

March Holy Trinity PTO Meeting

Date: Thursday, March 23, 2023

Time: 7:30-8:35

Attendees: ~8 attendees

Location: @ Holy Trinity – 4th Grade Classroom

Moderator: PTO President: Lindsey Hunt

Action Items:

- Anyone/Everyone:
 - Have an idea for a future PTO meeting agenda item? Have any questions after reading these notes? Please contact Lindsey Hunt (Inhunt2014@gmail.com).
 - Have a “wish list” item that would benefit the school and/or school community? Please contact Lindsey Hunt (Inhunt2014@gmail.com).
- Lindsey:
 - Work with Heather to update the budget numbers (\$75 is for holiday popcorn event not teacher party, add in MS dance numbers, etc.)
 - Feasibility of collaborating with other local school PTOs on supply needs and ideas
 - SharePoint Hours: We need to alert parents to submit their hours on FACTS, sooner versus later.
 - Alert them of non-CASE training volunteer opportunities
 - Make sure families know CASE training is offered at other schools and they don't have to attend HT CASE training. It's all the same.
 - Let families know they will be billed via FACTS if their SharePoint hours aren't met by EOY
 - Make sure parents know they will be billed if they don't complete their hours.
 - Find out if there is an easy way to generate a report. If there isn't, would Jorene Gorman be up for creating an end of year report?
 - Summer Reading: Usborne/Paper Pie promotion – see if we can send flyers home
 - Tickets for Wine Event – does the church have a system we can leverage?
 - Father/Daughter Dance: Talk to Kari: budget and black lights...
 - Move April PTO meeting to 7 PM, after track? If yes, update the school calendar.
 - Review Ashley's opens and cover them with her when you meet in April
- Ashley:
 - MS Dance: 1) Is the plan to do the dance with other schools again next year? It seems well received from what we hear. 2) It might be nice if there is less volunteer requirement from the non-host schools. We only asked for a couple to help with check-in at our dance but the ask for volunteers was large for the SJF dance.
 - Titan Run: 1) Do we have a plan for the day? The group noticed this is a ½ day which isn't usually the case for the Titan Run. 2) Will hot lunch be available? There is talk of Karam possibly making “picnic lunches” for parents to buy for themselves and kids – could possibly count towards DNO funds? This might lead to families hanging out after

the run to mingle. If yes, order online via FACTS? 3) Will the cafeteria be open? 4) Will EC be offered?

- Will we need to cover the gym floor for the Wine event?
- Lisa:
 - Can you email the room parents and let them know they have until April 7th to submit all classroom party receipts for reimbursement – up to \$75. If we have remaining budget after April 7th then we'll reallocate those funds to other events.
 - Are room parents willing to receive Teacher Wish List items? This will make it easier to figure out what gifts are for what teacher. Erika will need addresses of 1 room parent per class. Addresses can be emailed here: e_whyte@hotmail.com – be sure to ID what class you're associated with when you email Erika.
- Kari:
 - The April DNO is 4/21 @ Karam. It will be an all-day event. Folks can go for lunch or dinner. It's an open but it's possible lunches can be ordered ahead of time too. Connect with Noelle to find out final details before advertising on "socials".
- Erika:
 - Get teacher wish lists set-up.
 - Will need addresses for each class on where to send items. Sending all to one house is difficult to sort.

Discussion:

- **February Action Item Updates:**
 - Shared budget highlights
 - Parents have until April 7th to submit receipts for Valentines' Parties. If receipts aren't received by then – then the funds will be reallocated to other PTO events. \$75 is reimbursable. The process to submit for reimbursement is easy. Ask Lindsey if you have questions.
 - Grandparents Day was under budget
 - MS Dance was under budget – Lindsey to revisit final numbers
 - Santa's Workshop didn't add costs, money that event made will be reinvested into next year's event
 - The Valentine's lollipop event brought in \$410, not sure what the cost of products were and if that number has taken this into consideration
 - The DNO's have brought in \$1000 (doesn't include March DNO event)
 - There are some numbers that need updating on the budget. Lindsey will work with Heather on
 - The group thought that for any extra budget we have at the end of the year we put towards enhancing the Last Day of School party – for example – provide pizza for kids, etc.
 - DNO events are up-to-date on the school calendar.
- **Event Recaps:**
 - DNO @ Red Robin: Happened earlier in the week. We won't know results until later.
 - MS Dance hosted by SJF: Sounds like the kids had a good time and it was well attended.
- **Upcoming Events:**

