



## *St. Al's PTO Meeting Minutes Wednesday, January 13, 2021*

### *Attendees via Zoom:*

Beth Bradshaw-Treasurer  
Colissa Brogden -Vice President & Media  
Autumn Koch - Assistant Treasurer & School Liaison  
Cristy Tiu - Recording Secretary  
Lauren Coleman - Assistant Recording Secretary  
Leah Slicer – Media and Ways & Means  
Ryan Slicer - Media  
Amanda Couch – Hospitality & Spiritwear  
Nicole Gulley - Ways & Means  
Anita Hammann - Ways & Means

### *Board Members not in Attendance:*

Heidi Burdsall -President  
Amy Steimle - Hospitality & Spiritwear  
Caitlin Wright – Ways & Means  
Katie Fischer – PTO Mentor  
Sandi Staud – Principal  
Nicole Turner – Hospitality

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

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

- Student and Teacher Christmas Gifts. Since the last day of in person classes in December was December 11<sup>th</sup>, we did not have the gifts in time for Christmas. We will now give the gifts out to them for Catholic Schools Week.
- Veterans Day
  - Leah to send the receipt for the flags.
- Potential Events for remainder of school years:
  - February 17<sup>th</sup> – April 2<sup>nd</sup>: Rice Bowls during Lent.
    - Students, K—8th, 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, participate in Lenten practices designed to deepen our faith.
    - Need to confirm if St. Al's already has the bowls (can we use the ones from last year) and what PTO needs to do for this event (if anything).
    - Next Steps:
      - Group believe that the Rice Bowls were not led by PTO for the last few years. Beth to follow up with Sandi to confirm.

- March Treat Cart for Main Building
  - Will ask if we can do the March Treat cart on St. Patrick's Day
- Friday, March 12<sup>th</sup>: Gator Call – This event will be cancelled this year
- March: Pancakes with the Easter Bunny and Egg Hunt - This event will be cancelled this year
- Week of May 3<sup>rd</sup>: Teacher Appreciation Week
- 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
- Monday, May 24<sup>th</sup>: Field Day
- Wednesday, May 26<sup>th</sup>: 8<sup>th</sup> Grade Graduation Signs & Gifts
  - Ryan to design the 8<sup>th</sup> Grade Graduation Signs
- 2021-2022 School Year Signs
  - Ryan to design "Kindergator" Sign
  - Ryan to design New St. Al's Student Sign
- Looking ahead at the 2021-2022 School Year
  - PTO Board
    - Everyone should starting thinking about positions for next year's Board. Per our updated By-laws, next year you must identify a lead for each position as there is only 1 vote per position.
  - Events
    - Need to start thinking about the calendar of events for the start of the 2021-2022 school year (Welcome Back letter, Signs, Spirit shirts, Welcome Back Ice Cream Social, Grandparents Day, etc)
- Upcoming Info to include in Gator Gazettes:
  - Gator Gear Website
  - Kroger Rewards
  - Box Tops
  - Coca cola Rewards
  - Penn Station February Dine to Donate

## 2. *Treasure Report*

- Review of 2020 – 2021 PTO Budget/Actuals. Our financials are in good shape at this time.
- For the rest of the year, if anyone needs to deposit money or ask for a reimbursement, please make sure to fill out the correct form. All forms are posted on the PTO section of the St. Al's website.

## 3. *Upcoming Events*

- Open House (January 24<sup>th</sup> from 11-1:30pm)
  - If any Board members have great pictures for Open House marketing materials, please send to Ryan Slicer at [ryan.slicer@changeupinc.com](mailto:ryan.slicer@changeupinc.com).
  - Sandi would like all PTO Board Members to volunteer to work Open House.
    - Leah, Cristy and Beth are available to work. Others will check their calendars and let me know.
  - We will have a table at Open House to display spiritwear, Cash and Carry Items, and have a paper with the Gator Gear Website address on it. Amanda and Amy will be available to help with the Gator Gear Table.
  - **Next Steps:**
    - Beth to ask Sandi if Autumn should send email asking Room Parents if they are available to volunteer.

