



St. Al's PTO Meeting Minutes Wednesday, May 12, 2021

Attendees

Heidi Burdsall -President
 Beth Bradshaw-Treasurer
 Autumn Koch - Assistant Treasurer & School Liaison
 Lauren Coleman - Assistant Recording Secretary
 Amanda Couch – Hospitality & Spiritwear
 Amy Steimle - Hospitality & Spiritwear
 Leah Slicer – Media and Ways & Means
 Caitlin Wright – Ways & Means
 Nicole Gulley - Ways & Means
 Mary Stas – Parent PTO Member
 Sandi Staud – Principal

Board Members not in Attendance:

Cristy Tiu - Recording Secretary
 Colissa Brogden -Vice President & Media
 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

- Reviewed the PTO Board for the 2021-2022 School Year. We had three open PTO Board Position. Melissa Tenhundfeld expressed interest in the Assistant Media position and Jen Prosser expressed interest in the Assistant Recording Secretary position. They will now fill those positions for the 2021-2022 school year.
- We have one PTO Board role still open (Assistant Treasurer). Per the By Laws - Article XII, Section 6, Subsection A: If any offices remain unfilled, it will be up to Board to nominate and elect officers to those positions.

Board Position	2021-2022	Responsibilities
President:	<ul style="list-style-type: none"> • Leah Slicer 	<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. This is a voting role.
Vice President:	<ul style="list-style-type: none"> • Caitlin Wright 	<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. This is a voting role.
Treasurer:	<ul style="list-style-type: none"> • Heidi Burdsall 	<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 financial tracker • For the 2021-2022 school year, the St. Aloysius Business Manager who continue to manage the St. Al's PTO checkbook (he writes all requested checks and deposits all money given to him) • 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. • Submit all Deposit/Reimbursement Requests to Business Manager • Ensure our Financial Tracker matches the monthly Bank Statement provided by the Business Manager • This is a voting role.
Asst Treasurer:	<ul style="list-style-type: none"> • TBD 	<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"> • Mary Stas 	<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. • This is a voting role.
Asst Recording Secretary:	<ul style="list-style-type: none"> • Jeni Prosser 	<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. This is a non-voting role.
Hospitality Coordinator:	<ul style="list-style-type: none"> • Lauren Coleman 	<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 students. • The Hospitality Coordinator coordinates all PTO Catholic Schools Week events. • This is a voting role.
Media Relations Lead	<ul style="list-style-type: none"> • Colissa Brogden 	<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 any other necessary communications that are needed.. This is a voting role.
Asst Media Relations:	<ul style="list-style-type: none"> • Melissa Tenhundfeld 	<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.
Spiritwear:	<ul style="list-style-type: none"> • Amanda Couch 	<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. • This is a voting role.
School Liaison:	<ul style="list-style-type: none"> • Jodi Vasiliou 	<ul style="list-style-type: none"> • The School Liaison shall be the liaison between the teachers and the Executive Board. • Assigns Room Parents for each classroom (Preschool – 8th Grade) at the beginning of the year. • Communicates to the Room Parents the list of individual class parties they must coordinate during the year based on the teacher's requests (i.e. Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, End of Year, etc). <ul style="list-style-type: none"> ○ 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 throughout the school year to ensure they understand the scope of their work. • This is a voting role.
Ways and Means Coordinator	<ul style="list-style-type: none"> • Autumn Koch 	<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 (Fall Fundraiser, Monthly Restaurant Dine to Donate Fundraisers, Gator Walk, Coke/Box Tops/Kroger Rewards, etc). This is a voting role.

- Teacher Appreciation Week was a big success! We received numerous thank you notes from the teachers and staff!
 - Monday. Week of May 3rd: Teacher Appreciation Week
 - May 3rd: Grounded Coffee Truck for the Teachers and Staff and Rectory
 - May 4th: Planted Flower for Teachers and Staff
 - May 5th: Teacher/Staff Appreciation Luncheon

- May 6th: “ Room Service” (Drink, Fruit, Chips, Candy, or Granola Bar)
- May 7th: Donuts and Coffee in the Teacher Lounge plus a \$5 GC to for every teacher donated by Reddy & Haverkos Orthodontics
- New Child Protection Platform
 - In July 2021, the Archdiocese will be moving to SafeParish as the new platform for Child Protection training and compliance. SafeParish is an organization that specializes in training and education solutions for organizations world-wide.
 - Make sure you are up-to-date on your Virtus Training before the transition to SafeParish!

