

St. Andrew Parent Volunteer Association Meeting

Minutes: 8/6/2025 @ 6pm in old Admissions Office

Members Present: Cevin Moses, Giovanna Moses, Brandie Kertho, Kristin Zambito, Karleigh Kramer-Britt, Courtney Hansen, Josie Schlueter, Jackie O'Neil, Beth Dorantes, Becky Wolf, Jessi Brummel, Mrs. Mathew, and Fr. Oriol

Via Google Meet: Michelle Larson

Guests: None

• **Opening Prayer:** Read by Brandie

• **Minutes/Agenda:** Approved by Jackie O'Neil, seconded by Becky Wolf

• **Guest Remarks:** (Provided by Karleigh Kramer-Britt on behalf of the teachers.)

- Some teachers and Mrs. Mathew are attending LETRS training in response to WI Act 20. This is a graduate level course to prepare staff for increased early literacy programming.

• **Mrs. Mathew Remarks:**

- Mrs. Mathew introduced herself to all of us and provided a staffing update.
 - Mrs. Gallegos has resigned. Our new 2nd grade teacher is Mrs. Patty O'Neil.
 - Miriam Flores has resigned, but will still assist with translation as needed.
 - Erika Silva has resigned. We will need to fill her recess duties.
 - Mrs. Brockwell has moved back to preschool aide and will be working in the 3K classroom this year.
 - Molly Brahm has been promoted to Office Manager.
 - We are close to hiring a full-time Administrative Assistant and hopefully a part-time Administrative Assistant as well.

• **Finances:**

- June financials are in from Trisha and reflected on the PVA spreadsheet/graph. Trisha is still working on end of year reports. Once the 2024-2025 fiscal year report is received, Brandie will compare it to our PVA spreadsheet and update as needed.
- PVA received a \$300 American Express gift card from Scholastic. It was decided this will stay with PVA and not go to the School Operating Fund.
- Jackie asked about the \$2 earned from the book fair which led to a discussion surrounding Scholastic Book Fairs. Mrs. Mathew mentioned she saw Ignatius now offers book fairs while she was attending an Archdiocese training and would like to look into them for a possible fair. Brandie confirmed that we already have a Scholastic Book Fair planned for Catholic Schools' Week this school year.
- Mrs. DeAlmedia asked Brandie if she could deposit musical donations into PVA account similar to how Penny War funds are handled. Those funds have been deposited. Be sure to subtract from PVA's funds.

• **Old Business:**

- City of Delavan 4th of July Parade
 - Went well despite the heat

- Had a low turn out compared to last year
- Handed out left over candy from the Cinco de Mayo Carnival and freeze pops
- Karleigh suggested we have people carry the banner in front of the float next year instead of hanging it on the float.
- June Parents' Night Out-Pool Party at the O'Neill's
 - Poorly attended with only 7 people coming
 - Possible deterrent was stating no kids were allowed
 - We will continue to offer monthly Parents' Night Out events this school year in an attempt to foster and create more community amongst school families

