

Communion of Saints PTO  
Meeting Minutes  
November 11, 2020

- I. Welcome (C. Harrigan)
- II. Opening Prayer (C. Harrigan)
- III. Approval of October Minutes (J. Gordon motioned, Mrs. Whitely seconded; all in favor).
- IV. Approval of November Agenda (J. Gordon motioned, M. Shively seconded; all in favor)
- V. Mrs. Whitely:
  - Thanked PTO for a great Halloween Car Parade and the Boo Bags.
  - No Covid cases in the school, all seems to be going smoothly
  - Cat shared that a few more teachers sent Thank You cards for the Beginning of the Year gifts
- VI. Notes from the Treasurer (M. Shively):
  - No updates. Meg still needs to divide and adjust the budget to reflect the unique situation of the 2020/2021 school year.
  - Meg is keeping track of everything.
- VII. Review of Recent Events:
  - A. Trunk or Treat (R. Dempsey)
    - Everyone agreed that Renee and PTO volunteers did a great job with this event.
    - There was very good turn out, and not a lot of Boo bags left over.
    - Renee asked Meg where she should send her receipt for the bags she purchased (roughly \$55)
      - Meg suggested sending the receipt to K. Borally, and a copy to Meg.
    - Jeanne asked if anyone has reached out take over ToT next year
      - Cat Harrigan has offered to step in and run the event next year.
      - Thank you, Cat!
    - Thank you Renee for all the years you've donated your time putting together Trunk or Treats! It's a school favorite, and something our families always enjoy!
  - B. Power of the Pen (Panza's, B. Sluzewski)
    - Panza's not present, B. Sluzewski (moderator) gave an update.
      - Beth reported Power of the Pen is off to a great start.
        - 7th and 8th Graders have been meeting for 3 weeks now
        - 5th and 6th Power of the Pencil had their first meeting last week
        - Beth said both groups are doing well, talented kids, teachers should be proud.
    - Jane and John Panza are doing a great job working with the kids.
    - Beth has completed a virtual online training for PoP
    - Beth has also sent in our check to Power of the Pen
      - All checks due December 1
        - Beth has not heard if PoP received our check, but it is anticipated that our students and school are good to go.
    - Thank you John and Jane Panza, and Beth!

## VIII. Upcoming Events:

### A. Spirit Wear (M. Shively):

- Meg initially reached out re masks with COS logo on it
  - Color of masks came up
    - Most think sticking with hunter green is important, if possible, because of our brand recognition.
    - However, some are open to other colors such as gray.
- Initial company Meg contacted was [www.24hourwristbands.com](http://www.24hourwristbands.com)
  - \$675 for 250 masks, green with one color
  - Might need to wait a few weeks before masks come in
- Meg reached out to a Gesu contact, who told her Gesu used RDP Sports, <https://rdpsports.com>
  - There is already some Sabre items available on rdp's website
  - \$5.75/mask, printed with one color
    - No set number needed to order (needs to be confirmed)
  - We could also pick some items out such as t-shirts, sweat pants, pajama pants, etc...in addition to masks, make available for families to purchase in time for Christmas presents.
  - COS would not have to put \$ out on our end.
  - Items do take a while, so if we want to go this route, we need to act very soon.
- There is some concern that RDP Sports is the same company that cancelled a COS order several years ago due to low purchase numbers
- Questions about if COS needs a minimal number of orders
  - Meg will look into both concerns
- It was brought to attention that historically students have not been allowed to wear Spirit wear/Sabre items to school
  - Mrs. Whitely said Spirit Dress Down Days could be added to the calendar on occasion
  - Most agreed that having COS (as opposed to just Sabre) items on students' clothing is very good marketing, when they wear them out in public

### B. Virtual Envelope Fund Raiser (S. Onwuzulike):

- Sophia has created a website on a google platform for the fund raiser. It has an informational page and history about what the envelope fundraiser is, photos and explanations of PTO sponsored events so potential donors know where their money is going, which all links to a fundraising grid.
  - Sophia asks that people look over what she's created, and let her know if she's forgotten any events, needs to delete anything, or has any typos.
- As of right now, when someone clicks a box on the fundraising grid, it sends them to a form which the Donor has to fill out and submit
  - Sophia is notified when this happens, and once the donation is made, she will update the grid by changing the color of the square.
  - All agree that online donations should have a more significant impact over the traditional cash-in-an-envelope route.
- Meg asked if PTO has a Venmo (or similar) account.
  - It does not
    - However, Athletic Association has a PayPal account.
    - Meg will connect with Andy Kostos and Beth Sluzewski, as well as reach out to Tom (accountant)

- Beth Sluzewski suggests linking school account to Chatter Up or Jot Form, to eliminate unnecessary steps that could frustrate donors.
- There is a small fee associated for the above platforms. Beth will look into if it's a flat rate transactional fee, or a percentage of whatever donation is made.
- All agree it'd be beneficial to get the virtual fundraiser in the Chronicle this week, if possible, and start fundraising asap, updating the site when possible.
- Thank you for your time and hard work Sophia! The website looks amazing!

