

# SVS Executive Board Meeting

July 8, 2025

**Meeting records:** Stafford Maestri

**Mission of SVS PTO:** *The St. Vincent de Paul Catholic Elementary School ("SVS") Parent-Teacher Organization ("PTO") is a non-profit parent-teacher organization whose membership includes all parents, legal guardians and staff at SVS Catholic Elementary School. The PTO's mission is to establish a close relationship between home and school by advancing opportunities for all parents and staff to become involved in the SVS Catholic Elementary School community. The PTO sponsors assistance to teachers in the classroom setting, raises funds for supplemental education materials and experiences that are outside the school's operating budget, support school and family social interaction, and provides a non-biased public forum for sharing information on issues that impact our children.*

**Attendees:**

NAME	POSITION	PRESENT
Chris Colbert	President	X
Maggie Gaddy	Vice-President	X
Stafford Maestri	Secretary	X
Jeff Clark	Treasurer	X
Margaret Giarrusso	Member at Large	
Nate Stirrat	Member at Large	
Katie Sandoz	Member at Large	X
Lauren Wallis	Member at Large	
Jamie Ruoss	Faculty Representative	X

**Call to Order**

**Prayer:** Led by Chris Colbert

**Budget Update:** Jeff Clark

**New Business:**

TOPIC	DISCUSSION	RESPONSIBLE PERSON	STATUS
<b>PTO logo</b>	Carol Church <b>approved</b> PTO logo	Katie	
<b>Uniform Closet (update)</b>	PTO closet will hold three sales: June 29, July 19, and final registration. \$4 everything cash only.  Board <b>approved</b> motion to reduce everything to \$4, cash only.  Chris motion, Jamie second.	Maggie	In progress
<b>Uniform Closet Money</b>	Board <b>approved</b> motion to use money from the uniform sale to help pay for teacher shirts.  Chris motion, Maggie second	Maggie	
<b>Back to School gifts – students</b>	Pencil bags ordered  Maggie will give shirts to teacher day before July 31;  Katie will help Maggie with tags	Maggie Katie	
<b>Future teacher shirt orders</b>	Board <b>approved</b> that teachers must fill out a form stating they want a shirt; if there is no response, we will assume you don't want one.  Jeff motion, Chris second		
<b>Welcome Letters – New Parents</b>	Lauren, Jeff and Maggie preparing letters for new families. Suggestion that entire Board signs letter.  Katie has new parent hacks, etc. from past years	Lauren, Jeff, Maggie	
<b>Open PTO Meetings</b>	Board <b>approved</b> open PTO meetings moving forward; Parents will be required to send in a request to the PTO to be heard and PTO will determine whether it is in scope or not.  Minutes can be found online for those interested.  Jeff drafting message for review by PTO.  Stafford motion, Jeff second	Jeff	
<b>PTO Parent/Teacher Social</b>	Shaggy's, July 27 from 4-6 pm.  Flyer approved by Carol Church.	Katie	
<b>Registration</b>	PTO table will be in hallway; Will include parent hacks, volunteer sign up sheet, anything for sale, calendar of events, carnival information  PTO Board to staff.		

<b>1<sup>st</sup> Day of School</b>	<p>Backdrop, numbers, pod banners</p> <p>PTO <b>approved</b> allocating \$100 for a balloon arch.</p> <p>Maggie motion, Jeff second</p> <p>Stafford secured Sign Gypsies for \$135.</p>	Maggie Katie Stafford	
<b>FAQs</b>	Katie drafting FAQs for parents	Katie	
<b>Back to School Picnic</b>	<p>August 1 5:30 pm.</p> <p>Jeff creating playlist. Jamie bringing speaker.</p> <p>Chris handling kitchen staff discussion re: preparation of food</p> <p>Maggie has Sam's receipt from last year so we can duplicate.</p>	Jeff Jamie Chris	
<b>Snowball Vendors</b>	<p>Board <b>approved</b> Sweet Escape for Back to School picnic.</p> <p>Jeff motion; Stafford second</p> <p>Board agreed to utilize different vendors for snowballs throughout the year.</p>	Jeff	
<b>Parent Group Mes</b>	<p>Board appointed Katie as GroupMe mediator.</p> <p>Board <b>approved</b> Katie's messaging regarding same.</p>	Katie	
<b>Mission T-shirts</b>	<p>Board <b>approved</b> Mackenzie Taylor's new shirt design</p> <p>Jeff motion, Katie second</p> <p>Carol Church <b>approved</b> new shirt design.</p>	Stafford	
<b>Friday Discounts</b>	<p>Discussion of offering discounts to teachers on Fridays once a month – Chicken Salad Chick, Newks, Pizza, Crumbl, loaded teas.</p> <p>Maggie or Chris to request approval from Carol.</p> <p>To be continued at next meeting</p>	Chris Maggie	
<b>People's Bank Day</b>	Lauren to send home People's Bank information in August	Lauren	
<b>Feast of SVDP</b> Sept. 26 (Fri)	Event will be picnics laid out by grades as has been done in the past.		

