

St. Mary PTO MEETING MINUTES

Vice President & Treasurer Reports

TIME ALLOCATED	15 min	PRESENTED BY	Sarah Santini
DISCUSSION	<ul style="list-style-type: none"> ● Finances = Same <ul style="list-style-type: none"> ○ We are trying to access the monies we were paid through SMART for the Uniform Vault in order to add those funds to our PTO account. ○ Uniform Vault cash that Anna was hanging onto has been given to Sarah who is the only Exec. Board member with access to the bank account at this time. ● There was a self-nomination for the Treasurer position by Jessica Grima, as she was unable to attend this month's meeting, this will be tabled until next month. 		
CONCLUSION	Sarah is doing her best to get everything with our finances ironed out for the new, incoming Treasurer. Jessica Grima would like to be the Treasurer.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Jessica Grima for Treasurer	PTO	December Mtg.	
Deposit Uniform Vault Monies	Sarah Santini	ASAP	

Secretary Report

TIME ALLOCATED	10 min	PRESENTED BY	Anna Thelen
DISCUSSION	<p>Angel Tree During COVID</p> <p>This year instead of doing our usual, physical Angel Tree (a tree with gift tags on it for items the teachers and staff need/want for the school,) in the front of school we will be asking teachers and staff to create an Amazon wish list. This way we can still give to our teachers and staff in a safe manner! My plan is to create an easy guide to creating an Amazon wish list and send it out to all of the teachers next week. I hope to attend their Wednesday meeting to field any questions and then ask that they send the links to their lists to the PTO by Monday in order to compile those links to send out in the newsletter.</p> <ul style="list-style-type: none"> ● Each teacher and staff member will have their own list. ● They may elect to have items shipped to the school or their homes. ● We hope that Principal Lomas and Ms. Dion will also create lists. ● We are encouraging them to ask for fun stuff! ● You are able to obtain wish list items elsewhere and check them off the list. <p>PTO POST CARD HANDOUT</p> <p>In an effort to both advertise the PTO, but also encourage mingling amongst parents we will be creating a PTO "fast facts & timeline," post card. This postcard will be handed out by the Exec. Board directly to parents and guardians in the school parking lot. We are hoping this will make us more approachable and spark interest in our group and meetings. Things to include on postcard:</p> <ul style="list-style-type: none"> ● Exec. Board member names, kid's names and grades. ● Contact info, PTO email and personal emails, our website, possibly phone numbers for texting. 		

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- Timeline of events and opportunities to be involved
 - Monthly lunches & PTO Meetings
 - Teacher Appreciation
 - 5K
 - Fun Day
 - Angel Tree
 - Golf Outing
 - Weekly teacher meeting snacks (more info in new business)
- After the postcard has been dispersed we may follow up with a flyer that goes home with students and includes more details.

CONCLUSION

The Angel Tree is going digital this year! God willing, the links to the lists will be going live in roughly a week and a half.

A post card to advertise the PTO is in the works, to include useful information and how other parents can join us! We hope to increase involvement in our group in order to increase the amount of good we can do for our school!

ACTION	ACTION TAKEN BY	DATE TO BE ACTIONED BY
Lay out Virtual Angel Tree for teachers and staff	Anna	Week of 11/15/2020
Launch Virtual Angel Tree	Anna/Ms. Dion with Newsletter	Week of 11/22/2020
Create info postcard re:PTO	Anna	December Meeting

THE BIG RAFFLE

TIME ALLOCATED

10 min

PRESENTED BY

Sarah Santini

DISCUSSION

- This year we are down 50% in sales from where we were last year.
 - Last year we sold over 700 of the 1,000 tickets.
 - We must sell at least 350 for the drawing to not simply be a 50/50.
- We are going to blame this on the “COVID Funk.”
- How will we kick the COVID Funk and kick butt selling tickets?
 - JEEP & signage being moved to Williamston Road House
 - RJ also dropped off posters to the owner who said he wanted to promote us.
 - Have Christy add info regarding buying tickets to the feed prior to online mass - several sales have come from Fr. Fons mentioning ticket sales.
 - Have Fr. Fons mention ticket sales again!
 - Selling tips:
 - Don't be afraid to be told “no.” That's really the worst that could happen, this raffle does have incredibly good odds and supports an awesome cause!
 - When texting, emailing or asking family via social media include the direct link to the cart, which will bypass the website and literally take them to checkout.

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- You can find this by going to the Big Raffle Webiste, clicking “Buy Tickets Online Now,” and copying the link in your navigation tab.
- Personally call out your friends and family in tagged posts on social media in order to make it fun and competitive! Sarah’s family was able to sell 14 tickets this way - Anna went home and tried this and as of typing these notes has sold 4!

THE RAFFLE DRAWING ANNOUNCEMENT AND AFTER PARTY

- The Williamston Light Parade has been cancelled.
- In order to still provide a community event that will kick off the Advent Season as well as celebrate the winners and completion of our Big Raffle, FFF and the church are developing a celebration that follows social distancing and COVID precautions.
 - Much of the event will take place outside with tents and fire pits provided.
 - Activities proposed: live nativity, cookies, food/drinks, praise and worship, prayer candle lighting.
 - To keep down crowds this event will only be advertised to the church and school.
- The drawing of the winning tickets will take place as planned at 10 am on 12/5/2020 at the church.

CONCLUSION

Sales are down this year and we have thought of some ways to help boost them.
The Williamston Light Parade has been cancelled, but FFF & the parish are working on substitute, smaller event to kick off the Advent Season. There is no change in when and where the winning tickets will be drawn.