#### C. Appletree Book Fair (E. Ewen):

- COS will Book The Bookshop on Friday, November 20, 5-7:00 p.m. for in-person shopping.
- only 6 people are permitted in the store at one time. Eileen will create a Sign Up Genius to ensure this.
- There will be a Library Wish List table, where families can buy a book(s) to donate to the school library.
- Shoppers can shop the rest of the bookstore as well.
- 15% of all sales go to COS PTO
- Distance Options are also available
  - Shoppers can call or email requests to Appletree. Appletree will deliver within a certain radius, as well as offer curbside pick-up.
  - As long as shoppers identify themselves as COS Book Fair, we get 15% from distance purchases as well.
  - Eileen will follow up on how long the Distance offer lasts (a week? A few days?)
- Vero Take-Out Fundraiser
  - Last year COS families got a 10% kickback, to PTO, from Vero if they ate at the restaurant.
  - Eileen has reached out to Vero to see if they'd be available to do a similar promotion with take-out this year, but she has not heard back.

#### D. Father/Daughter Virtual Dance (S. Monroe):

- Sionann was not at the meeting to give an update
- The projected date for the virtual event, as discussed at last month's meeting, was November 6
- There is interest in holding a virtual Father/Daughter Dance in February
- Jeanne Gordon will reach out to Sionann.

#### E. Thanksgiving Bread (T. Pesta):

- There is some concern that the staff might not want homemade baked goods this year, due to Covid
  - One option is in lieu of baked goods, PTO raises money for each teacher and buys them a store-made pie or cake
  - Another option is raising money and offering them gift cards to local bakeries.
  - Potential issues with above options:
    - Will people feel nickel and dimed, as other fundraisers and Holidays are underway, as well as Teacher Xmas gift collections coming up
    - A number of teachers aren't local, so might not use gift cards
    - Gift Cards might take away the convenience factor of

leaving work before the holiday with a nice assortment already made and packed to share with friends and family.

-Baked goods just feel more personal.

-Several parents commented that they'd still like to bake for the teachers

-Someone suggested taking a survey to see what teachers might want

-Mrs. Whitely will reach out to the teachers and get back to us with their feedback.

-Thank you Tara!

#### F. Xmas Bake Sale (R. Espiritue):

-Weekend of December 19th and 20th

-Still asking for donations of home baked cookies.

-To avoid packing Walsh Hall with browsing customers, it's been proposed PTO sells pre-ordered boxes of cookies, with curbside pick-up.

-Proposed cookies only, no cakes or breads

-Small, Medium and Large Box sizes available

-suggested we look in Walsh Hall, at boxes we already might have, before buying more from GFS or elsewhere.

-offer boxes with no nuts at all, and some with nuts

-Order forms will be available for interested people in bulletin and chronicle, due before a certain date.

-Packaging of cookies will be done with a small group of adult volunteers, wearing masks and gloves.

-Delivery option available for parishioners not doing curbside pick-up or who aren't ready to return to Mass.

-Reach out to rectory to see if there are any families who might need a box donated to them.

-Thank you Raylene!

#### G. Advent Wreaths and Candles (?):

-Do we have stock, and if so, how much and where?

-It was suggested we skip selling this year

-Fr. Might not want people gathering in vestibule of church to purchase wreaths and candles.

-If we do decide to sell:

-Mentioned we could use order forms similar to the Bake Sale

-And similar to Bake Sale, offer delivery for the homebound

-Perhaps we could put a blurb in the Chronicle and Bulletin, letting parishioners know that if they'd like to purchase candles or wreaths, they will be able to do so in the Rectory.

-Would Fr be open to selling them outside of the church one weekend?

-Beth Sluzewski has offered to reach out to Catherine Curley (last year's chair), and Fr. John. Beth will update us when she learns more. Thank you Beth!

#### IX. Follow-Up Business:

##### A. Water Bottle Fund Raiser (J. Gordon):

-She hopes to have flyer/order form in this week's Chronicle.

-Water Bottles will be \$20 each (\$11 going to COS PTO).

-Water Bottle sales will end before Thanksgiving break, allowing enough time to have the bottles by Christmas.

- Jeanne will pay the supplier. Tom will reimburse Jeanne for the portion she spent on the water bottle orders.
- Thank you Jeanne!

B. St. Ignatius Brain Brawl (J. Gordon):

- Jeanne will follow up

C. Amazon Link (J. Gordon):

- Jeanne looked into it, and it looks like nobody really knows what happened to the link for COS PTO

- Bill Sluzewski suggested that when Amazon updated terms of service a year ago, Amazon had to link to only one EIN#. Because COS had two, one for the school and one for the parish, Amazon may have just merged them and now all Amazon kickbacks to go COS Parish.

- All agreed it's probably not worth getting a new EIN #

- Meg will reach out to Tom for clarification.

X. Adjournment (M. Shively motioned, Mrs. Whitely seconded; all in favor.) Meeting adjourned.

Next PTO Meeting: Monday, December 7