

# St. Matthew's Catholic School

## Parent Association Meeting Minutes

September 14, 2020

Present: 12 via Zoom

### Welcome and Opening Prayer

All participated in the opening prayer. Laura, PA president welcomed all to the meeting.

### Introductions

All parents present introduced themselves to the group.

### Treasurer's Report-

- Caitlin and Laura are getting the budget put together based on last year. They are meeting on Thursday night for more finalization. Few changes with no events currently planned. Potential for some new areas to spend. Will email financial report out when minutes are completed. **UPDATE – budget approved by School Board 9-17-2020**
- Incoming \$ potential: Mardi Gras potential for 2021 taken out, registration fee amount isn't final yet with \$ still coming in, continue hyvee and box tops and Zio Johnos, Amazon Smile training and hopefully increase amount coming in, Chick-Fila and Panera possible opportunities, restitution from Vaughn may still continue
- Outgoing \$ potential: Still planning Catholic schools week, still doing Essentials week, clothing for accidents, back to school checks for teachers (\$1900), teachers appreciation and conferences based on how year goes
- Removed from budget: Grandparents day and sock hop, everything that was for normal back to school, budgeted in more for PPE, potential of new water bottle filling station
- \$21k still in budget right now, flowers for entry way approved but hasn't come out yet.
- Plan to start 2020-2021 school year at about \$25k
- Inbound \$ still have to add-in: first day of school supply boxes, \$3500 in hyvee receipts (half giftcard and half check)
- Thinking hats on how to support teachers and parents? Any ideas for comradery and community would be great!!
- Yard signs last year went well! Maybe do St Matts sign for this year?
- 5<sup>th</sup> grade adoption went really well, maybe do something extra for them with change due to Covid.
- Might do some future chats for getting ideas rolling.
- School board meets Thursday so next PA meeting will have info from Board meeting
- **Mardi Gras might not be happening, so might be \$12/15k short for next year.**
- Plan B for no Mardi Gras, but not quite ready to roll out yet.

### Old Business

- Caitlin Larson's mom has volunteered to maintain our flowers/plants in our entryway. Mrs. Ohde will provide mums this fall. (Approved \$100 total)
- Teachers received Back to School gift (check) and coffee gift card –

- Back to School checks have been given out (minus 1, but on its way) and giftcards will be given out to everyone.
- Hy-Vee Receipt Total - \$3,150 !! Will receive half check, half gift cards.
  - Print online receipts for those doing delivery or online pickup or email it to the PA and they can print it off
- Jill Maybanks has volunteered to create our monthly birthday board this year -
- First Day of School Supplies – follow up information
  - Made \$141 dollars from supply boxes

## New Business

- Welcome Mrs. Driscoll as our Teacher Representative!
  - Do you think teachers still want a homeroom parent? Pause for now, wait and see how things go as the year progresses.
  - Need to check on lamination/cutting things out to help out teachers
  - No more potlucks for now, but maybe more ordering in of meals. Mrs. Driscoll will provide update with things teachers. Teachers love when food is in the lounge!!
- At this time, all events, such as Grandparents Day and Xavier Tailgate are cancelled until further notice.
- Rainbow Teams will convene as soon as the school is able to gather – not sure if it will happen this year
- **Volunteering and Committees**
  - Snack Bin helper (purchase snacks monthly) Marla Tursi will help with this – she is going to work with Caitlin on whether she will use \$20 from Hyvee giftcards or \$20 from budget and go to Sam's Club (per month).
  - St. Matt's Fundraiser Committee / Helper (fill out online form or call, set up date and details, share back with PA) – **Needing a volunteer or two** to set up Zio Johnno's day, Panera Day, etc. This usually brings in \$100-\$300 if someone can help facilitate
- Red Ribbon Week (Drug Free week) -\$250 Mrs. Staudacher
  - Looking at some of the things she has normally bought has gone up on price. It was moved, seconded, and all approved to allocate \$250 for Mrs. Staudacher.
- PE, Art, Music student of the month t-shirts: \$350
  - Mrs. Miller Smith is designing a tshirt to have an all-encompassing design for all 3 essentials. It was moved, seconded, and all approved to allocate \$350 for t-shirts
- Scholastic for the Classroom \$1100 –
  - Think that most/all teachers like it and use it as a supplement for social studies. Mrs. Ohde always requested it, but since she has moved to preschool now no one might have requested this. Mrs. Driscoll would like to keep it for this year. PA is going to look into where the \$ comes from, school might have already ordered it. It might be an ongoing subscription and might have to be cancelled if not needed in the future? It was moved, seconded, and all approved to allocate \$1100 for the Scholastic for the Classroom.

