



*St. Al's PTO Board Meeting Agenda
March 9, 2022*

Attendees:

Mary S., Leah S., Melissa T., Amanda C., Erin G., Amanda R, Autumn K., Ella G., Beth N., Caitlin W., Hayley D.

Prayer

President Report - Leah Slicer

- Volunteer of the month for February: TBD - Leah will do the drawing tomorrow, \$100 Nation Gift Card goes to the winner.
- **Keep up with bulletins on SafeParish**
- The Greater Gator & The Greater Gator Educator
 - o Congrats to Alonzo S., Violet J. and Mrs. Rhein who are the winners for February! Good job on the swag Autumn!
 - o Don't forget to look through and vote for our March nominees! Leah will post nominees on Board Page and we will vote.
- Fish Fry Volunteers – how is it going? Derrick Jones cannot work on Friday.
- Beth - grant writing for PTO and such - Learning Links, \$3000 potentially to support the school for enrichment activities (service learning and extras).

2022-2023 Available Board Positions

- Several positions on the board will be up for election this Spring.
 - o Spiritwear, Hospitality, Ways and Means, anyone else want to switch?
- Elections will be held in April. Can stay in positions for 2 years. Available positions will be announced in April and put out to the PTO families for any roles that the current officer does not wish to fill for a second term.
- Add our own blurbs explaining what we do and if you can do this job from home or in school. Many positions are available to do from home.

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 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. 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 Preschool Staff 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.
After School Program Coordinator	<ul style="list-style-type: none"> Research and organize after school programs for the students Bring in outside organizations to run different programs throughout the year Handle all sign ups, dues, and permission slips for the programs

Grandparents/Special Persons Day 4/29

- PTO typically provides donuts and coffee (have \$1000 budgeted between k-8th) - **Dunkin** - 20 dozen donuts cut in half for kids, Giant brown Cambros of coffee, smaller cambro of decaf. Went out and got more donuts and ended up with 6 extra dozen. 5 gallons of OJ. little bottles of water.
- **Melissa, Hayley, and Autumn will coordinate**
- **Book fair, classrooms, gym donuts and coffee, picture station**
- Preschool was canceled this fall – potential to add to k-8th?

Teacher/Staff Appreciation Week (5/2-5/6)

- Need to start planning (have \$800 budgeted)
- Last year's schedule:
 - o Monday: Coffee Truck - Need a replacement because it was not a hit (Panera Breakfast) - \$350
 - o Tuesday: Potted Flowers - (Parent spoil your teacher day Tuesday - send cards)
 - o Wednesday: Luncheon – rescheduled from CSW - Dewey's donated - send thanks
 - o Thursday: Room Service Treats - good to go again - sam's \$120
 - o Friday: Donuts and Coffee - potted plants (45 - flowers) \$225
- Need volunteers!!
- Girl Scouts banner for K-8th
- Aftercare for preschool

Field Day 5/23

- PTO provided Lindsay shaved ice last year
- Have \$200 budgeted for a treat
- Mr. Jones is the lead at Cheviot fieldhouse
- Looking for volunteers

8th Grade Graduation 5/26

- PTO purchases graduation signs for each student, a graduation t-shirt, and \$50/student for class party (have \$800 budgeted)
- Slicer needs to make a sign
- 7th throws a party for the 8th grade and we give them \$ for it

Treasurer Report – Caitlin Wright

- February was a quiet month
- Purchased items for cornhole raffle basket - looks great! Good job Caitlin!
- Bob Evans check- Jerry said he sent it.
- Need to make a budget for next year - treat cart, diversity and inclusion

Ways and Means - Autumn Koch

- Brink cocktail fundraiser - 30% - summer – date set
- Update on dine to donates –
 - February – Bob Evans raised - waiting on \$
 - March - Nation – interested in a PTO board dinner night - yes, BIT Fish Sandwich, across all Nations
 - April - Chipotle
 - May - Zorbas - make flyer, Amanda has already
 - June - Cancun - Hayley setup
 - July - Brink- July 14th Caitlin's birthday Parents night out celebration
 - August Happy Hangouts - preschool meet your friends night
 - Try out Chicken Salad Chicks, Tropical Smoothies, etc.

Hospitality and Spirit Wear - Amanda Couch

- Update – Spirit shop closed for spring. - tons of stuff in signup genius to donate. Families like to sign up. Continue in August and January - still have popcorn, candy, granola, candy. Granola bars are the biggest item (nature valley bars)
- Spirit Shop is closed. No total yet.
- Anything else?

Upcoming Events

- 4/29 - K-8 Special Persons/Grandparents Day - PTO provides coffee, juice, donuts
- 5/2-5/6 - Teacher/Staff Appreciation Week
- 5/23 - Field Day - PTO provides popsicles
- 5/26 - 8th grade graduation

OPEN FLOOR DISCUSSION

- Given the choice to take over the Gala for next year.
 - \$60-80,000 a year in person.
 - PTO take 20% - more than we make all year.
 - Melissa has offered to be a colead.
 - Sandi said she would still do donations
 - Marinating on the date
 - Everyone voted yay for PTO to take over the gala!
- Harvest Home Parade - Division 1 or 2!
 - Mark is driving the trailer donated
- 4th and 5th grade letters.
 - Recess bins with suggested toys
 - Basketball hoop
 - Out of uniform every other Friday (School decision)
 - Footballs and benches
 - We have \$400 for equipment (color code for 4 recess periods)
- Popsicle Pop up
 - June at bicentennial park
 - Signs, bubbles, balloons, chalk, tats

Next PTO Meeting April 13, 2022