

Communion of Saints PTO  
Meeting Minutes  
February 8, 2020

I. Welcome (J.Gordon)

II. Opening Prayer (J. Gordon)

III. Approval of January Minutes (J. Gordon motioned, C.Skok seconded)

IV. Approval of February's Agenda (C. Skok motioned, M. Shively seconded)

V. Principal's Report (G. Whitely):

- Catholic Schools Week went very well.
  - Thanks to Dr. And Mrs. Gordon for the great CSW video, and to Sophia Onwuzulike for the excellent envelope fundraiser.
  - Kids seemed to enjoy everything.
  - Teachers loved the lunches. Thanks to parents who watched kids during recess and lunch so teachers could enjoy.
  - Despite the changes due to Covid, the week was still special and fun.
- COS is starting registration for the 2021-2022 school year
  - If COS parents know of other families in the area who've expressed interest in the school, please reach out to those families to see if they've received registration materials or are interested in registration materials.
- Question was asked regarding availability of virtual Virtus Training
  - Mrs. Whitely is not in control of when Virtus Training takes place, so the best source of information would be [www.virtusonline.org](http://www.virtusonline.org).
  - If parents would like to inquire about a training session at COS, parents should reach out to Christian Gracie in the rectory, and Joe Alto, the director of Religious Education, to see if one can be arranged.
  - Mrs. Whitely will also bring this up at this Wednesday's staff meeting.

VI. Notes from the Treasurer (M. Shively):

- Current Budget is \$6,878.77
  - She is still waiting to learn amount used toward Teacher's Luncheon
  - Very little money being used, but very little money coming in, due to cancelled events
- Meg suggested planning a separate meeting soon to discuss events on the spread sheet that we might want to adjust for next year.
- Tom, the parish accountant, still has not gotten back to Meg, confirming if her numbers are correct.

VII. Review of Recent Events:

A. Catholic Schools Week:

- CSW Video:
  - Beautifully done, Thanks to the Gordons for their time and talents!  
Parents encouraged to share the video widely.
- Mrs. Onwuzulike's testimonial to why her family chose COS and why they love it was powerful, and a reminder of just how important our community is. Thank you, Sophia, for sharing.
- Thank you to Carlita Skok for taking on the Teachers' Luncheon, and thanks to the parents who volunteered their time on Friday to allow the teachers to enjoy their lunches.
- The one thing Mrs. Whitely hopes comes back next year is an in-person Open

House, similar to the one in 2020, that C. Foss, E. Hubbard, and E. Ewen worked to put together. Let's hope we can return to that next year.

B. Envelope Fundraiser (S. Onwuzulike):

- Rolled out at the start of CSW, and it was a smashing success!
  - \$4,026.09 was last count!
  - More "envelopes" available, so spread the word.
  - Sophia amended the grid, so if someone other than a COS parent wanted to donate to PTO on behalf of a child or family, they can do so now. So let those grandparents, godparents, alums, family friends know!
- The class competition element was a nice addition
  - 5th grade came in first for class participation, 8th second, and K third
  - In the future it might be cute for classes neck and neck to have some friendly competitive banter, to help spur the contest
  - Also, once Covid is no longer an issue, more incentives for classes to participate, such as a class pizza party for the winning class
    - This year, Dress Down Day will have to do
- J. Gordon would like to push the Envelope Fundraiser out to Parish via Flock Notes
  - Fr. John has some reservations at this time, due to Catholic Charities fundraiser going on at this time, and does not want too many requests from different fundraising groups at one time.
  - Jeanne will reach out to him again at a later date
    - She is thinking a push at the start of next school year will be advantageous and good timing, in August or September
- Thank you Sophia, for all the hard work you did to make the Envelope Fundraiser not only a modern, tech-friendly reality, but a huge success!

VIII. Upcoming Events:

A. Reimagining of PTO's Role and Relationship with Parents and Teachers (J. Gordon):

- While we have this "quiet" year, it might be a good time to really think about ways PTO can grow into a more robust, dynamic conduit between teachers and parents, as well as ways PTO can more effectively raise money for enrichment and beyond, so parents don't feel so nickel and dimed each time an event takes place.
  - Some Ideas PTO might be able to fund:
    - Swag Bags of promotional materials for new families and specifically Kindergarten families
    - Swag Bags to have on hand in office, any time a prospective family tours the school.
    - More field trips and/or enrichment programs such as Great Lakes Theatre or Lake Erie Ink
    - Yard signs
  - Questions about PTO PayPal account, and when and how it could be used
    - C. Skok mentioned there might be a PTO email account.
    - She will look into this.

