



St. Al's August PTO Meeting Minutes Wednesday, September 9, 2020

Attendees:

Heidi Burdsall -President
Colissa Brogden -Vice President & Media
Beth Bradshaw-Treasurer
Autumn Koch - Assistant Treasurer & School Liaison
Cristy Tiu - Recording Secretary
Lauren Coleman - Assistant Recording Secretary
Amanda Couch – Hospitality & Spiritwear
Amy Steimle - Hospitality & Spiritwear
Leah Slicer – Media and Ways & Means
Ryan Slicer - Media
Caitlin Wright – Ways & Means
Nicole Gulley - Ways & Means
Katie Fischer – PTO Mentor
Sandi Staud – Principal

Board Members not in Attendance:

Anita Hammann - Ways & Means
Nicole Turner - Hospitality

Meeting was opened with Prayer and introductions

1. President's Report

- Forms signed by all Board Members: Conflict of Interest and COVID
- Virtus Training - Everybody needs to be Virtus trained to volunteer.
 - **Next Step:** Ask Susan Meymann to conduct another session.
- Updated Bylaws will be reviewed by Ken and Archdiocese.
 - According to the updated Bylaws the following roles make up the Executive Board: President, Vice President, Treasurer, Assistant Treasurer, Media Coordinator, Ways & Means Lead, Hospitality Cp, Spiritwear Lead and School Liaison.
 - Any expenses over \$500 shall require a majority vote of the Executive Board Voting Members. Expenses equal or less than \$500, the PTO President can request the amount from the Treasurer in writing.
- Board Emails and Google Drive
 - Board members have been provided with email addresses by position. **All information related to PTO** should be maintained within the email accounts and google drive for continuity.
 - Any forms or documents need to be saved to google drive for easy transition of board members. Begin keeping records of what you do by month for easier transition.

- New Student Signs (41 Kindergators and 17 students in grades 1st -8th).
 - Thank you to everyone who helped deliver and put up the signs!
 - PTO will continue to budget to do the New Student and Kindergator signs at the beginning of the year and the 8th grade graduation signs.
 - Next year we will re-design the yard signs for 8th grade & kindergarten. Will continue to support parishioner business for the signs.
 - Decided the Media Lead role will be the PTO role in charge of the New Student signs going forward in future years (this entails making sure the signs are order in August and delivered to the kids houses before the start of school).
 - **Next Steps:**
 - Media Lead will need dates/lead time for the beginning of year signs. Beth to create document.
 - Ryan Slicer will design new signs.
- PTO documents sent home on the 1st Day of School (Due 9/18)
 - PTO Letter with PTOs Dues, Spirit Shirt Order and Volunteer Form with Envelope attached
 - Room Parent Volunteer Form
- PTO documents sent home on the 1st day of school. (due 9/18). Reminders will be posted on the Gazette.
 - **Next Steps:**
 - Media Lead to attach PTO letter in this week's Gazette and post documents on the Facebook PTO page.
- Upcoming Events
 - Trunk or Treat (October 23rd) - Lead: Amanda Couch
 - Additional details to include on the Trunk or Treat Flyer: The COVID policy, masks are required, and people need to bring Individually wrapped candies. Decided that we will not require reservations needed.
 - Agreed to not have any awards this year.
 - Look into have 7th and 8th grade students to guide the "parade" around the parking lot and can use it as service hours for confirmation.
 - **Next Steps:**
 - Sandi to provide COVID policy to include on form
 - Amanda will write the guidelines and Ryan will finalize the format.
 - Media Committee will post the date and reminders on the PTO page.
 - Media Committee to include a write up on Trunk or Treat in all October Gator Gazettes
 - Veteran's Day (November 11th) – Lead: Leah Slicer
 - Since we cannot hold our normal Veterans Day celebration, we will celebrate in new ways.
 - Each class can bring flags to the cemetery. Students will be at the lower parking lot and will carry flags.
 - **Next Steps:**
 - PTO to buy 4x6 flags.
 - Request pictures of military family members and hang 8x10 pictures throughout the hallways.
 - Students will make cards for the veterans. Colissa will check if VA will hand out cards to the veterans.

