

## February Holy Trinity PTO Meeting

**Date:** Wednesday, February 21<sup>st</sup>, 2024

**Time:** ~7-8:45ish PM

**Attendees:** ~26 attendees

- Principal: Dr. Anne Erwin (Interim Principal) was in attendance

**Location:** Karam Restaurant in Cedar Hills

**Moderator:** PTO President: Lindsey Hunt

### Action Items:

- Lindsey Hunt:
  - Can we accept electronic payment for the MS dance?
  - For MS dance, the funds raised for entry into the dance, where do these funds go?
  - Work with Anne to determine how we'll gather input on how to spend extra funds raised this year by PTO to benefit the school community.
    - Reminder: Past PTO notes show items we brainstormed previously.
  - Teacher appreciation efforts throughout the year – connect with Katrina:
    - March is taken care of per Anne
    - Can the PTO take care of something for April & May, beyond teacher appreciation week?
  - Do we have a way to match fundraising dollars? Beyond employer matches?
  - Should we consider gym sponsorship banners?
- Veronica, Chelsea, Claire, Sheda, ?Kari Court?, and Lindsey Parent/Child Event Committee:
  - Mother/Son & Father/Daughter event – come up with finalized plan and share with school community
- Katrina:
  - Help coordinate teacher appreciation efforts through the rest of the year. Talk to Lindsey. There is something scheduled for March, but we could use something for April and May.
- Sheda:
  - From previous meeting: Have wish lists been established in the teacher lounge? The value being we can gather their input on what they would like to have for snacks, drinks, amenities. This could help with May preparation as well as other teacher appreciation efforts during the year.
- Anne:
  - Follow-up on:
    - Scoreboards and VB nets, grants, etc.
    - What you're planning to refresh, you mentioned doing something visual, perhaps in school lobby, etc.
    - Keeping updates going on social media regarding things happening during the school day. Kari Court may be able to help support you.
    - MS Electives next year:

- Social Media class? Could that class help with our social media content?
  - Field Trips
    - Plan to restart them across all grades?
- 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](mailto:Inhunt2014@gmail.com)).
  - Have a “wish list” item that would benefit the school and/or school community? Please contact Lindsey Hunt ([Inhunt2014@gmail.com](mailto:Inhunt2014@gmail.com)).

**Discussion:**

- **Top Priorities After the Meeting:**
  - Gather list of school needs (Reminder: We have a list that was started. See previous PTO notes.)
  - Come up with parent/child event plan and let families know what that is
  - PTO schedule some things to show teacher appreciation sporadically throughout the rest of the year.
  - Do something visual that people will see to see change is happening
- **News/Updates:**
  - 2<sup>nd</sup> Grade had the most parents in attendance. They will earn a free dress.
  - We should know '24-'25 Tuition Rates in early March (1<sup>st</sup> week of March)
  - PTO Budget:
    - See the updated budget at the end of these notes.
    - It's up-to-date minus Lolli grams (Earned ~\$500) and the latest DNO (Earned ~\$100)
    - The money from DNO's goes towards the school end of the year community gathering/party on the last day of school.
    - TBD what we spend Lolli grams \$\$\$ on. There will be a future vote and/or discussion to determine how these funds will be used to benefit the school community.
      - The school needs a new scoreboard AND volleyball nets. There is a grant the school applied for in hopes to cover some costs, but if we don't get the grant then we'll have to find a way to fund the costs. There is discussion that CYO may be willing to pay for 1 VB net and HT community pays for the other.
  - Grandparents Day:
    - The event went well.
    - Flowers that were used for décor were given away after the event to attendees.
    - 8<sup>th</sup> grade assisted with event clean-up and that was very helpful.
  - Wine Night:
    - We sold 70+ tickets.
    - Silent auction was a success, but there was not pressure to partake in the auction. It was a social opportunity for parents to mingle. The restaurant layout

was conducive to keeping the auction low-key and having the focus be food, drink, and fellowship.

- \$1,400 were made. Those funds will go into the bucket of funds that the Lolli gram funds will be added too. As mentioned above, we'll decide how to use the funds to benefit the school community soon.
- Next year:
  - Get more things for the auction
  - Have some small donations (\$10-15) that earn things like free dress, those small donations can add up.
  - PTO being careful to make sure that fundraisers feel optional, and not required.

○ Lolli grams:

- Next year:
  - Get labels out sooner
  - Can we offer a non-candy item?
- There was a miscommunication regarding who would manage the event for the school and 1<sup>st</sup> grade pulled together the event very quickly - last minute.
- As mentioned above, the event raised ~\$500. The budget will be updated.

○ Fundraisers:

- The PTO will continue to work hard so families know that fundraisers are optional and there is no family fundraising requirement.

- **Upcoming Events:**

○ Graduation:

- 7<sup>th</sup> grade typically plans/organizes
- \$1k can be used for the event costs
- Since the meeting, 7<sup>th</sup> grade & 8<sup>th</sup> grade have been in communication and shared planning details from last year's graduation.
- Did 8<sup>th</sup> grade know that you can rent out "[West Hills Gym](#)" if they wanted to do a late-night event? One of the local schools did that last year. Currently 8<sup>th</sup> grade room parents are working on an off-campus graduation celebration plan.