	<p>We have given gifts to the students in past years; potential for cross necklaces or bracelets as an option.</p> <p>Tabled until August meeting.</p>		
<b>Saltwater Soiree</b>	Event canceled; parents asked to support CALB or SCPA to raise money for school	Chris	Closed
<b>Fundraising Goal</b>	<p>PTO <b>approved</b> raising money for a new bus for SVDP through our fundraisers.</p> <p>Stafford motion, Chris second</p>		

### Old Business:

TOPIC	DISCUSSION	RESPONSIBLE PERSON	STATUS	NOTES
<b>Hours for Uniform Closet</b>	<p>Board <b>approved</b> new uniform closet hours manned by a PTO representative, no swapping, no access at other times.</p> <p>Jeff motion, Chris second</p> <p>11 a.m. – 1 p.m. Tues and Thurs in July</p> <ul style="list-style-type: none"> <li>Board will review and make recommendations for August and beyond.</li> </ul> <p>Drops off can go to Ida; Maggie / Pam will sort before they go into closet</p>	Katie will send message in GroupMe; Maggie will post on SVS Facebook page	Complete	
<b>Motion to remove Tiffany from bank account and add Jeff</b>	<p>Board <b>approved</b> removing Tiffany Butcher from PTO bank account and adding Jeff Clark to PTO bank account.</p> <p>Chris motion, Jamie second</p> <p>Jeff Clark did not vote.</p>	Chris & Jeff	Complete	

<b>Staff Back-to-School Gifts</b>	<p>Board <b>approved</b> approximately \$400 to purchase SVS t-shirts with STAFF design on back for back-to-school gifts.</p> <p>Board also <b>approved</b> continuing to purchase PTO mission shirts for staff as we have in the past.</p> <p>Jeff motion, Katie second.</p> <p>Jamie will circulate a written size order sheet among staff.</p> <p>Maggie will order by July 1. Potential handout on July 29 at retreat.</p>	Maggie & Jamie	Complete	Size sheet complete;
<b>Children Back-to-School Gifts</b>	<p>Board <b>approved</b> \$800 for SVS logoed pencil bags for each child.</p> <p>Stafford motion, Jeff second.</p>	Maggie to order	Complete	
<b>PTO Mission Shirts</b>	<p>Board agreed on two options to move forward and review in July:</p> <ul style="list-style-type: none"> <li>• Stafford to ask Mackenzie Taylor to design a new back for the shirt</li> <li>• Or – we will add the date to the back of the shirt as it is now</li> </ul> <p>Stafford to share options.</p> <p>Board agreed to continue purchasing PTO mission shirts for staff as we have in the past.</p> <p>Board <b>approved</b> increasing price of short sleeved shirts to \$20 and not offering long sleeved shirts.</p> <p>Jamie motion and Stafford second.</p>		Complete	