2. *Treasure Report*

- Reviewed of 2020 – 2021 PTO Budget/Actuals – everything is on track.
- All receipts need to be turned into Beth Bradshaw by June 15th as we will close the 2020-2021 books on June 30th.
- In June, we will begin working on the Budget for 2021-2022.

3. *Diversity and Inclusion*

- Diversity and Inclusion committee is currently being led by Mary Stas and Leah Slicer:
- The Diversity and Inclusion Committee Conducted a Book Drive this year.
 - **When:** Week of Teacher Appreciation Week (May 3 – 7, 2021)
 - **What:** Books for preschool-8th grade. Books that support a wide range of diversity and inclusion with characters and themes.
 - **How:** They asked the teachers for a list of books they would like and then created one Amazon wish list. Posted Amazon wish list link on social media. Books were shipped to St. Al’s. The books will then be distributed to the classrooms.
 - **Results:** Our book drive was a huge success and that is all thanks to this incredibly supportive Gator community! Our school now has **168 more books** for our children to read with a wide array of characters, themes, conflicts, plots and settings. The kids are so excited and cannot believe they get to keep these in their classrooms. Each time I do a photo shoot with them they don't want to give the book back!

Many thanks to our Diversity and Inclusion Committee chairperson, Mary Stas who led the drive and made sure our Amazon Wish List was up and running! Many educators, social workers, librarians, and medical professionals spent time putting together our expansive list of books. Thank you to all involved!

- Many schools have reached out to us and asked for our list of books as they are extremely impressed with it.

4. *Upcoming Events for 2020 -2021 School Year*

- Tuesday, May 18th from 5:00 – 6:00pm: Mr. Auer Meet and Mingle in the Front Parking Lot
 - PTO to provide refreshments and cookies. Nicole Gulley will pick up 3 cases of water and a tray of cookies from Sam’s. Amanda will make a dozen welcome cookies.
 - Amanda to order a St. Al’s Jacket for Mr. Auer as a gift from PTO
- Monday, May 24th: Gator in the Field Day
 - PTO will pay for Lindsay Shaved Ice from 9:30 – 10:30am
 - 83 Preschoolers (preschool to get a small serving)
 - 14 Preschooler Teachers/Staff
 - 158 Main Students

- 21 Main Teachers/Staff
 - Beth Wolfzorn and the Preschool Teachers are organizing 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 is organizing the Field Day events for the Main Building
- 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:
 - 8th Grade Signs:
 - Ryan Slicer designed the 8th Grade Graduation Signs.
 - The signs have been ordered and PTO will pay for the signs.
 - Need volunteers to put the signs in the 8th Grader yards the week of May 17th.
 - 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 and Spiritshirt
 - Ryan Slicer to design new “Kindergator” Sign. The design needs to be done by mid July!
 - Ryan Slicer to design “New St. Al’s Student” Sign (1st – 8th Grade). The design needs to be done by mid July!
 - Ryan to design the 2021-2022 Spiritshirt (need it ready by mid August)
- Summer “Pop Ups”
 - Autumn Koch and Mary Stas will organize the first Summer Pop Up. We will advertise it on the PTO FB Page.

5. 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 **\$1,646.15** from the October - May 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%) **Made: \$56**
 - ✓ May 11th: Jet’s Pizza (20%) **Made: \$223**
 - June 8th from 11am – 9pm: Zorbas (30%)
 - July 13th: Santorini Restaurant
 - August 10th: Deweys from 4pm – 9pm and Greater’s from 6:30am – 10pm
 - **Next Steps:**

- Need to start thinking about fall dine to donate restaurants. Potential restaurants to look into: Christine's, El Rancho Grande, Cone Zone, Price Hill Chili, Santorini, Wendys, Wild Mike's, Roosters.
- 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:** As of January 31, 2021, we had 143 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. As of May 11th, we have 32 entries. Raffle ends on May 12th.
 - The following prizes will be given on May 14th:
 - \$30 Kroger Gift Card
 - \$10 Gift Card to Cone Zone
 - \$10 Gift Card to Cone Zone
 - \$10 Gift Card to Cone Zone
 - **Box Tops:**
 - Received a check for the March 3, 2020 – November 2, 2020 for \$55.50.
 - Received a check on May 10th for the November 2, 2020 – March 1, 2021 period for \$81.80
 - **Coke Rewards:**
 - Received 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.
- Fundraiser Idea: Community Yard sale in the parking lot across from school on a Saturday.
 - Anybody could sign up to sell. People could pay like a fee and get their spot which would consist of 1 or 2 parking spots. Advertise on Facebook and the St. Al's sign. Call St. Vincent de Paul to come at end of event to pick up unwanted items.
 - Lauren Coleman will take the lead on this.
 - **Next Steps:**
 - Need to determine a date (late summer or fall)
 - Obtain approval from Ken for the event to be held in the parking lot

6. Hospitality Update

- Amanda has cleaned out expired foods/drinks in the Teacher Lounge.
- **Next Steps:**
 - Stock the Teacher Lounge for start of school. Need to create a sign up genius in late July and have people bring the items to the Back to School Meet and Greet on August 15th.