- Amanda to create a sign for the Gator Gear Table
- Will need some seed money for Cash and Carry
- Catholic Schools Week (January 31<sup>st</sup> – February 5<sup>th</sup>)
  - **Monday:**
    - Kindergarten – 3<sup>rd</sup> Grade: Raptors Beak and Talons Programs: Monday, February 1<sup>st</sup> from 10am -11am (98 students in the Gym. All kids will wear their masks and be spread apart).
  - **Tuesday**
    - 4<sup>th</sup> – 8<sup>th</sup> Graders: Club MMA on Tuesday, February 2<sup>nd</sup> from 9:30-10:30am (62 students in the Gym. All kids will wear their masks and be spread apart)
  - **Thursday**
    - Lunch provided to the Teachers by PTO at 11am.
    - Teachers in main building will eat in Teacher Lounge or Undercroft.
    - Lunch to be dropped off to Beth W for the Preschool Building
    - Amanda confirmed with Sandi if she would like us to try to get a few parents cover recess duty so the teachers can sit down to eat lunch.
  - **Friday**
    - Treat Cart and 10 in 1 Pen gift for the students in Main Building (K-8).
  - **Preschool:** Prepackaged Donuts for Preschool on PJ Day (Beth Wolfzorn is aligned with this idea).
    - Preschool will most likely have two PJ days to cover M,W, F and T, TH kids. Thought is we would provide prepackaged donuts for both days.
    - Provide 10 in 1 Pen gift for all Preschool Students
  - **Next Steps:**
    - Beth to confirm plans for Preschool building with Beth W (days/time, donut type, number of kids)
    - Get Amanda the donation letter
    - Amanda is working on finalize luncheon plans for Teachers
      - Need to confirm if we need plates, napkins
      - Need drinks
      - Need dessert (could we get a St. Al's cookie made for them)?
    - Need to confirm the best way to give the Teacher's their CSW gift from the PTO (put on their desks or provide at the luncheon)?
    - Amanda to create a post on our PTO Board FB page, with all the help she needs from the PTO Board. She knows she will need help during the following days:
      - 1 volunteer for Monday 2/1 for Raptors presentation (9:30 – 11:15)
        - Help with seating kid's, table set up for the company, sanitizer station and temperature checks for employees and take down table.
      - 3 volunteers on Thursday 2/4 for Teacher Luncheon (11– 12:30)
        - Help with luncheon set up, serving, clean up and rotating recess duty.

#### 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 \$1,247 from the October, November, December, and January 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%)
  - March 9th: Panda Express (20%)
  - April: Raising Canes (15%)
  - May 11th: Jet's Pizza (20%)
  - June 8<sup>th</sup>: Zorbas (25%)
- 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. Need to make sure we also post on School FB page.
  - **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.
    - Caitlin has registered as the St. Al's Box Top Coordinator. Next submission deadline is the end January. Caitlin, a bag of Box Tops from the back of church will be sent home from school next week.
  - **Coke Rewards:** Caitlin has created write up for Coke Rewards which we will add to the website, future Gator Gazettes, and future church bulletins.
  - Added Instructions for Box Tops and Kroger Rewards to the PTO section of the St. Al's Website.
  - **Next Steps:**
    - Media to do a post regarding Box Tops, Kroger Rewards and Coke Rewards on both PTO FB and School FB page.

#### 5. Hospitality Update

- Amanda is working on the Catholic School Week Lunch for Teachers.
- Budget for Meals for teachers during Parent Conferences and Catholic Schools Week plus stock the teacher lounge before school begins was \$600. Currently have \$483.00 remaining in the budget.
  - **Next Steps:**
    - See update above under Catholic Schools Week

## 6. School Liaison

- **Next Steps:**
  - Autumn to follow up with Beth Wolfzorn (Preschool) and Jenny (K -8) to understand which parties/events the Room Parents should plan for the rest of 2020-2021 school year.

## 7. Gator Gear (Spiritwear) Update

- We have had 28 online orders since the new St. Al's Gator Gear (spiritwear) website launched on November 16<sup>th</sup>.
- All spiritwear orders must be done via the website. Amanda owns working with Writely Sew to reconcile orders/payments and deliver them to the students during the 2020-2021 school year.
- There are 5 items that have a minimum order amount that PTO is purchasing in hopes we can sell them all.
  - 25 Youth Face Masks (\$141.5 upfront cost paid by PTO). – **WE HAVE 19 LEFT**
  - 25 Adult Masks + 5 Free Bonus Masks (\$141.5 upfront cost paid by PTO). -- **WE HAVE 10 LEFT**
  - 6" Allie Gator with Navy St. Al's Shirt – 50 of them (\$543.5 upfront cost paid by PTO) ---- **WE HAVE 32 LEFT**
  - 11 School Ornaments (\$46.75 upfront cost paid by PTO) -- **WE HAVE 2 LEFT**
  - 21 Church Ornaments (\$89.25 upfront cost paid by PTO) -- **WE HAVE 3 LEFT**
- December Cash and Carry Sales: We made \$549 for all our December Cash and Carry Sales!
- **Next Steps:**
  - Ryan Slicer believes 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.
  - Have PTO Media Committee do a Valentine Day Facebook post promoting Gators as a perfect Valentines Day gift.

## 8. 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. 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.
    - 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.

## 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).
    - Reminder of upcoming events posted monthly on the PTO Page
  - Individual Class Pages (St. Al Class of 2029 thru 2021).
    - All classes now have a class 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](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

- 2/10, 3/16, 4/14, 5/12  
 (Note: We changed the March Meeting Date. The new date is Tuesday, March 16<sup>th</sup>.)

## 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:ptoasstreasurer@saintals.org">ptoasstreasurer@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	