher/Staff Gifts (Engraved Jar with Mints)
  - Spent \$270 on Teacher/Staff Appreciation Luncheon

Monday, February 1	Tuesday, February 2 <sup>nd</sup>	Wednesday, February 3 <sup>rd</sup>	Thursday, February 4 <sup>th</sup>	Friday, February 5 <sup>th</sup>
<ul style="list-style-type: none"> <li>• Out of Uniform Day: Wear Your Favorite Superhero or Disney Character</li> </ul>	<ul style="list-style-type: none"> <li>• Out of Uniform Day: PJ Day (no footed pajamas and no slippers)</li> </ul>	<ul style="list-style-type: none"> <li>• Wear you St. Al's Spirit Shirt and Uniform Bottoms</li> <li>• Preschool: Rice Krispy Treats</li> </ul>	<ul style="list-style-type: none"> <li>• Out of Uniform Day: Wacky Mismatch Day</li> <li>• Preschool Scavenger Hunt (they got their 10-1 Pen gift during this).</li> </ul>	<ul style="list-style-type: none"> <li>• Out of Uniform Day: Wear your Favorite Sports Team Day</li> <li>• Preschool Scavenger Hunt</li> </ul>

<ul style="list-style-type: none"> <li>• Raptors Beak and Talons Programs for Kindergarten - 3<sup>rd</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Preschool: Donuts provided to all students</li> <li>• Master Strickland CMAC Program for 4<sup>th</sup> - 8<sup>th</sup></li> </ul>	<p>provided to all students</p> <ul style="list-style-type: none"> <li>• PTO provided a treat during lunch to all students in the main building</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher/Staff Appreciation Luncheon (Jimmy John Sandwich, Chips, Water/Sprite/Diet Coke, Desserts, Cards from Students, flowers on tables).</li> </ul>	<p>(they got their 10-1 Pen gift during this).</p> <ul style="list-style-type: none"> <li>• PTO Treat Cart (Cookies, Ring Pop, 10-1 Pen)</li> </ul>
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- Discussed the 2021-2022 School Year
  - PTO Board
    - Asked people to start thinking about your board position for next year's PTO Board. Per our updated By-laws, next year you must identify a lead for each position as there is only 1 vote per position.
    - **Please send Beth Bradshaw an email by March 5th to confirm you would like to be on the 2021-2022 PTO Board AND what role(s) you are interested in. Below is a high-level recap of all the roles.**

Board Position	Responsibilities
President:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Vice President:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Treasurer:	<ul style="list-style-type: none"> <li>• The Treasurer shall receive all dues and other monies of the PTO, shall keep an accurate accounts, and shall maintain an accurate checking accounts. It is the decision of the St. Aloysius Business Manager who will manage the PTO checkbook (i.e. the Business Manager or PTO Treasurer). If the PTO Treasurer manages the checkbook then the signatures of the Treasurer plus the President are needed when issuing checks. If the Treasurer or President is to receive a check then the check must be signed by two other checking account approved signers.</li> <li>• Responsible to creating the PTO Budget for the New School Year and having the Board Review and Approve it.</li> <li>• Approve all spending requests and ensure all events are within budget.</li> <li>• Manage all money related to any PTO function.</li> <li>• Maintain/Update our PTO Financial Tracker</li> <li>• Submit all Deposit/Reimbursement Requests to Business Manager</li> <li>• Ensure our Financial Tracker matches the monthly Bank Statement provided by the Business Manager</li> </ul>
Asst Treasurer:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Recording Secretary:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>Responsible to provide the Meeting Minutes and Agenda to Elizabeth Erhman to post on the St. Al's Website under the PTO section.</li> </ul>
Asst Recording Secretary:	<ul style="list-style-type: none"> <li>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.</li> </ul>
Hospitality Coordinator:	<ul style="list-style-type: none"> <li>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 kids.</li> </ul>
Media Relations:	<ul style="list-style-type: none"> <li>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 other such duties as are incumbent upon this office.</li> </ul>
Asst Media Relations:	<ul style="list-style-type: none"> <li>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.</li> </ul>
Ways and Means:	<ul style="list-style-type: none"> <li>The Ways &amp; Means Coordinator shall be the liaison between the fundraising chairpersons and the Executive Board. Ways &amp; Means plans the various PTO fundraiser events throughout the year (Restaurant Fundraisers, Gator Walk, Coke/Box Tops/Kroger Rewards, etc).</li> </ul>
Spiritwear:	<ul style="list-style-type: none"> <li>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.</li> <li>Responsible for working with Writely Sew to add/remove spiritwear from the website.</li> <li>Pick up completed orders at Writely Sew, Check Order and delivery to school.</li> <li>Manage our internal Spiritwear Tracker to ensure correct reconciliation with Writely Sew.</li> <li>Work with Writely Sew to get reconciliation checks for spiritwear purchased online.</li> </ul>
School Liaison:	<ul style="list-style-type: none"> <li>The School Liaison shall be the liaison between the teachers and the Executive Board.</li> <li>Align Room Parents for all classes (Preschool – 8th Grade)</li> <li>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.</li> <li>Work closely with Jenny to confirm the Class Parties for the Main Building and the scope of each party.</li> <li>Communicate with the Room Parents to ensure they understand the scope of their work.</li> </ul>
Diversity and Inclusion	<ul style="list-style-type: none"> <li>Need to determine if we would like to make this an official role on the PTO Board</li> </ul>