○ HT Hosted MS Dance - May

- Added to Lindsey's To-Do List:
  - There was a question about where the funds for entry go.
  - Asking about electronic payment options too. Will this be feasible?
- 8<sup>th</sup> grade dance committee planning underway
  - Scott Allison said he'd provide free DJ services

○ Father/Daughter Event AND Mother/Daughter Event:

- There is discussion of combining these events this year. It'd TBD.
- The Father/Daughter event was cancelled in January due to weather.
- Planning a combined event could be challenging due to number of attendees.
- Planning committee: Veronica, Chelsea, Claire, Sheda, and Lindsey to discuss further. Kari Court might be involved too since she was planning original Father/Daughter event.

- Suggestions:
    - 3/15: Afternoon event @ Kingpin's (1-4 PM). Great deal was offered to the school. There is concern this will be challenging for working parents to support. Planning committee will meet to discuss options.
    - Can we do a non-dance event for father's & daughters next year?
    - Perhaps we could rent out a movie theater for the combined event?
  - Titan Run:
    - Ashley Sheridan remains involved with planning
  - DNO's (Dinner Night Out)
    - 3/15: Panda Express
    - TBD: Boxed Ramen
  - Family Movie Night @ HT:
    - This may or may not happen this year. It depends on how busy the schedule feels.
- **Update from Anne:**
  - She provided a brief career biography.
  - She's coming in with fresh eyes. Has been enjoying daily meetings with the staff.
  - She loves seeing how excited the kids are about coming to school and sees we have a great community. She views the parents and families as a partner to the school staff. The kids are greeted by multiple staff members daily.
  - She met with 8<sup>th</sup> graders & staff to discuss vision & identify. Asking what's going well, what could go better.
  - Communication:
    - You'll notice the Monday Minute has been edited to be quickly digested and include most current information.
    - The school website has been edited too.
    - Highlighting different virtue's every week – Affability is coming up – great vocab word.
  - Scoreboards & VB Nets:
    - She was scheduled to meet Thursday, February 22<sup>nd</sup> to discuss details surrounding these enhancements. They are waiting to hear if they received the grant.
      - There are multiple vendors for the Scoreboards (~\$10k cost)
    - She is currently asking staff what else they could use:
      - Floormats?
      - Full set of Ukulele's for Music Room?
    - Father Bill has been supportive of our efforts to make upgrades that benefit the school community, like the items mentioned above.
  - Miscellaneous:
    - Do we have a way to match fundraising dollars?
    - Should we consider gym sponsorship banners?
    - Could the PTO provide the staff with periodic tokens of appreciation? For example, at Anne's last school she helped to coordinate a live plant for every classroom.

- **Miscellaneous Thoughts:**

- Make sure people know what Titan Run and other fundraising is for/who it will benefit and how specifically.
- How does the Parish community help the school?
  - One of the primary things is, they help subsidize tuition, provide PTO with a budget to work with, etc.
  - Some parents felt they were being asked to be more involved with the Parish, but they weren't seeing the Parish community being more involved with the school. The call-to-action last year felt unbalanced to some attending the meeting.
- Other schools have higher volunteer hour requirements and the price per sharepoint hours is higher.
- Volunteer Opportunities for Working Parents:
  - CYO Event Support – Gym Monitors – our Athletic Director is having to miss her child's events to cover the duties and it's not sustainable long-term. She needs others to support this need. It's a great opportunity for those not available between 8-5 PM.
  - Work with room parents to find out if teacher's have "take home" projects (cut out things, etc.) that you can support
- There are some parish' without a school. The name of the person that brought up that their parish might help another parish with a school from a funding perspective wasn't captured but that is something to look into, if we need support.
- You can find old PTO meeting notes on the HT School Website
- Requests were made to keep the social feeds fresh with things happening around the school (during the school day). Kari Court can assist Anne with this. We will be sensitive regarding kids pictured.
- MS Electives: How about offering a social media class?
- Field Trips: Are we going to have those again? The answer is – "yes".

- **Next PTO Meeting**

- Scheduled for Wednesday, March 20<sup>th</sup>, Monitor Monday Minute
- Follow-up on Action Items
- Recap past events
- Planning upcoming events
- 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	\$0.00
	Middle School Dance	\$600.00	
	PTO Meeting	\$350.00	\$0.00
	Back to School Night	\$300.00	\$0.00
	Cookie for Socials (Play/Christmas/End of Year)	\$800.00	\$365.97
	Father/Daughter Dance	\$1,200.00	
	End of the year picnic	\$1,000.00	
	Grandparents Day	\$2,000.00	\$1,000.00
	Total Community Enrichment	<u>\$9,550.00</u>	
	Staff Enrichment		
	Staff Enrichment	\$1,000.00	
	Total Staff Enrichment	<u>\$1,000.00</u>	
	Classroom Enrichment		
	Popcorn for Events	\$250.00	\$0.00
	8th Grade	\$250.00	\$112.92
	7th Grade	\$250.00	
	6th Grade	\$250.00	\$237.04
	5th Grade	\$250.00	\$125.24
	4th Grade	\$250.00	\$226.00
	3rd Grade	\$250.00	\$66.66
	2nd Grade	\$250.00	\$101.00
	1st Grade	\$250.00	\$88.95
	Kindergarten	\$250.00	\$249.99
	PreK	\$250.00	
	Total Classroom Enrichment	<u>\$2,750.00</u>	
Total Expense		<u>\$14,300.00</u>	
Net Ordinary Income		<u>\$700.00</u>	

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2023-2024 Budget

Other Income			
	Other Income		
		Lollipop-o-grams	-\$75.98
		Wine Night	\$1,490.00
		Dinner Night Out	\$672.65
		Paid Volunteer Hours	<u>          </u>
	Total Other Income		\$2,086.67
Net Income			<u>\$2,786.67</u>

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