- April DNO: The date advertised on the flyer was wrong. It's happening later in April @ Karam. 4/21 is the day. That is the same day as the Titan Run. Noelle said it can be an all-day event versus just for dinner. Also, folks can order ahead and pick-up on that day.
- Titan Run:
 - Seeking clarify on day of event schedule. Opens for Ashley.
 - Many volunteer roles are filled now. There are still a few open.
- Wine Tasting Event:
 - June 3rd – 6-8 PM
 - Tickets will be \$45/each person (\$90/couple)
 - Baskets for auction wall are in the works
 - 2 local wineries signed up to pour – hoping to add 4 more
 - Playlist obtained, no need for DJ
 - There will be food (light bites)
 - We expect folks can buy wine with credit cards, not a cash only event.
 - Décor:
 - Will we need to cover the floor? Ask Ashley.
 - Balloon arches – check with Martha Rodriguez in 5th grade
 - There are a lot of votives, vases, faux candles within PTO closet.
 - Rentals:
 - Wine Glasses
 - Bistro Tables
 - Set-up:
 - Volunteers on Friday for floor covering and light set-up
 - Volunteers the day of a few hours before event for table set-up
 - **NEED:** Presale Tickets – how can we do that? There may be a way that the church can help us with this.
- Father/Daughter Event:
 - All planning is underway.
 - We need to get volunteer sign-up out to entire school. The volunteer list was distributed to the class planning the event already.
 - Jorene Gorman might know where to secure black lights.
 - Date: Friday, April 14th
- Book Fair: It will happen in May. Britt has it handled. Details coming soon on dates, etc.
- Teacher Appreciation Day:
 - We didn't discuss in detail
 - Erika working on Teacher Wish Lists. We'll need teachers to fill out in early April.
 - Instead of having all items sent to a single home – see if room parents are willing to receive items for their class. Asking Lisa to reach out to room parents.
 - If there are volunteer needs, a sign-up should be distributed in April.
- Last Day of School Event:
 - We didn't discuss but we're hoping to have one
- **Other Topics:**
 - Wish List Items:
 - Helium tank to fill up balloons

- Black lights for events
- Idea:
 - Collaborate with other local school PTOs on supply needs and ideas
- SharePoint Hours:
 - We need to alert parents to submit their hours on FACTS.
 - Alert them of non-CASE training volunteer opportunities that exist
 - Make sure families know CASE training is offered at other schools and they don't have to attend HT CASE training. It's all the same.
 - Make sure they know they will be filled if they don't complete their hours.
 - Need to have Ashley bill families via FACTS if they don't complete hour requirement
 - Need someone to run a report – sounds like it's a manual effort. Jorene Gorman has done it in the past.
- Summer Reading:
 - Usborne/Paper Pie promotions – Lindsey will be looking into this
- Talent Show:
 - It would be great to plan one for next school year. The year of COVID we were going to have one but it was taken virtual due to pandemic. That year the 8th grade leadership team was going to run it. It doesn't have to be student run unless there is a motivated group of students. We have a roadmap for planning it based on pre-work done in 2020.
- PTO Meeting in April:
 - Move to 7 PM, after Track?
- Holy Trinity Sport Uniform Marketplace: Online site that allows parents to buy, sell, offer gearUp sports only Holy Trinity uniforms to help defray costs and clean out closets. Ashley will include information on that in future Monday Minute.
- **Next PTO Meeting**
 - Currently set for Thursday, April 27th
 - Follow-up on opens from March PTO meeting
 - Revisit past events
 - Discuss May & June upcoming events