

December Holy Trinity PTO Meeting

Date: Wednesday, December 13, 2023

Time: ~7-8 PM

Attendees: ~8 attendees

Location: Holy Trinity – 4th Grade Classroom

Moderator: PTO Treasurer: Chelsie Andrews covering for PTO President Lindsey Hunt

Action Items:

- Lindsey Hunt:
 - Provide an update in next PTO meeting on SharePoint hours tracking tool solution.
 - Let someone know that the “blue drink cooler/dispenser” in the cafeteria – sticks or leaks...
 - Does Sarah want the PTO to help with the school Open House?
 - We leverage certain volunteers and businesses a lot. For example, Noel’s restaurant supports a lot of events, etc. We don’t want anyone to burn out and want to make sure we’re not asking too much. Noel seems okay with it but it may be worth a follow-up discussion with her to make sure we’re not over-asking.
 - We could only accept cash for admission to the drama production. Why is the chess tournament able to take checks, but the drama production couldn’t?
 - Teacher appreciation efforts throughout the year: Are we going to implement something this year and rotate what class is responsible? Or is this a next year effort? Do we have budget? Or is this on the parents in the classes sponsoring to support?
 - Social Media accounts – see the notes below about what was discussed. What are the thoughts on having an 8th grade ambassador (next year?) – that has permission to post stories and content on the school social media account? What does Sarah think of this suggestion? There were some concerns but it was an idea brought up during discussion.
 - From past PTO meetings
 - Any recess duties needed by parents?
 - Have we ever considered having a concession stand for volleyball and basketball tournament days?
 - Check with Britt to see if book fair ended up needing \$100 that was budgeted for it.
 - Meril introduced idea of hosting an all-school science fair or something similar to encourage interest in science in younger grades. Tabled for December meeting due to time.
- Kari:
 - From November, please update DNO flyers with more specifics on how money will be used by PTO
- Sheda:
 - Share Grandparents Day plan in January meeting and where/what the PTO and volunteers can do to help.

- Set-up wish lists in teacher lounge to start getting their input on what they would like in the lounge (amenities and food, etc.). This could help with May preparation as well as other teacher appreciation efforts during the year.
- Chelsie:
 - Will check with school office on classroom reimbursement requests and updates to the budget. **Update:** Complete, only one adjustment that will be visible in January update.
- Anyone/Everyone:
 - Assuming you want your contact information visible to other parents, be sure to opt-in within your Alma profile.
 - 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).

Discussion:

- **News/Updates:**
 - Sharepoint (volunteer hours) tracking solution is nearly complete. It will be a Google Form. Kyle is finishing it up and it should be ready in January.
 - Book Fair earned \$2,800. As a school, we get to keep \$1,400 of those earnings to purchase materials.
 - Suggestions:
 - Could the foot print of the book fair be larger? It was a little crowded.
 - The materials being sold appealed to a younger audience.
 - Have a community night where pizza is available and shopping is encouraged.
 - Concert & Drama Cookies:
 - \$250 was spent. 800 cookies provided between the 2 events.
 - This was too many cookies, but we were able to freeze some between the drama production and Christmas concert.
 - For volunteer signups – have the server and cleaner be the same person. There isn’t enough work for 2 people.
 - Santa Workshop:
 - It made all the money back that was spent. There is no cost or profit to report.
 - Recommendation: Add 1 more day for sales so the gift wrappers aren’t so overwhelmed at once with shoppers.
 - Cub Scouts Troop
 - Rudy is the troop leader. He came to the meeting to speak/ask questions.
 - The troop would like a scout bank account – he was told it needs to be a sub account of the PTO bank account.
 - The PTO indicated that the church handles the details of the financial operations and what is or isn’t possible.
 - The PTO recommended that Rudy work with the church bookkeeper. This isn’t something the PTO can advise on. Reach out to Deacon Brett and he can connect you.
 - Chess Tournament