<b>Room Moms/ Volunteer GroupMe</b>	Katie agreed to handle the Volunteers and Room Mom GroupMes	Katie	Complete	
<b>Welcome Letters to New Families</b>	Need to confirm how many new families we have and their addresses.  Maggie and Jeff agreed to handle.	Maggie and Jeff	Complete	
<b>PTO Parent/Staff Social</b>  July 27 (Sun)	Scheduled for 4 – 6 pm at Bacchus. Katie is looking into availability of Shaggy's before final decision is made.  Katie to bring information to July 8 meeting.	Katie	Complete	
<b>PTO Table at Registration</b>  July 28 (Mon) 1 – 3:30 p.m.	Along with the usual sign-up sheets and parent hacks, we will sell blankets, leftover cups and the last doorhanger.  Chris will ask Khara if we can borrow racks to hang uniforms for sale.  We discussed offering hats and earrings as additional potential sales items this year. Stafford and Maggie to research.  Note date change of Registration.	Stafford and Maggie	Complete	
<b>Back to School Teacher Retreat</b>  July 29 (Tues)	Board <b>approved</b> purchasing breakfast and lunch for the staff.  <b>6/11 update per Chris:</b> staff retreat moved to Tuesday, July 29 so PTO will not need to provide meals. However, PTO can consider offsetting any cost the school may be required to spend if Diocese does not provide.	Team; Chris	Complete	
<b>Sign Gypsies for 1<sup>st</sup> Day of School</b>	Board <b>approved</b> \$125 for Sign Gypsies.	Stafford	Complete	

July 31 (Thurs)	Chris motion, Jeff second.			
<b>Back-to-School Picnic</b>  Aug 1 (Fri) 5:30 – 7:30 p.m.	Board <b>approved NOT</b> hiring a DJ for the event.  Jeff motion, Maggie second.  PTO members will man table set up similarly to registration day We will need to use Jamie's PA.  Necos no longer donates food so we will need to purchase hamburgers and hot dogs.  Chris scheduling a meeting with Jon and Bruce to discuss who is providing food; PTO access to kitchen	Team; Jamie; Chris	Complete	
<b>Kona Ice; other opportunities</b>	Board <b>approved</b> looking into other options for sales of snowballs to see if we can get a better deal that works better for the teachers.  Jeff will contact Sweet Escape.  Amanda Hall shared Off the Grid Snow Shack would like to bid to replace Kona. They would match the giveback Kona gave and offer loaded teas to teachers.  All agree doing one size for all is the best way to reduce teacher stress on snowball days.  Board to vote at July 8 meeting.	Jeff and Maggie	Complete	
<b>'25-'26 PTO Meeting Calendar</b>	Board <b>approved</b> open PTO meetings.  Chris motion, Jeff second.  Parents will be required to submit their issue to Chris who can decide whether it is related to PTO or not. If yes, the parent will		Complete	

	<p>be given a spot on the agenda and 5 minutes to speak.</p> <p>Carol will attend PTO meetings in August, November, January and April.</p> <p>PTO Board meetings will be held after open meeting.</p>			
<p><b>Grandparents Day</b></p> <p>Sept 5 (Fri)</p>	<p>Board discussed ideas for expanding Grandparents Day so that grandparents could go with their students to see their classrooms, desk, teacher, etc. for a short time. An announcement would be made when it is time for them to leave and class to begin. A reception for the grandparents would not be needed.</p> <p>Currently, the grandparents are invited to attend mass, but not sit with their students, and then go to a reception with other grandparents while children return to class.</p> <p>The issue of Security was brought up.</p>	Chris or board member to discuss with Carol	Complete	
<p><b>Family Lunch</b></p>	<p>Family lunches will not be held in the same manner as in past years. The SVDP Feast Day and Field Day will be the two days for family picnics.</p> <p>Parents are free to visit the school and have lunch with their child any time (after letting Mrs. Ida know).</p> <p>Katie to ensure parents know this option.</p>	Katie	Complete	
<p><b>Saltwater Soiree</b></p> <p>Sept. 20 (Fri)</p>	PTO expected to help with all aspects of planning and execution for this event.	Chris	Complete	Event canceled; parents asked to



	Chris is on the S.S. board and will share information and needs to the SVS board as necessary.			support CALB or SCPA to raise money for school
<b>Feast of SVDP</b> Sept. 26 (Fri)	<p>Event will be picnics laid out by grades as has been done in the past.</p> <p>We have given gifts to the students in past years; potential for cross necklaces or bracelets as an option.</p> <p>Tabled until July 8 meeting.</p>		Open	