



St. Al's October PTO Meeting Minutes Wednesday, October 14, 2020

Attendees:

Heidi Burdsall -President
Colissa Brogden -Vice President & Media
Beth Bradshaw-Treasurer
Cristy Tiu - Recording Secretary
Lauren Coleman - Assistant Recording Secretary
Amanda Couch – Hospitality & Spiritwear
Amy Steimle - Hospitality & Spiritwear
Anita Hammann - Ways & Means
Nicole Gulley - Ways & Means

Board Members not in Attendance:

Autumn Koch - Assistant Treasurer & School Liaison
Leah Slicer – Media and Ways & Means
Ryan Slicer - Media
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

- Handed out the thank you notes from Students and Staff for the Painted Parking Lots
- 2020 – 2021 PTO Dues: 162 Families paid dues. Total Amount Collected: \$2,545 (some families sent in extra money).
- Spirit Shirts will be handed out next week to all Students, Faculty and PTO. Spent \$2221 on the spiritshirts.
- Would like to introduce a Treat Cart as something fun for the kids (November, January (Catholic school week), March, May). During the meeting there was a request a \$500 budget to the Treat Cart. Board voted unanimously to do treats 4x during the year.
 - K-8: Chips, Cookies, Candy, Pencils
 - Preschool: Preschool is already provided a snack by the school. Beth will follow up with Beth Wolfzorn

2. Treasure Report

- Reviewed of 2020 – 2021 PTO Budget/Actuals
- Any emails regarding money will include the Treasurer, Assistant Treasurer and President.

3. Upcoming Events

- Trunk or Treat (October 23rd) - Lead: Amanda Couch Budget: \$0
 - Decided we must park the cars in every other spot in order to promote social distancing. Will have a sign up genius for 40 reservations – must be a St. Al’s family.
 - Covid Recommendations: everyone must wear a face mask, recommend adults hand candies with gloves, will put arrows for directions, will have a sanitation station, only St. Al families.
 - Event Times: 6:30-7:00 pm - arrival of cars, handing out candies will be from 7:15-8:15
 - **Next Steps:**
 - 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
 - Amanda to follow up to have St. Al’s billboard sign changed to Trunk or Treat: St. Al’s family only.

- Veteran’s Day (November 11th) – Lead: Leah Slicer Budget: \$50
 - 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 (Nov 30 – Dec 5) – Lead: Caitlin Wright Budget: Would like a profit of \$100 - \$200.
 - Caitlin was not at the meeting so we did not talk much about this event.
 - 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 by all the gifts before the event. Risk: If we can not return unsold items.
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- Winter Wonderland (December 5th) – Lead: Cristy Tiu Budget \$200 but would like to make a profit. Last year’s event profit was over \$900.
 - At the event, we will provide prepackaged donuts, prepackaged crafts, Wiseman Gift Shop and Spiritwear Shop.
 - **Next Steps:**

- Decided that we need to create a plan of what the event would look like so we can get approval to see if we can move forward with the event. Cristy is to create of draft of the proposal to share with the group.
 1. We would create a sign up genius to control the number of people attending the event so we can make sure to be social distancing
 2. 2 timeslots for the event: 9am -11am and 12pm -2pm (so we can sanitize in between.)
 3. Need to confirm the number of tables in the gym as we will seat 1 family per table
 4. Families would eat prepackaged donuts and drink (juice/milk) at their assigned table. if we serve coffee, someone will be assigned to serve it.
 5. Families would do a provided craft at the assigned table (Craft in a bag)
 6. We would “name” each table.
 7. Charge \$7/person
 8. Use the cafeteria for spirit wear sales.
 9. Check PTO closet for decorations to minimize decoration costs
- Open House (January 24th)
- Catholic School Week (January 24th – January 29th)
 - During the November PTO Meeting, we must confirm the activities planned for Catholic Schools Week

4. *Ways & Means Update*

- Little Caesars Fundraiser Lead: Lauren Coleman
 - September 28 – October 15th. Goal is 3 kits per student!
 - Pick Up: A TBD day the week of November 1st
 - Prize for Top Selling Classroom
 - Since the size of classroom differ, we will calculate the top selling classroom by average (# of kits sold in classroom/# of kids in classroom)
 - If K-8 classroom wins: Out of Uniform Day
 - If Preschool classroom wins: Ice Cream Cups at Lunch
 - Prize for Top Selling Student: \$25 GC to Target
- 2nd Tuesday of the Month will be the Monthly Dine to Donate Restaurant Fundraisers. Lead: Amy Steimle
 - October 13th 11am-9pm: F&N Goode (20%)
 - Put a thank you post on Facebook to F&N
 - November 10th 4pm -8pm: Jetts Pizza Dent Location (20%)
 - December 8th from 4pm -9pm: Bob Evans (15%)
 - January – June:
 - January: Chipotle (33%)
 - February: Goldstar (15-20%)
 - March: Panda Express (20%)
 - April: Pending
 - May: Buffala Wild Wings
- Begin monthly Gator Grams. Kids and parents can send a monthly Gator Gram with a piece of candy to students. Lead: Heidi Burdsall
 - Decided to pause Gator Grams right now

- 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

5. Diversity and Inclusion

- The week of September 28th, the Diversity and Inclusion Committee had their first meeting. There are a lot of ideas and initiatives swirling around for the upcoming year and looking forward to next year. 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. Leah has also reached out to Patty Ragio, President at Mercy McAuley, as she is head of their Diversity and Inclusion Committee, to gain insight from her on events and initiatives they do throughout the year.
 - “Birthday Book” – a kid celebrating his/her birthday will donate a book he/she picks.

6. Media Update

- Facebook
 - St. Aloysius Gonzaga PTO Private Facebook Group.
 - Process to submit posts on PTO Page. All post are done by Leah or Colissa.
 - Reminder of upcoming events posted monthly on the PTO Page
 - Individual Class Pages (St. Al Class of 2029 thru 2021).
 - Some classes already have pages created (such as 2032 and 2025). Need to ensure all classes have page,
 - St. Aloysius Gonzaga School Facebook Page
 - Elizabeth Ehrman owns the updates on the St. Al’s FB page.
- St. Al’s Website
 - Updates to the St. Al’s PTO page on the website. Need to confirm what updates need to be made.
- Personal Communication (Mentor New Families)
 - Idea to call new St. Al’s Families to check in on them after their first weeks at St. Al’s.

7. Spiritwear Update

- Currently developing the plan for debuting the New Spiritwear Catalog this fall!!
 - Owners/timeline

- PTO would like to purchase 1 of many of the items in the new catalog so people can see the items in person and we can put them on display. However, we do not have this cost in our current budget. Need to determine if this is something we would want to move forward with (approximate cost \$1000).
- Spiritwear Sales:
 - Back of church in November to order Christmas items
 - Winter Wonderland Event
 - Open House
- Amanda will own ordering new spiritwear for 2020-2021 school year.
- This year, we would like to move all spiritwear ordering online.
- Need to ensure all parents are aware that there are NO REFUNDS on spiritwear orders.

8. Hospitality Update

- **Next Steps:**
 - Amanda will create a Sign Up Genius for parents to sign up to bring goodies for future months.
 - Need to confirm with Sandi the plan for Teacher Conferences
 - Need to go through PTO items in Undercroft

9. School Liaison

- Autumn was not at the meeting so no update on School Liaison
- Next Step:
 - Beth contact Autumn to confirm Room Parents assigned for all classrooms and that all Room Parents understand their scope of work for the year

10. Open Floor

11. PTO Meeting Dates 2nd Wednesday of every month at 6:30pm

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

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	ptoasstreasurer@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	