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Sell Tickets!	Everyone	12/4/2020
Post tips and tricks for selling tickets on social media and include in school newsletter.	Chandra, Sarah & Anna	ASAP

5K

TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske
DISCUSSION	<ul style="list-style-type: none"> ● STILL LOOKING FOR A FAMILY TO CHAIR. 		
CONCLUSION	At our executive meeting we had discussed potential individuals and families that could take over this event. We must start asking around to see who is interested.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Find event chairperson/chair family.	Chandra	December Meeting	

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CLASSROOM REPS

TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske
DISCUSSION	<p>We have reps for PK (Riley,) 2 (Strzalkowski,) and 5% (Dunlap) . We are still seeking reps for grades, K, 1, 3/4 and 7/8. We are hoping these reps will begin to attend the monthly meetings and disperse information regarding events and school happening to their fellow parents. We are also encouraging this parent to have some kind of winter event to get families socializing and the kids together outside of school. Sledding and other activities have been suggested. Emily Riley mentioned that when she was teaching she would also call upon parents to do small jobs to help in the classroom, there were many of these that could go home with parents to follow COVID guidelines.</p>		
CONCLUSION	<p>We have about half of our reps and are seeking the other half. Chandra will be contacting the teachers without reps to see who they'd like to have do the job. A follow up email of duties and expectations will be sent once all positions are filled. We are hoping these individuals may also be interested in hosting a winter social event for families, like sledding.</p>		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Fill empty seats for classroom reps, contact teachers.	Chandra	December Meeting	

UNIFORM VAULT

TIME ALLOCATED	5 min	PRESENTED BY	Anna Thelen
DISCUSSION	<ul style="list-style-type: none"> ● 19 transactions in the month of October. ● Able to outfit 2 new students prior to their first day. ● We will be donating a pair of pants in each size available to the school office for students who may need them. <ul style="list-style-type: none"> ○ Along with this it has come to my attention that often students in lower grades have accidents which involve them needing new underpants. I will be buying brand new underpants in sizes 4-8 and individually bagging them to keep with the extra pants for students who may need them. It would be appreciated if the pants were returned, but please, keep the underpants. 		
CONCLUSION	<p>Uniform Vault is going well! Emergency pants and underpants to be stocked in the Main Office for at school accidents. Please return pants, but not underpants!</p>		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Get pants and underpants to Main Office for accidents	Anna	ASAP	

NEW BUSINESS

TIME ALLOCATED

30 MIN

PRESENTED BY

GROUP

MOTHER DAUGHTER TEA

- Cancelled due to COVID
- Possibility of doing a girl's event Mother's Day weekend followed by a later event for boys.
- It has been suggested that in the future these events might take place in Feb/March to give us something to look forward to in winter.

PARKING LOT

- What is the protocol for half days?
 - Would it be possible to remind/re-release the details of how the parking lot flow of traffic and safety works prior to these days?
- People need to continue to follow the one way rule, coming in between the church and the school, parking and picking up their child in the school parking lot, continuing out around the backside of the school, by the gym and then back out onto the street.
 - It was suggested that maybe we release a diagram of the traffic flow. That we also might encourage those who want to leave quickly to park near the back, so as to avoid cars driving through the children trying to get to their parents.
 - It was also suggested to make a timeline, including when the last recess ends, when the cones go out, when the students are released...
 - It was also suggested that maybe we can be more purposeful with our cone placement, using them to push cars back further from where the students will be walking.
- There was hope for a general overall refresher on how the parking lot works for pick up and drop off.
- Possibility of adding an older student safety patrol to assure students are safely getting to their parents and cars are doing as they should.

TEACHER MEETING TREATS

- Teachers and staff have a weekly meeting every Wednesday at 3:30. Recently Anna Thelen had been bringing in treats for these meetings, other parents asked if they could join as well.
- Anna Thelen will be contacting Ms. Dion to get a list of the remaining meetings for the year in order to set up a Meal Train to keep track of and allow others to sign up to bring snacks to the meetings.
 - Sign up for as many or as few as you'd like and bring any kind of snacks that you or your family would enjoy.
 - Snacks can either be sent with kids to school, delivered to the Main Office at drop off or pick up, or delivered by your favorite snack restaurant.
- There are roughly 12 people who attend the meetings.

RAFFLE SALES REWARDS FOR FAMILIES

- Families who sell all 9 of their tickets for the raffle and turn in their form will be given dress down passes for all children and then a gift card of some sort for the family.
- We are having a hard time finding an affordable treat that the PTO can provide.
 - example: 4.5 doughnuts per family isn't ideal.

DISCUSSION

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	<ul style="list-style-type: none"> Suggestions were to check out Costco's gift card deals, ask Hungry Howie's, check in with big box stores. <p>ADVENT CALENDARS</p> <ul style="list-style-type: none"> Emily Riley mentioned that it would be nice of the school or church to offer Advent calendars of some kind for sale prior to the Advent season. A great way to get families/people excited for and involved in the Advent Season in their own homes. 	
CONCLUSION	<ul style="list-style-type: none"> COVID has cancelled several more in person events for the winter. Parking Lot issues to be presented to Principal Lomas. Teacher meeting treats give families a chance to show appreciation for teachers and staff at meetings. Still looking for big raffle sales rewards for families. Advent calendars could be a great thing to offer our families. 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Forward parking lot issues to RJ	Anna Thelen	ASAP
Set up Meal Train for teacher meeting treats	Anna Thelen	ASAP
Find reward for family tickets sales	Sarah Santini	ASAP
Ask around church to see if there is info re:Advent Calendars	Anna Thelen	ASAP

OTHER INFORMATION

	Meeting adjourned at 7:30 pm
RESOURCES	
SPECIAL NOTES	We really enjoyed using the new room in the church hall!

SECRETARY APPROVAL: *Anna K. Thelen* 11/14/2020
 (Signature & Date)
