

## St. Andrew Parent Volunteer Association Meeting

Minutes: 10/1/2025 @ 6pm

**Members Present:** Josie Schlueter, Becky Wolf, Jackie O'Neill, Shannon and Dave Markley, Brandie Kertho, Sean Kuczynski, Beth Dorantes, Kassie Pratt

**Via Google Meet:** Mrs. Mathew, Michelle Larson, Giovanna Moses

**Guests:** Mrs. Goebel

- **Opening Prayer:** Read by Brandie.
- **Minutes/Agenda:** Approved by Becky Wolf, seconded by Jackie O'Neill
- **Guest Remarks:**
  - Students really like the flex seating chairs PVA purchased.
  - Sunshine Club is planning on using the American Express gift card PVA donated to them to celebrate staff birthdays every 3 months and host a potluck monthly.
- **Mrs. Mathew Remarks:**
  - Thank you to all of our volunteers! I had never seen or experienced anything like the Welcome Back Pizza Party at previous schools.
- **Finances:**
  - Brandie is waiting on the most recent financial reports from Trisha.
  - Flex Seating Purchase became somewhat complicated. The sale price had expired. Trisha asked Brandie if she should still order the chairs without the sale price. Brandie approved of this. It was later discovered that the sale price was for in store pick up only. Brandie offered to pick up the chairs to get them at the lower price and not pay \$40+ in shipping. This was not approved. The total cost of the chairs was \$300+ instead of our original planned approximate \$120.
  - Paper supplies are needed. We need to ensure that we have enough supplies for the upcoming Parent-Teacher Conference Meal. Josie volunteered to purchase items from Sam's Club for PVA. Thank you, Josie! **Paper plates, plastic cups, plastic forks, and food service gloves were purchased. Brandie found we had bowls and plastic spoons already.**
- **Old Business:**
  - Welcome Back Pizza Party
    - Jojo's met our needs based on previous Domino's orders. Brandie ordered 40 14" pizzas (11 sausage, 17 pepperoni, 12 cheese). This seemed like a good amount of pizza without much leftovers. We will continue to use Jojo's instead of Domino's. They even cut the pizzas in triangles instead of squares for us. Cost was \$9/pizza for a total of \$360. Brandie also ordered 3 large side salads for the teachers with dietary restrictions. The total including the tip was \$425.
    - Becky provided 4 lbs of carrots. Kristin provided 4 boxes of chips. Josie and Courtney provided lemonade and water (9 gallons of lemonade and 5 gallons of water). We ran out of both. We may need to plan for more for next year. We also ran out of cups to serve. Brandie purchased 200 cups. We will need closer to 400 cups in the future. Carrots and chips were also gone, but amounts seemed adequate.

- Karleigh was to bring cookies made by her mom. This was missed due to life circumstances, so we did not have any cookies to serve. No one asked about or wanted cookies. It may be ok to go without cookies moving forward.
- Over all the night was a success. Everyone seemed to have a good time. Introductions went well. We will plan to continue with this same amount of food for future years.

- Homecoming Parade Plans

- We have NO SCHOOL on Friday, October 10th. This changes our plans. We will now meet on McDowell St. at 3:30 pm.
- There will not be a float. Instead we will walk as a group. Decorate your bike, stroller, wagon, scooter, etc. in bright colors. Wear neon clothes.
- Discussion was had on what to provide as handouts for the parade. Instead of candy, we will ask for donations of glow sticks, neon bouncy balls, or other brightly colored trinkets.

- Clergy & Teacher Gifts

- Brandie purchased Catholic Coffee and Tiny Saints for our clergy. **Albert also included a honeycomb for each clergy member.**
- Brandie designed a t-shirt for the teachers. Sparty on the front and the school mission statement on the back. Discussion was had surrounding purchasing these same shirts for spirit wear for students/parents. It was decided this was ok, but spirit wear shirts should be a different color than teacher shirts to allow teachers to still have a special shirt meant for them as an appreciation gift. Giovanna will organize and carry out the spirit wear order portion of these shirts. Brandie will order the teacher shirts.

- **New Business**

- Halloween Parties/Dance

- Becky would like to see a Halloween Dance instead of parties for middle school students. Discussion was had surrounding the possibility of middle school Room Parents hosting a dance after school/in the evening of the day of Halloween Parties. It was decided to continue holding classroom parties.
- The possibility of hosting a Trunk or Treat for only St. Andrew's students/families during the afternoon in place of classroom parties was also discussed.

- PVA Sponsored Dances

- Piggybacking off of the Halloween Dance discussion, Becky also thought of holding PVA sponsored dances during the school year. The thought was to host an elementary school dance after school and then a middle school dance directly following the elementary dance.
- We were reminded that the Student Council hosts a Spring Fling for middle school students. PVA may be asked to contribute financially or with donations of water, paper products, etc. for this dance. The Spring Fling has traditionally been the Friday before Ash Wednesday.
- After this discussion, it was decided to possibly change one of the Trimester Movie Nights into a PVA sponsored dance instead. More to come on this plan.