- Clothing for accidents - \$50 for undergarments, rest of clothing comes out of uniform exchange. Laura will go buy them. It was moved, seconded, and all approved to allocate \$50 for the clothing.
- Food for conferences for teachers: \$200
  - Might need some more money, at least 4 new staff members. Taco Bar from Carlos O'Kellys, Orange Leaf, etc.
  - Store bought and sealed food brought in might be ok if sent in with kids?? Laura will look into more direction on what will be allowed or not.
  - It was moved, seconded, and all approved to allocate extra \$100 making it a total of \$300 for conferences.
- Plexiglass – Janessa made them all, will continue to use them even after Covid is done. Need \$390 to cover cost from preschool and kindergarten. It was moved, seconded, and all approved to allocate \$390 for plexiglass
  - Thank you Janessa for making them!
- Water bottle filling station and installation (\$1000)
  - Mrs. Conlon requested another filling station. Girl scouts bought the last one. The one they are looking at is from Lowes and then Brecke would charge about \$200 for installation - It was moved, seconded, and all approved to allocate \$1000 for the water bottle filling station.
- Box Tops/Hy-Vee Receipt Push: Incentive?? Box Tops APP-Scan receipts
  - Popsicles (left over from parish festival), ice cream (leftover from sock hop). Popsicle might be best for all, avoid any issues for friends with allergies. Or have another option for those with allergies.
  - Receipt push was usually just a few days, one day is not enough though.
  - Tally is based on number of receipts NOT amount
  - Possible next Thursday/Friday September 24/25 then a few days to count. Teacher was able to pick the day they want the treat.
  - Anyone who brings in a receipt gets Comfy Day, Mrs. Conlon picks the day.
  - 3 days for receipt push – this fall, one after holidays, and one final late spring push before end of school year.
- 1<sup>st</sup> Day of School Supplies 2021-2022
  - Survey only completed by 3 people, synopsis was the boxes are handy and so easy. They did have Clorox wipes, even when people couldn't find them. And Derecho knocked out internet, so people had a piece of mind when they couldn't order or get out to get supplies. St. Matts made \$141 from the boxes
  - Very helpful company and they are religious. Great customer service. No one was missing supplies. Regis Middle School uses them as well
  - Moving forward marketing these boxes and with signing the agreement, will double check with Mrs. Conlon.
- Other Business?
  - **Might need to look into buying a Zoom account for future meetings 😊**
- Amazon Smiles – would like to push for more to use this

- Barnes and Noble December fundraiser doesn't bring in a lot of \$, but more of a Friend-raiser. 2014 was bringing in lot more money, but has been going down since. Only about \$200 last year, but we get more from Zio Johnno's because everyone buys off Amazon/etc.
- Script does have Amazon giftcards, work on people pairing both computer and phones to connect to Amazon Smile. Just because computer is linked doesn't mean your account/phone is linked.
- Would be nice to lay instructions out again for people
- Amazon account, go to Setting in main menu area, tap Smile for phone
- Need to type in St. Matthews Church (with the S on the end) when setting charitable group.

Script – see Susie Halverson for any and all script information or questions

Boy Scout Bike Rodeo outside at All Saints Church Sunday, December 20th at 2pm – more information will be coming out on this.

Teachers Amazon Wishlist – might be able to see how much is left for each teacher and maybe PA help with remaining items.

Father Loecke thought the school needs a little facelift, future discussions for beautifying campus.

Adjournment – 7:05pm

**Next Meeting will be on Monday, October 5<sup>th</sup> 6:00pm via Zoom**