- They will accept cash & checks.
 - Why couldn't the drama production accept checks?
 - Social Media Accounts
 - What is the goal and purpose of the social media accounts?
 - There isn't a defined goal – it's a tool used to remind current parents of events, activities, and happenings around the school. It also shares our community with past and potential families.
 - We don't monitor metrics or track what content performs best.
 - Why are there so few followers? It doesn't seem like many current parents are following. How can we get greater engagement?
 - Who has permission to post on social media? Erika indicated there are very few people with permissions, which is the way we want it.
 - There was the suggestion of contests and inclusion of more updates regarding what is happening around the school – to create more engagement and interest.
 - Someone also mentioned this might be an opportunity for 8th grade students to take a leadership role and help create content of interest.
 - Concerns were expressed since cell phones aren't allowed out during school hours, etc. Would need to check with Sarah.
- **PTO Budget:**
 - No changes to discuss for the budget. The latest budget number are at the end of these notes. Chelsie indicated the budget hasn't changed. Erika flagged she submitted some receipts and received reimbursement since the last meeting so there should be some changes to the budget. Chelsie will follow-up.
- **Upcoming Events:**
 - Christmas Parties: All is set. Room parents handling.
 - Christmas Popcorn: All is set. 8th grade is handling popcorn purchase and distribution.
 - 2 grades opted out of having popcorn this year
 - Father/Daughter Event:
 - January 19th
 - It will be a "date night" which will include dinner and dancing.
 - No specific "theme"
 - Event will be promoted on social media, Monday Minute, etc.
 - Wine Night - Downtown
 - February 10th
 - Tickets will be \$45/each
 - There are 9 wineries attending
 - There will be food
 - Looking into getting an Uber/Lyft discount
 - HT hosted MS dance:
 - 8th graders with some 8th grade parents will form a dance committee. Students will be involved with planning duties and take leadership on theme selection, amongst other things.
 - DNO's (Dinner Night Out)

- Golden Valley Brewing was currently happening. Those that went mentioned they didn't see many Holy Trinity families. It is probably hard for families to "sit down" at a restaurant during the week.
 - Panda Express, Karam, Langer/K1? Kari Court is working on scheduling future DNO's.
 - Funds raised at DNO's go to support the EOY last day of school party and if we have enough – it can help cover extra classroom party requests.
 - Grandparent's Day
 - No discussion, Sheda wasn't at the meeting.
 - School Open House
 - Any help from PTO needed?
 - Having a little food would be a nice touch.
- **Miscellaneous topics:**
 - Teacher Appreciation Throughout the Year
 - Snacks and drinks were provided to teachers during conferences
 - There is talk of doing more sporadic appreciation efforts throughout the year.
 - We could rotate what classroom supports what month, etc.
 - Set-up wish lists in the lounge for teachers to add ideas for what they might like to enhance the lounge
- **Next PTO Meeting**
 - Scheduled for Wednesday, January 17th
 - Recap past events (Christmas parties)
 - Planning upcoming events (Christmas Popcorn, Christmas parties, Father/Daughter Event, Open House, and more+)
 - Review PTO budget, if there are any updates to share

Holy Trinity PTO
2023-2024 Budget

Income			
	Holy Trinity Church	\$ 15,000.00	
Total Income		<u>\$ 15,000.00</u>	
Expense			
	8th Grade Expenses		
	Graduation	\$ 1,000.00	
	Total 8th Grade Expenses	<u>\$ 1,000.00</u>	
	Community Enrichment		
	Fall Festival	\$ 2,000.00	\$ 1,928.75
	Mother Son	\$ 1,200.00	
	Book Fair	\$ 100.00	
	Middle School Dance	\$ 600.00	
	PTO Meeting	\$ 350.00	
	Back to School Night	\$ 300.00	
	Cookie for Socials (Play/Christmas/End of Year)	\$ 1,200.00	
	Father/Daughter Dance	\$ 1,200.00	
	End of the year picnic	\$ 500.00	
	Grandparents Day	<u>\$ 2,000.00</u>	
	Total Community Enrichment	<u>\$ 9,450.00</u>	
	Staff Enrichment		
	Staff Enrichment	\$ 1,000.00	
	Total Staff Enrichment	<u>\$ 1,000.00</u>	
	Classroom Enrichment		
	Popcorn for Events	\$ 250.00	
	8th Grade	\$ 250.00	\$ 85.96
	7th Grade	\$ 250.00	
	6th Grade	\$ 250.00	
	5th Grade	\$ 250.00	
	4th Grade	\$ 250.00	\$ 118.55
	3rd Grade	\$ 250.00	\$ 66.66
	2nd Grade	\$ 250.00	
	1st Grade	\$ 250.00	
	Kindergarten	\$ 250.00	\$ 183.99
	PreK	<u>\$ 250.00</u>	
	Total Classroom Enrichment	<u>\$ 2,750.00</u>	
Total Expense		<u>\$ 14,200.00</u>	
Net Ordinary Income		<u>\$ 800.00</u>	

Other Income

Other Income

Lollipop-o-grams	
Dinner Night Out	\$ 472.65
Paid Volunteer Hours	
	<hr/>
	\$ 472.65

Total Other Income

Net Income

\$ 1,272.65

*****For 2023 Santa's Workshop paid back the money borrowed so zero balance for PTO.**