- Drop Off Coffee Fundraiser

- Marisol Rivera would like to hold a coffee fundraiser during morning drop off. The plan was to have a “fancy” coffee menu in which parents would order at the corner of 8th and Grove St. The drink would then be ready and waiting for them to pick up near the school playground.
- Discussion was had surrounding this plan as ordering at the corner and waiting for coffee to be made could potentially cause delays in the drop off procedure and safety concerns. It was suggested to have parents place their order the day before and pre-make the drinks to have them ready and waiting with parents' names on the cups during drop off.

- It was decided that if Marisol wants to pursue this fundraiser, we will support her, but she will need to plan, implement, clean up, etc the event. **Brandie provided Becky with the fundraiser approval forms so she could assist Marisol with the initial planning and approval of this fundraiser.**
- Little Way of Giving Day
  - This is an event to honor World Mission Month and St. Therese of Lisieux. Students wear the colors of the World Rosary (green, red, white, yellow, blue) to school. There are various ways to celebrate; activities, classroom competitions, sign making, taking photos, etc. You make it as much or as little as you'd like. Students are also encouraged to bring in \$1 to donate to missions. This can take place on any day in October.
  - Discussion was had that this would be a nice event to host as it especially tied in nicely with Father's homily at school mass this week. Mrs. Goebel was interested in leading the effort and thought October 7th would be a good day as it is the Feast of Our Lady of the Rosary. **Brandie emailed Mrs. Goebel all the information later in the week.**
- Comet Caroling/Christmas Parade
  - Delavan Chamber of Commerce and DDHS are hosting this event on December 5th. There will be caroling and a walk around "parade" around Phoenix Park as well as Delavan's tree lighting.
  - Discussion was had surrounding participating as it is the weekend of St. Nick's Breakfast. Becky, Kassie, and Sean are on board with coordinating this event. Ideas are to use our church replica from past Homecoming parade and have a live nativity as our parade "float". Carolers could dress as the angels. Possibly ask Ms. DeAlmeida to assist with caroling. Sean agreed to be the contact person/chair for this event.
- Officer Positions/Elections/Fundraiser Chairs
  - Brandie posed the question as to when PVA holds elections. It was decided that we needed to reference PVA's bylaws for this information.
  - Current PVA positions are: Brandie is in her last year of her first term as President. Jackie is in her second year of her first term as Vice President. We do not have a Secretary.
  - Discussion was had on having a possible Co-President or the Vice President advancing to President automatically after the President's term is complete. Again, we need to read the by laws to determine if this is appropriate.
  - Kassie volunteered to be our Secretary. A vote was taken and Kassie was elected PVA Secretary beginning at our November meeting.
  - **We also need to discuss and find new Fundraising Chairs as many of those holding these positions now will be graduating soon. The same applies for Athletics.**
- Parent/Teacher Conference Meal
  - Conference dinner will be October 30th. Various options were discussed including reaching out to Tina DePietro for Sweet Aroma again.
  - Ultimately decided to have a Soup and Salad Bar. Shannon and Jackie will provide soup. Beth will bring salad. Josie will bring bread.
- First Trimester Movie Night
  - Plan is to hold Movie Night on Friday, November 21st from 6-8 pm. Possible movie choices are: Bad Guys 2, Elio, Moana 2, Live action Lilo and Stitch. Brandie will post a poll in the PVA Facebook group, and the winner will be what is shown.
- October Parent Night Out

– Discussion was had on possible ideas for October’s PVA Parent’s Night Out. It was decided that since these events are poorly attended, we are going to forgo having a Parent Night Out this month.

- Soft Cooler Purchase Request

– There is a new procedure in place for bringing snack milk to classrooms. Students no longer go downstairs and pick up milk. Mrs. Malisow collects milk “orders” and delivers them to classrooms within 30 minutes of snack time. Because of this, milk is in the classroom waiting for snack time and may begin to warm. Ms. B requested PVA purchase soft cooler bags to keep the milk cold for Kindergarten-4th grade.

– This request was approved via vote. Brandie to purchase bags from Walmart. **Bags have been purchased and are currently in use.**

- Kindergarten Purchase Request

– Ms. B requested one package of 36 pencil grippers for her classroom. This was voted on and approved. **Brandie reached out to Ms. B advising her of the approval to purchase and to follow proper Purchase Order processing with Trisha for the purchase of these grippers. Brandie also made Trisha aware that PVA will be covering the cost of this order.**

- St. Nick’s Greenery Fundraiser

– Jackie announced that the wreath/greenery order forms will be ready to go home in next week’s family envelope. Orders are due October 30th.

- **Items for Next Meeting**

- Purchase cloth tablecloth for events?
- Spirit Wear
- St. Nick’s Breakfast

- **Adjournment:** 7:26 PM

**NEXT MEETING**

**Wednesday, November 5th at 6:00 pm in Teacher’s Lounge**