- Recapped Potential 2021- 2021 PTO Events:
  - Back to School Bash
  - Fall Fundraiser
  - Trunk or Treat
  - Veterans Day
  - Winter Wonderland
  - Catholic Schools Week

7. Gator Call
8. Easter Breakfast
9. Gator Walk

## 2. *Treasure Report*

- Reviewed the 2020 – 2021 PTO Budget/Actuals

## 3. *Upcoming Events*

- February 17<sup>th</sup> – April 2<sup>nd</sup>: Rice Bowls during Lent.
  - Students, K–8<sup>th</sup>, will be given CRS [Catholic Relief Services] rice bowls so they can collect change during the Season of Lent. The CRS Rice Bowls, a Lenten Faith Formation program from the Catholic Relief Services, offers resources that can help people of all ages, families, and communities.
  - The Bowls were given out the week of February 15<sup>th</sup> to all the teachers to send home with the students.
- March Treat Cart for Main Building (send an item over to the Preschool)
- Week of May 3<sup>rd</sup>: Teacher Appreciation Week
  - Inquire about doing the Coffee Truck for the Teachers
- May: Gator Walk (need to select a date with the board if we want to do the Walk)
- May Treat Cart for the Main Building and Preschool
- Monday, May 24<sup>th</sup>: Field Day (PTO provides popsicles to all the students)
- Wednesday, May 26<sup>th</sup>: 8<sup>th</sup> Grade Graduation Signs & Gifts
  - PTO Agreed it will do the following and this will set the precedent for future years/budgets:
    - Ryan Slicer to design the 8<sup>th</sup> Grade Graduation Signs and the PTO will pay for the signs
    - PTO will give \$50 per 8<sup>th</sup> grade student for the graduation party (total \$650)
    - This school, PTO also purchased the 8<sup>th</sup> 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
  - Ryan Slicer to design new “Kindergator” Sign
  - Ryan Slicer to design “New St. Al’s Student” Sign (1<sup>st</sup> – 8<sup>th</sup> Grade)

## 4. *Ways & Means Update*

- 2<sup>nd</sup> 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 **\$1,312.84** from the October, November, December, January, and February 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 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: \$152.00**
    - ✓ January 12<sup>th</sup>: Chipotle on Glenway Avenue (33%) **Made: \$284.87**
    - ✓ February 16<sup>th</sup>: Penn Station (15%): **Made: \$65.18**
  - March 9<sup>th</sup> from 10:30am – 9pm: Panda Express (20%)

- April 13<sup>th</sup>: Raising Canes (15%)
- May 11<sup>th</sup>: Jet's Pizza (20%)
- June 8<sup>th</sup>: Zorbas (25%)
- July: Jimmy Johns (still to be confirmed)
- Box Tops, Coke Rewards, Kroger Rewards Lead: Caitlin Wright
  - **Kroger Rewards:** Have been including the Sign Up Steps for Kroger Rewards in Gator Gazettes, St. Al's PTO Facebook page, Church Bulletin.
  - **Box Tops:** Included Box Top Details in the December Gator Gazettes and Church Bulletins. Will continue to include them in the January ones. Just got a check for the March 3, 2020 – November 2, 2020 for \$55.50.
  - **Coke Rewards:** Detailed instructions for Coke Rewards have been created and added to the website and Gator Gazettes. Need to add to future church bulletins.
  - Added Instructions for Box Tops, Kroger Rewards, and Coke Rewards to the PTO section of the St. Al's Website.
  - **Next Steps:**
    - On 2/21, Media did a post regarding Box Tops, Kroger Rewards and Coke Rewards on the PTO FB Page. We should put the same page on the School FB page.
    - 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.

## 5. Hospitality Update

- Teacher Appreciation will be the next Hospitality event in May.

## 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.

## 7. Gator Gear (Spiritwear) Update

- We have had 36 online orders since the new St. Al's Gator Gear (spiritwear) website between November 16<sup>th</sup> – February 9, 2021.
- There are 5 items that have a minimum order amount that PTO is purchasing in hopes we can sell them all. The items are: Adult Face Masks, Adult Face Masks, 6" Allie Gator, Ornaments.
- **Next Steps:**
  - Writely Sew's Accountant is doing a reconciliation of all online Gator Gear orders so they can cut St. Al's PTO a check for our Gator Gear profits since November 16<sup>th</sup>. This amount should be over \$400.
  - Ryan Slicer he has found a person to create the new Car Window Vinyl stickers. He will work to get pricing and will keep Amanda in the loop.

## 8. Diversity and Inclusion

- There are currently 5 members of the Committee but they would love others to join. Rachel Butler and Nicole Rottmueller-Jones are the Chairs of the Diversity and Inclusion committee. They will have another meeting planned for the week of January 18<sup>th</sup>.
- 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.

## 9. 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](mailto:ptomedia@saintals.org) and cc Leah and Colissa's email addresses [ladybrogden94@gmail.com](mailto:ladybrogden94@gmail.com) and [Im slicer@gmail.com](mailto:Im slicer@gmail.com).
- Gator Gazette
  - If you would like to have something added to the Gator Gazette, please email it to Amy Hummel at [gazette@saintals.org](mailto: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

- 3/16, 4/14, 5/12  
(Note: We changed the March Meeting Date. The new date is Tuesday, March 16<sup>th</sup>.)
- Would like the March or April PTO meeting to be in person and invite parents who are interested in joining PTO to attend the meeting.

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

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

Teacher Representative:	Rotating	
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