

December Holy Trinity PTO Meeting

Date: Wednesday, January 24, 2024

Time: 7-8 PM

Attendees: 14 attendees

Location: Holy Trinity – 4th Grade Classroom

Moderator: PTO President Lindsey Hunt

Agenda

- Budget update (5 minutes) - Chelsie
- Grandparents Day (5 minutes) - Sheda ([volunteer sign-up here](#))
- Wine Night (10 minutes) - Katrina
- Valentine's Party (5 minutes) - Laura/room parents
- Lolligrams (5 minutes) - Laura
- Upcoming DNOs (5 minutes) - Kari

Action Items:

- Lindsey Hunt:
 - What is the messaging we should share as parents about HT capacity? Are we over/under in certain classes? How can we best represent this to people who ask us?
 - Could we get a school/church Square account setup to accept digital payments? What do we need to do to make sure we are setup for pre-sale tickets for the next school play?
 - Add a Communications Director role to the end of year planning
 - Add planning teacher appreciation efforts
 - What are our options for prioritizing spending on a new volleyball net and a new scoreboard? Our current scoreboard is broken, does not inspire pride in our facility.
- 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:**
 - Tally of attendance, Kinder, 2nd and 3rd win free dress Friday, January 26:

PK	2
K	5
1	3
2	5
3	5
4	4
5	4
6	2

- Lindsey shared that the Sharepoints logging information had been created and shared out by Natalie to the whole school.
- The school no longer does an Open House, but instead sets prospective families up with a school tour (by an 8th grader) and a shadow day in the grade their child/children will be entering.
 - There were questions about whether the school was at capacity or what we can share with people who express interest. There was confusion around whether the school had waiting lists or classrooms that are under capacity.
 - Also questions about our strategy for attracting new families and how we handle these inquiries. Can we get information about this shared out so families are equipped?
- Followed up with Noel re her capacity and she is ok with the amount of involvement.
- Lindsey to follow-up about options for accepting payments. Questions remain about whether we can have access to a HT square account or something similar.

- Sentiment expressed that we could've done a better job communicating about the Drama class opportunity for younger kids. There was low enrollment and many parents indicated that they did not know it was available
 - The PTO recognizes an opportunity to have a Communications Director position to help with amplifying these events in all forums and making sure we have broad, consistent messaging for opportunities at the school.
- Teacher Appreciation efforts: in our June meeting, we will set our strategy next year to get more involvement around regular teacher recognition throughout the year.
 - Previously we assigned 3 grades per trimester throughout the year. The 3 grades were expected to pool money and host a catered lunch for the teachers once within that trimester (one lunch sponsored by all three grades)
 - Sentiment expressed was that we do a great job during teacher appreciation week but it is during a very busy time of year and close to the jog-a-thon, so it can feel like a lot all at once.
- Fundraising and school needs:
 - We need a volleyball net. HT CYO board member (Iwona) has shared that we need a new volleyball net (\$5k) and a new scoreboard (anywhere from \$1k-3k).
 - Our school has needs that are outside of budgeted items and we'd like to be able to do something about it. What are our options?
 - A school advisory committee meeting was requested to get clarity on our options to discuss fundraising and how we plan for school needs/upgrades/updates to equipment, etc.
- Social Media accounts – Sarah is discussing with Father Bill about our options. One option we discussed is having 8th graders help with creating Canva advertising material, but not necessarily accessing social media.
- From past PTO meetings
 - Any recess duties needed by parents? No, not at this time that we know of.
 - Have we ever considered having a concession stand for volleyball and basketball tournament days? We are actively exploring this option and have spoken with Isaac Forquer and Courtney Driessen about past efforts and current options for hosting a concession stand. We will have more to share at the next meeting.
 - Check with Britt to see if book fair ended up needing \$100 that was budgeted for it. - The \$100 was not needed for this book fair; Usborne covered everything for the setup.
 - 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. UPDATE: This will be added to our end of year planning discussion in June.

- **PTO Budget:**

- No changes to discuss for the budget. We are on track for spending for the year. No reimbursement came in for popcorn.

- **Upcoming Events:**

- Wine Night update
 - We have sold around 40 tickets, which is enough to hold the event
 - We'd like to see closer to 80 tickets sold to really have a special event. Friends and Family are welcome to buy tickets.
 - No volunteer needs for this event
 - Can we share about the auction basket items as a teaser to get people to come?
 - No, the messaging around the wine event is to be focused on a community event and not advertising the fundraising component.
 - Wine Night Details - Downtown
 - February 10th
 - Tickets will be \$60/each
 - There are 8 local wineries attending
 - There will be lots of food, buffet style but heavy food
- Valentine's Parties
 - We're all set for Valentine's parties to take place on February 13th.
 - They are being held on February 13th to ensure that we observe the solemnity of February 14th Ash Wednesday.
- Father/Daughter Event:
 - Rescheduled due to ice storm.
 - At PTO, we agreed that this year we will combine Father/Daughter and Mother/Son into one event on Friday, April 5th. This is due to calendar constraints. There was also discussion around how it will be nice to have an all family event. More details to come. The grade sponsors have connected to plan these events.
 - If you're interested in being part of the planning, you can connect with Kari Court, Kate Hill and Veronica Coursolle.
- DNO's (Dinner Night Out)
 - Golden Valley Brewing - still waiting on numbers from this event.

- Next DNO will be Karam this Thursday, February 1. Lunch and dinner both count so consider having lunch after school with Grandparents (half day Thursday). Kari will make a flyer and pass it out at Grandparents' Day.
- We are working on a DNO with new Cedar Hills restaurant Boxer Ramen.
- 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
 - All set for food (thank you, Noel)
 - This is a pre-K sponsored event, and they are aware of their responsibility so will likely be signing up.
 - Lindsey to send out the sign-up genius.
 - Setup/cleanup are the most important items
- Lolligrams
 - All set for this. 1st grade is covering it.
 - Will make sure that every single student receives at least 1 lolligram to ensure inclusion.
 - Funds from this event will go toward end of year party or decided by PTO at March meeting.

- Miscellaneous topics:

- There was a drama class offered for younger students but enrollment was low. Can we improve communications around these types of opportunities? Discussion about a Communications Director as a role on PTO leadership next year. We need to have broader communication that is consistent across channels (social media, Monday Minute, email, and in-school comms).
- What is tuition next year? There were questions about the glide path to a flat rate tuition, what tuition will be next year, and what the follow-up communication from last year's meeting was (the meeting was about in-parish discounts and flat rate and Holy Trinity's overall plan).
- Can we do a school survey to get feedback around areas where the school needs to improve or concerns within the community?

- Next PTO Meeting

- Scheduled for Wednesday, February 21st
- Recap past events
- Planning upcoming events (Middle School Dance at SJF, Mother Son Event, DNOs, and update on action items)
- Review PTO budget, if there are any updates to share

