

St. Andrew Parent Volunteer Association Meeting

Minutes: 9/3/2025 @ 6pm

Members Present: Brandie Kertho, Sean Kuczynski, Mrs. Mathew, Shannon Markley, Beth Dorantes, Becky Wolf, Giovanna Moses

Via Google Meet: Michelle Larson, Kristin Zambito

Guests: N/A

- **Opening Prayer:** Read by Brandie.

- **Minutes/Agenda:** Approved by Giovanna Moses, seconded by Beth Dorantes

- **Guest Remarks:**
 - Technically no guests were present. However, Mr. K spoke on behalf of staff. He stated there were no requests or insights from staff presented to him.
 - We discussed teacher birthday ideas; possibly ask the students what they want to do for the teacher.

- **Mrs. Mathew Remarks:**
 - Staffing updates: Office staff has been hired. Veronica Valadez is our full time Administrative Assistant. Anne Madison is our part time Administrative Assistant. Molly Brahm is now the Office Manager.
 - The school year is off to a great start! Thankful for the school community we have!
 - We discussed safety at mass. Mrs. Mathew is following Archdiocese guidelines. She has spoken with the Chief of Police and is hopeful to have increased police presence during masses this year.
 - Teacher's Lounge has been updated by a few staff members. Mr. K is hoping to create a "Sunshine Club" amongst staff to promote a positive work/school culture. This is a work in progress at this time.

- **Finances:**
 - No changes to PVA finances.
 - Ready, Set, Goal! Dinner was \$100 and has not come through the account yet.
 - PVA received a \$300 American Express e-gift card from Scholastic as a reward for completing their book fair feedback survey. We discussed again what to do with this gift card. A vote was held and approved to donate the gift card to Mr. K for the "Sunshine Club" to use to celebrate staff, host birthday "parties", or a once a month special treat in the Teacher's Lounge for the staff. Giovanna made the motion to donate the gift card, and Becky seconded.

- **Old Business:**
 - Ready, Set, Goal! Dinner/Uniform Swap
 - We now have three staff members with dietary needs to be aware of; Mrs. Kramer-Britt, Ms. B., and Ms. Ocampo.
 - Dinner went well. Thank you for those that contributed food items! Wraps from Patty's Too were a hit!
 - Uniform Swap was not well attended. Families brought items, but not many took items. We have an over abundance of uniforms.
 - Discussion was had on how to store them because they can not go back into the

Teacher's Lounge or stay on the stage. Thoughts on donating were shared. Several possible options were discussed. Mr. K is willing to help Brandie find a place or way to store them.

– Kristin found space after the PVA meeting in the backstage area and moved all uniforms there. Thank you, Kristin!

- Welcome Back Pizza Party

- 8th grade class will help with setting up; need 4 tables and the outdoor PA system. Thank you!
- Giovanna offered to pick up pizzas from Jojo's. Thank you!
- A signup was shared to volunteer for slots. Please sign up to help.

- **New Business**

- Safety Procedures

- Attendance will be taken at all PVA meetings and events from now on. We need to be able to provide first responders/law enforcement with a list of names or at least be aware if someone is unaccounted for.
- We will no longer be unlocking doors via allen wrench or propping doors open during events. We will need someone to "man" the door during the first 15-20 minutes of an event to allow students and families to enter the building.
- Movie Nights: students MUST stay in the gym! No student will be allowed without a parent or if MS students parents do not want to stay, they will need to write a permission slip and list a trusted adult who will be responsible for their child during the duration of the event.
- In case of severe weather, we are to hide in the nearest tornado shelter, most likely the bathrooms near the gym/cafeteria. In order to leave the shelter, an adult will need to survey the immediate area for danger, damage, safety concerns before allowing children to come out.
- Designated meeting point in case of emergency evacuation/fire is the fountain located on the corner of Walworth Ave and 8th St. If directed to move from that site, we will meet at the Fire Department.
- Safety procedures will continue to be discussed and improved upon throughout the year. Be on the lookout for additional or updated information.

- Flex Seating for Mrs. Ellerth

- Mrs. Ellerth approached Brandie regarding if PVA has funds for new teachers to help supply their classrooms. Brandie advised Mrs. Ellerth to submit a request for classroom enrichment items via PVA.
- Discussion was had surrounding Mrs. Ellerth's proposed seating options and request of 3-4 chairs.
- This request was approved. Brandie to email Mrs. Ellerth and Trisha regarding this purchase.

- Field Trip to Rockford Ice Hogs Game

- Discussion was had on if this is still something Mrs. Mathew would like to pursue including PVA purchasing buses.
- Due to the event happening in October and the possibility of child custody issues as we will be crossing state lines, it was decided to pass on this event with hopes of attending a different sporting event in the future.

- Room Parents

- Every class has a room parent except for 3K and 4K. If anyone knows of a family in these grades that may be interested, please let Brandie and the teacher know. Brandie has advised the teachers to approach families regarding this once they get to know them a little better.

- Fall Restaurant Night Fundraiser
 - Jojo's is unable to host a fundraiser in the fall this year due to staffing shortages.
 - Discussed possibly hosting at another restaurant. It was decided to forego a fall restaurant fundraiser.
- Teacher Appreciation Shirts
 - Discussion was had on which design we would like to have on the teacher appreciation shirts this year. We would like to keep it school related and something that the teachers can wear throughout the year.
 - Various options were discussed. It was decided to move forward with the image of Sparty holding a rosary and the school mission statement. Brandie will work on designing a shirt and placing the order.
- New Family Gifts
 - We are running low on gifts. We should have enough for next school year, but will need to purchase more for future years.
 - Becky ordered new family gifts last time. Brandie will touch base with her regarding this.
- Homecoming Parade Plans
 - Theme is Neon Nights. The parade date is October 10th. We have an early release that day. Brandie will reach out to Kassie and Nick for plans.
 - **Kassie will complete the registration form. Tentative plan is to decorate in school parking lot after early release. Students staying to decorate MUST have a written permission note from parents or a parent present. More information to come.**
- Clergy Appreciation Gifts
 - Clergy Appreciation Day is October 12th. We have gifted apparel the past few years.
 - Discussion was had on what to provide. It was decided to purchase Catholic Coffee and possibly socks from Sock Religious for Fr. Oriol, Fr. Jose, Deacon Phil, and Sr. Monica.

• **Items for Next Meeting**

- Purchase cloth tablecloth for events?
- . Halloween Parties
- . Spirit Wear

• **Adjournment:** 7:30 PM

NEXT MEETING

Wednesday, October 1st at 6:00 pm in Teacher's Lounge