- Ask the person who played the bagpipe last year if he can play this year at the cemetery.
- Get a list of the veterans buried in the cemetery.
- Wiseman Gift Shop (November 30 – December 5) – Lead: Caitlin Wright
 - Each class will visit Wiseman Gift Shop individually to allow for social distancing.
 - Continue doing the “donate a gift to the tree”.
 - **Next Steps:**
 - Determine how we want to get all the gifts for the Wiseman Gift Shop. Option 1: [Penguin Patch - Your Favorite School Holiday Gift Shop!](#) We buy the gifts from them and can ship back free anything we do not sale. Option 2: Members of our PTO Board buy all the gifts before the event. Risk: If we can not return unsold items.
- Breakfast with Santa (December 5th) – Lead: Cristy Tiu
 - Change the name of the event to “Winter Wonderland” since we can not serve a full breakfast.
 - At the event, we will provide prepackaged donuts, prepackaged crafts, Wiseman Gift Shop and Spiritwear Shop.
 - **Next Steps:**
 - Send emails to parents who signed up to volunteer if they want to help.
- Painting the front and back parking lots with activities for the kids will take place on Saturday, September 26th and Sunday, September 27th. (Backup weekend October 3rd and 4th).
 - We will have fun playground activities painted on the black top- hopefully to engage Preschool - 8th Graders when they are outside at recess.
 - We will have template shapes that can be traced so everyone and all skill sets are welcome!
- Plan for General PTO Meeting
 - Due to COVID, we cancelled our August General PTO Meeting but we would like to hold the next General Meeting.
 - **Next Steps:**
 - At October PTO meeting, need to discuss when and how do we want to hold the General PTO meetings for the school.

2. Treasure Report

- Reviewed of 2020 – 2021 PTO Budget
- Any emails regarding money will include the Treasurer, Assistant Treasurer and President.
- Need to look for ways to do more fundraisers. Would like to make \$6000 in fundraising by the end of the school year.

3. Hospitality Update

- Thank you to Amanda and Amy for stocking the Teacher’s Lounge!
- **Next Steps:**
 - Need to go through PTO items in Undercroft (Amanda and Amy plan to do on 9/17).

4. Media Update

- New St. Al's logo on everything starting September 1st. For any material being sent out or posted online, Ryan Slicer must sign off on the design/format.
- Need to continue to get parents to follow our new St. Aloysius Gonzaga PTO Private Facebook Group.
- 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.
- **Next Steps:**
 - Beth to ask Ms. Ehrman to make a pictures@saintals.org email address. Once done, Media Committee to ask teachers and parents to send pictures and videos to the email address.
 - Ryan will work with Amy Hummel to confirm the format for the Gator Gazettes.
 - Leah to create a process for anytime anyone that wants to have something posted on the PTO Facebook page.
 - Media Committee to provide an update for Friday's Gator Gazette to remind families to send in PTO Dues with Spirit Shirt Form and Homeroom Parent Volunteer Form.
 - Need to work on Media/Marketing coordination with athletics. One PTO member should attend their monthly meeting. Need to coordinate with Michael Jordan (President), Nancy Armstrong (VP), and Kathy Hick.

5. Spiritwear Update

- New St. Al's logo will be on all new St. Al's Spiritwear orders
- Debuting New Spiritwear Catalog this fall!!
- **Next Steps:**
 - Media Committee will coordinate a photoshoot with new spiritwear. A slideshow of all the new spiritwear will be played on the TVs in the cafeteria.
 - Debut our new spiritwear with in person sales. Families will be able to try on samples for sizes.
 - Back of church in November to order Christmas items
 - Winter Wonderland
 - Open House

6. Ways & Means Update

- Will focus on having monthly Dine & Donate Restaurant Fundraisers. (Chipotle, Nation, Jets, Skyline, Frisch's, Dewey's... etc). Lead: Amy Steimle
 - **Next Step:** Amy will call restaurants to get more information and create a schedule of the Dine & Donates by month
- Begin monthly Gator Grams. Kids and parents can send a monthly Gator Gram with a piece of candy to students. Lead: Heidi Burdsall
- Other ideas for fundraisers this year:
 - Little Caesars Fundraiser Leads: Lauren Coleman & Nicole Gulley
 - Art To Remember
 - Monthly Raffle
- Box Tops, Coke Rewards, Kroger Rewards Lead: Caitlin Wright
 - **Next Steps:**
 - Caitlin to register a coordinator (for box tops)

- Caitlin to provide Media Committee with details regarding Box Tops, Coke Rewards, Kroger Rewards to post on our PTO Facebook page. Media Committee will post monthly reminders on PTO page.
- Need to add Step by Step Instructions about Rewards on the PTO section of the Website

7. School Liaison Update

- Next Steps:
 - Need to assign PTO Board Members to call and check on new families and welcome them to St. Al's.
 - Once all the Room Parent Request Forms are submitted, Autumn will determine Room Parents for each class and notify them.

8. Diversity and Inclusion

- It is very important that we include Diversity and Inclusion events throughout the year. To do this we are creating a new Diversity and Inclusion Committee.
- Next Steps:
 - Sandi get an inventory of diversity literature currently available in the classroom. Ask parents to donate a book to the classroom regarding diversity.
 - Media will create a post on our PTO FB page and ask parents if they would like to join the Diversity and Inclusion Team. Host a Zoom with other school parents to get to know them.

9. PTO Meetings are held the 2nd Wednesday of every month at 6:30pm

- 10/14, 11/11, 12/9, 1/13, 2/10, 3/10, 4/14, 5/12