B. Plant Sale:

- K. James is going to run this event again, though all ordering will be virtual this year.
  - The hope is to have order forms ready by mid-March. More information should be coming soon.

C. Sabre Run (M. Shively):

- Meg reached out to three racing companies, two responded.
- Hermes:
  - \$1,000 to sign up, \$1.25 for each 5K time-chipped bib, 1-mile walker bibs are free
  - They do staggered start times, to allow for greater distancing during Covid
  - They are not doing water stations this year, though if we want to, it appears we can set up our own.
  - Hermes still has our \$500 deposit from last year's cancelled Sabre Run.
  - Hermes has been used in Metroparks races, and other, and follow all CDC guidelines
- HMA Racing:
  - Same company who ran the Nature Center race this past autumn.
  - \$950 to sign up, but bibs are more expensive, making Hermes the less expensive option even before deposit.
- Cleveland Heights permit:
  - Meg reached out to CH city to see if they'd allow the race this spring, given Covid (CH cancelled their Lee Rd. 5K race this past autumn)
  - CH city gave Meg a "big Maybe" re the race.
  - CH says they are following CDC guidelines
    - Recall, Hermes is also following CDC guidelines
- Pastor and Principal Approval:
  - Mrs. Whitely has some reservations re milling racers, the Start Line, etc...But is open to discussing it further
  - J. Gordon and M. Shively will put together a presentation for both Fr. John and Mrs. Whitely.
    - If both agree pastor and principal agree to move forward. J. Gordon and M. Shively will work on pushing CH to give us an answer.
- Potential Conflicting Runs:
  - RoxEl Run did conflict with our run one year. While we don't think they will be having their run this year, it'd be prudent to check to make sure that's the case. It'd be nice to have as much community involvement as possible.

#### D. Mother/Son/Family Event:

- Agreed the Spring Mother/Son Event will be replaced with a Family Scavenger Hunt.
- E. Ewen will chair, with T. Pesta as Co-Chair
  - E. Ewen and T. Pesta will come up with a rough plan, and some date suggestions, to present to Fr. John and Mrs. Whitely.

#### E. 8th Grade Graduation:

- Still need a Chair!
- All agree that a modified celebration for 8th graders is still possible, even with Covid, now that we understand the virus a bit better than last Spring.
  - For example: Outdoor Breakfast, each family at their own table

#### F. PTO Co-Chair and Treasurer:

- PTO needs to present a slate in April, so people interested in taking on

co-chair and Treasurer duties need to step up by March

-queries will be put in the next few Chronicles.

-J. Gordon gives testimony that participating in PTO as a board member is highly rewarding, and builds community and friendship.

-M. Shively, current Treasurer, gives testimony that the job is very manageable, thanks to the spreadsheet already in place and great help from K. Borally in the office.

-Please consider being a PTO Board Member!

G. Questions for PTO and/or Mrs. Whitely:

-C. Skok suggested we continue PTO Zoom meetings even after the Pandemic—great turn-out, and nice to be comfortable at home.

-R. Dempsey asked Mrs. Whitely if there was a date for teacher vaccinations.

-Mrs. Whitely responded Yes, Feb. 20 for first shot. Asked if parents had received the email she'd sent out about that last week.

-About half of the parents had received the email, and half hadn't.

-Mrs. Whitely will look into it and resend the email, making sure all parents receive it.

-Mrs. Whitely also mentioned that at this time, she doesn't think COS will have to miss any days of school because of the vaccine, because all COS faculty will be getting the shot on a Saturday.

-However, she is looking at what other schools are doing, and will keep everyone updated on any potential changes.

-School Directory:

-S. Onwuzulike mentioned the inconvenience of no student directory on the new Digital Academy.

-Someone said DA cannot support a directory

-All agreed they missed a student directory

-Mrs. Whitely will consult with K. Borally and look into options

-S. Onwuzulike also offered to work on any spreadsheets that might work as a temporary (or working, long-term) directory.

**UPDATE (2/10/21):** Mrs. Whitely is looking into the app Directory Spot, which would create a parent contact list accessible on people's phones

-\$350

-PTO may vote on using PTO funds towards app at next meeting.

-In the meantime, the office will be sending out a master (dedacted) contact list that will hopefully be dispersed to parents soon

**-New Business (2/10/21), to discuss next meeting:**

-Mrs. Whitely would like to discuss using some PTO funds for some advertising

IX. Adjournment (S. Onwuzulike motioned, G. Whitely seconded; all in favor)

Next PTO Meeting: Monday, March 8