



St. Al's PTO Meeting Minutes Tuesday, March 16, 2021

Attendees

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
 Leah Slicer – Media and Ways & Means
 Nicole Gulley - Ways & Means
 Caitlin Wright – Ways & Means
 Mary Stas – Parent PTO Member
 Sandi Staud – Principal

Board Members not in Attendance:

Colissa Brogden -Vice President & Media
 Amy Steimle - Hospitality & Spiritwear
 Ryan Slicer - Media
 Anita Hammann - 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

- The St. Al's PTO Bylaws have been signed by the PTO President
- Discussed PTO Board for the 2021-2022 School Year
 - 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.

Board Position	Responsibilities
President:	<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.
Vice President:	<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.
Treasurer:	<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 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

	<p>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.</p> <ul style="list-style-type: none"> • 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. • Maintain/Update our PTO Financial Tracker • Submit all Deposit/Reimbursement Requests to Business Manager • Ensure our Financial Tracker matches the monthly Bank Statement provided by the Business Manager
Asst Treasurer:	<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"> • 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.
Asst Recording Secretary:	<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.
Hospitality Coordinator:	<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 kids.
Media Relations:	<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 other such duties as are incumbent upon this office.
Asst Media Relations:	<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.
Ways and Means:	<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 (Restaurant Fundraisers, Gator Walk, Coke/Box Tops/Kroger Rewards, etc).
Spiritwear:	<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.

School Liaison:	<ul style="list-style-type: none"> • The School Liaison shall be the liaison between the teachers and the Executive Board. • Align Room Parents for all classes (Preschool – 8th Grade) • 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 to ensure they understand the scope of their work.
Diversity and Inclusion	<ul style="list-style-type: none"> • Not a formal role in our Bylaws.

- Reviewed the list of 2021- 2022 PTO Events
 1. Distribute New Student Signs for Kindergartens and New Student 1st – 8th
 2. 8/15/21: Back to School Meet and Greet - PTO Table with PTO One Pager, Volunteer Sign Ups, and Spiritwear Sales. PTO Dues Letter should be sent in the Welcome Packet.
 3. 8/18/21: First Day of School
 4. Fall Fundraiser (ideas Little Caesars, Buddy Cards, or Mumkins)
 5. 9/10/21: Preschool Grandparents/Special Person Day - PTO provides coffee, juice, donuts
 6. 10/22/21: Trunk or Treat
 7. 10/29/21: Classroom Halloween Parties (Room Parents)
 8. 11/11/21: Veterans Day Program (Need to coordinate with Mr. Shea for the program. PTO provides breakfast for the Veterans, and hang pictures in the hallway).
 9. 12/2/21 – 12/4/21: Wiseman Gift Shop
 10. 12/4/21: Winter Wonderland/Breakfast with Santa
 11. 12/17/21: Classroom Christmas Parties (Room Parents)
 12. 1/30/22 – 2/4/22: Catholic Schools Week
 13. 2/14/22: Classroom Valentine’s Day Parties (Room Parents)
 14. 4/2/22 - Easter Breakfast
 15. 4/29/22: K-8 Grandparents/Special Person Day - PTO provides coffee, juice, donuts
 16. 4/8/22? - Gator Call
 17. 5/2/22 – 5/6/22 – Teacher/Staff Appreciation Week
 18. ? Gator Walk
 19. 5/23/22 – Field Day - PTO provides popsicles
 20. 5/26/22 – 8th Grade Graduation

2. *Treasure Report*

- Reviewed of 2020 – 2021 PTO Budget/Actuals – everything is on track.
- Voted at the meeting to add a \$400 budget for recess equipment for this school year.

3. *Upcoming Events*

- February 17th – April 2nd: 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.
 - The Bowls were given out the week of February 15th to all the teachers to send home with the students. PTO will need to help count and roll the money in April.

- March 19th: March Treat Cart (Donuts and Rice Krispy Treats) for Main Building and sent individually wrapped donuts over to the Preschool.
- Week of May 3rd: Teacher Appreciation Week
 - May 3rd: Grounded Coffee Truck for the Teachers (Paid for by PTO)
 - May 4th: Gift “Cart” for each Teacher (Paid for by St. Al’s)
 - May 5th: Teacher/Staff Appreciation Luncheon (Paid for by PTO and Amanda is organizing it).
 - May 6th: Treat Cart for Teachers (Drink, Candy, and Chips) (Paid for by PTO using the May Treat Cart budget)
 - May 7th: Desserts in the Teacher Lounge (Still to be confirmed)
- 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
 - 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 will organize the Field Day events for the Main Building (Sandi sent him an email).
 - Looking into the option of any mascots visiting
 - Sandi emailing 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 to design the 8th Grade Graduation Signs and the PTO will pay for the signs
 - 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
 - Ryan Slicer to design new “Kindergator” Sign
 - Ryan Slicer to design “New St. Al’s Student” Sign (1st – 8th Grade)

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%)
- May 11th: Jet's Pizza (20%)
- June 8th from 11am – 9pm: Zorbias (30%)
- July: Jimmy Johns (still to be confirmed)
- August: Deweys and Greater's
- **Next Steps:**
 - Need to start thinking about fall restaurants
- **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:** We only have 31 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:
 - \$30 Kroger Gift Card
 - \$10 Gift Card to Cone Zone
 - \$10 Gift Card to Cone Zone
 - \$10 Gift Card to Cone Zone
 - **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:**
 - 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 (see Teacher Appreciation update in Section 3 above).

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 37 online orders on the new St. Al's Gator Gear (spiritwear) website between November 16th – March 3, 2021.
- Met with Writely Sew on March 3rd to review the reconciliation of all orders between November 16, 2020 – February 8, 2021. Writely Sew cut us a check for \$440.28 on March 19th.
- 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:**

- Ryan Slicer he has found a person to create the new Car Window Vinyl stickers. We hope to have the new Car Vinyl stickers ready to hand out at the beginning of the 2021-2022 school year. 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. 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 [lmslicer@gmail.com](mailto:lm 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 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

- 4/14, 5/12
- Would like the April PTO meeting to be in person and will 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	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	ptoassttreasurer@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	