• New Business

- Movie in the Park
 - Despicable Me 4 this Friday at 8:45pm in Phoenix Park
 - An area will be reserved for St. Andrew's families
 - Bring snacks, drinks, and comfort items and enjoy the movie!
- Ready, Set, Goal! Day Dinner
 - Discussion was had on which restaurant we should purchase food from this year. Budget for the meal is \$100. Jimmy John's did not provide much of a meal last year for \$100. It was decided to purchase a wrap platter from Patty's Too.
 - Other items will include:
 - *Kristin will bring drinks.
 - *Beth will bring a Caesar pasta salad.
 - *Mrs. Kramer will bake cookies.
 - *Jackie will bring a chex mix.
- Uniform Swap
 - Held on the gym stage using an old Children's Clothing Sale clothes rack during Ready, Set, Goal! Days; all uniforms are free with goodwill donations accepted to benefit the school's General Operating Fund
 - Brandie will be setting up and organizing the uniforms on Fridays during August. Reach out to her if you would like to help.
 - *Kristin will assist on Tuesday evening
 - *Becky will assist on Wednesday morning
 - *Josie can help with setting up on Fridays
- 2025-2026 Room Parents
 - Brandie will be emailing and posting soon asking for Room Parents. Please reach out to her if you are interested in being a Room Parent for this school year.
 - *Jackie will be Room Parent for Kindergarten
 - *Becky will be Room Parent for 7th grade if no one else volunteers
 - *Beth will be Room Parent for 1st grade if no one else volunteers
- Welcome Back Pizza Party
 - Wednesday, September 17th from 5:30-7pm
 - Decision was made to use JoJo's this year instead of Domino's for pizzas. Brandie will contact them and coordinate purchasing the equivalent of 40 large pizzas from Domino's
 - We will plan to do teacher/staff/principal introductions again
 - Brandie will create a SignUp for volunteers again and will reach out to the same parents that volunteered last year.

-Discussion was had on how to provide drinks as Jessi no longer has a water cooler we can use. The school has one large drink cooler/dispenser. It was decided to make lemonade in gallon jugs like last year and simply serve from the gallon jugs instead of pouring into a drink cooler. We can place gallons of lemonade and water in a cooler with ice or possibly chill in the cafeteria fridge during the day. Can coordinate this with Molly and our lunch staff once school starts.

-Other items will be:

*Kristin will bring chips

*Becky will bring veggies

*Mrs. Kramer will bake cookies

*Josie and Courtney will provide lemonade and water

*Ice??

• Teacher Appreciation Gift

-Discussion was had surrounding what PVA would like to provide for Teacher Appreciation Gifts this year as Mrs. Mathew would like to purchase t-shirts for the teachers to wear on the first day of school

-Decision was made to continue offering a St. Andrew related t-shirt to teachers at the beginning of the school year.

-Another suggestion for a gift is a more sturdy, custom ID/badge holder for teachers to place their school ID and door fob and attach to their lanyard

• Boo Hoo, Yahoo Day?

-Discussion was had surrounding if we would like to offer a Boo Hoo, Yahoo Day similar to last year.

-Mrs. Mathew likes this idea, but does not have the capacity to plan this year due to other principal responsibilities at this time.

-PVA agreed to plan instead.

-Karleigh offered up the idea of having an Aloha Day similar to past Hawaiian themed first day of school.

-Decision was made to forgo purchasing first day of school t-shirts for teachers and instead ask them to wear a Hawaiian/brightly colored shirt instead.

-Kristin has a photo backdrop that she will bring for a photo opportunity at drop off.

-Brandie will coordinate with Ms. Saumer to decorate the chalkboard like last year.

-We will not offer coffee or donuts this year; only a photo opportunity.

-Jackie purchased flower leis for staff and plastic leis for students.

-Brandie will purchase streamers for the doorway which students will walk through like last year.

• Officer Positions

-This is Brandie's last year as President in her current term. If anyone is interested in being PVA President, please reach out to Brandie.

-Jackie is in her second year as VP.

-We are still in need of a Secretary. If anyone is interested, please reach out to Brandie.

• Decorating Teachers' Workroom

-Mrs. Mathew would like to decorate and reorganize the Teachers' Workroom. She is looking for volunteers to assist with this.

-Discussion was had on how to assist. It was suggested that Mrs. Mathew reach out to teachers/staff first to see what they would like the Workroom to look like/include

-Some ideas include putting up bulletin board fabric, purchasing furniture from Goodwill or Facebook Marketplace, etc.

*Possibility of using PVA's \$300 American Express gift card to purchase these items.

• **Items for Next Meeting**

- Finalize Pizza Party
- Halloween party plans
- Homecoming Parade plans
- School Directory
- New Family Gifts
- Clergy Appreciation Gifts

• **Adjournment:** 8:00 PM

NEXT MEETING

Wednesday, September 3rd at 6:00 pm in the Teachers' Workroom