7. School Liaison

- **Next Steps:**
 - Need to 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.
 - Update Room Parent form to be sent home in Beginning of School Year Packet

8. Gator Gear (Spiritwear) Update

- We have had 59 online orders on the new St. Al's Gator Gear (spiritwear) website.
- Writely Sew cut us a check for \$440.28 on March 19th for orders between November 16, 2020 – February 8, 2021.
- In the next few weeks, we will meet with Writely Sew to do a reconciliation from February 9 – Present. They will give us a check for approximately \$190.00.
- Athletics T-Shirts have been added to the Gator Gear Website
- PTO purchased samples of numerous Gator Gear Items that can be put on display at events for parents to see. These samples are stored in the copy room.
- We have new Car Window Vinyl stickers with the new St. Al's logo. A very generous donor will be donating 200 Car Window Vinyl stickers to the St. Al's PTO to give out to families!
- Next Steps:
 - Work with Jerry over summer to add new items online before the start of school
 - Work with Jerry to have sample sizes available at the Back to School Meet and Greet

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 Im slicer@gmail.com.
 - Reminder of upcoming events posted monthly on the PTO Page
 - St. Aloysius Gonzaga School Facebook Page
 - Elizabeth Ehrman and Leah Slicer own the updates on the St. Al's FB page.

10. Sneak Peek to the 2021- 2022 PTO Events

1. 8/15/21: Back to School Meet and Greet - PTO Table with PTO One Pager, Volunteer Sign Ups, and Spiritwear Sales
2. Fall Fundraiser
3. 9/10/21: Preschool Grandparents/Special Person Day - PTO provides coffee, juice, donuts
4. 10/22/21: Trunk or Treat
5. 10/29/21: Classroom Halloween Parties (Room Parents)
6. 11/11/21: Veterans Day Program
 - Mr. Shea plans the show
 - PTO provides coffee and donuts afterwards
1. 12/9/21 – 12/11/21: Wiseman Gift Shop
2. 12/11/21: Winter Wonderland/Breakfast with Santa
3. 12/17/21: Classroom Christmas Parties (Room Parents)
4. 1/30/22 – 2/4/22: Catholic Schools Week
5. 2/14/22: Classroom Valentine's Day Parties (Room Parents)
6. 4/2/22 - Easter Breakfast
7. 4/8/22 - Gator Call
8. 4/29/22: K-8 Grandparents/Special Person Day - PTO provides coffee, juice, donuts
9. 5/2/22 – 5/6/22 – Teacher/Staff Appreciation Week
10. TBD Gator Walk
11. 5/23/22 – Field Day - PTO provides popsicles
12. 5/26/22 – 8th Grade Graduation

11. Back to School in August

- PTO Papers to include in Welcome Packet
 - PTO Welcome with Dues. Include list of dates of PTO events and Spirit Shirt Size request.
 - Room Parent Volunteer Form
 - Document confirming what information families want to include in the school directory.
 - Details on how to order Gator Gear on the website
 - One pager recaps all 3 “fundraisers” (Kroger Rewards, Box Tops, Coca Cola)
- Kindergator and New Student (1st – 8th Grade) signs (need to be put in yards before August 15th Meet and Greet).
- Ideas for Welcoming Families to the 2021-2022 School Year
 - When PTO receives PTO dues at the beginning of the year, send an email to the family telling them we received their dues.
 - Provide a directory of all St. Al’s Families. In Welcome Folder, need to include a document confirming what information families want to include in the directory.
 - Personal Communication (Mentor New Families) – Have a current family call a new St. Al’s family to welcome them to St. Al’s community and check in on them periodically throughout the year.
 - We want PTO to feel welcoming. Make sure to post the dates/times for the General PTO Meetings.
 - Need to make sure to advertise that parents and teachers should send pictures to pictures@saintals.org. These pictures will be leveraged for the St. Al’s Facebook Page, St. Al’s PTO Facebook page, St. Al’s Website, etc.

Thank you all for a wonderful PTO Year! We look forward to doing amazing things again in the 2021-2022 School Year!