

May Holy Trinity PTO Meeting

Date: Thursday, May 25th, 2023

Time: 7-8:15ish

Attendees: ~15 attendees

Location: @ Karam Restaurant

Moderator: PTO President: Lindsey Hunt

Action Items:

- Anyone/Everyone:
 - o Have an idea for a future PTO meeting agenda item? Have any questions after reading these notes? Please contact Lindsey Hunt (Inhunt2014@gmail.com).
 - o Have a “wish list” item that would benefit the school and/or school community? Please contact Lindsey Hunt (Inhunt2014@gmail.com).
 - o Are you interested in collaborating with other local school PTOs to share supplies and needs? We’re looking for someone to reach out on behalf of our HT PTO
- Lindsey:
 - o Update calendar for June PTO meeting – 5-7 PM on Wednesday, 6/7
 - o Connect with Heather and Last Day Event planning team about available budget for the event
 - o Prep for June PTO meeting – voting on what events to add next year, etc. Review notes below for details.
 - o Talk to Ashley on if we want to incentivize folks to attend PTO meetings in some way
- Kari
 - o Promote upcoming events online – parent wine event, last school day event, etc.
- Ashley:
 - o Leftover from April Meeting: Would it be possible to get a quote to put in artificial turf on the track? We know it would be a big number given drainage issues but might be interesting to understand the costs surrounding the possible improvement/reduction of mud.

Discussion:

- **April Action Item Updates:**
 - o School calendar is up-to-date, minus June PTO meeting – getting all school calendars synched is challenging due to different formats, etc.
 - o Titan Run: We raised \$90k which includes the grant money received. All in all, things went well. There is a company that runs it for less than \$2/student and it really helps things run smooth and let parents enjoy the event instead of working it. Its our 2nd year using that company.
 - Folks were interested in having results sent out – or maybe a screen @ the event so they can see # of laps run right after the Titan Run
 - 8th grade announcers did a good job

- Kids enjoyed prizes/assembly
 - Many “no show” clean-up volunteers
 - Intel matched about 50% of requests received. Our non-profit shows up as a church instead of a school and Intel doesn’t donate to churches. If folks need letterhead from school for receipt, then Natalie can support that request.
- **Event Recaps:**
 - Book Fair: Went well – was only 3 days – earned about ~\$1500 for teachers to reinvest in classrooms
 - Teacher Appreciation Day:
 - Under budget by \$49
 - Good volunteer showing
 - Good food
 - Balloon décor was great
 - Teachers love the new chairs
 - Flower bouquet day was awesome!
 - Amazon Wishlist’s
 - Deliveries to different houses was helpful – instead of having everything sent to 1 house
 - There were some issues with addresses on 1 list
 - Suggest new lists be created next year, instead of reusing existing lists so we can avoid these issues
 - Need to ask people to include gift tags in the future so we know what items are for what teachers
- **Upcoming Events:**
 - PTO Meetings
 - None in summer
 - June meeting will be 5-7 PM and this is the one where folks get to pick the event their class organizes next year.
 - Discussion around ways to encourage attendance – for example – the greatest number of attendees within a single class earn an extra free dress day, etc. Lindsey to talk with Ashley more.
 - Spring Play:
 - Coming up this weekend (Memorial Day Weekend) Need help on Saturday with cookie reception – Ashley and others plan to help
 - Friday night cookie reception Kinder can host. They have purchased the cookies for both nights and will have everything ready for the Saturday crew.
 - Recommendation for next year: Don’t have one class own the cookie receptions @ both plays and concerts. Split up the duty if possible.
 - Spring Concert
 - There are open volunteer needs
 - Wine Tasting Event:
 - June 3rd – 6:30-8:30 PM
 - 49 tickets sold – we’d like to sell more
 - Let your friends and family know that tickets are available

- Expect a profit from event and raffle sales
- Non alcoholic drinks will be available
- Ticket prices for those drinking and not drinking are the same
- Bring Cash & Checks for Auction
- Vendors can take credit card payment
- Delivery of orders to take place after the event (~1 week later)
- Set-up/take down plans complete
 - Offer from Ashley: Have 8th graders handle floor covering on Monday
- Last Day of School Event:
 - Planning is underway
 - Bring own food
 - We might be able to get a pizza truck for folks to order from but we're not sure
 - Ice cream to be provided to students
 - We might bring back the dunk tank. 2 cans of food get you a chance to dunk a staff member
 - Set-up field game(s): Kickball, volleyball, or flag football, etc. – setting up fewer things better. Planning committee to make decisions.
 - Waiting to find out the budget – need to connect with Heather. Lindsey will reach out.
- Other Topics:
 - June Planning Meeting
 - Voted during meeting that 5-7 PM works best for group attending. There will be 1 hour of free EC.
 - Are there any new events we want to plan for '23-'24? Ideas tossed out include:
 - Talent Show & Art Show
 - Each class create an art project/basket for wine event – Auction out at school event
 - Crab Feed
 - Wine Event Offsite – earlier in the year
 - Vote for events sticky note method? We can't do all the ideas.
 - Does anyone in a PTO role want to move into a new role or leave their role? TBD. Lindsey is happy to continue in her role as President but also is open to handing it off if someone else wants it. President, Treasurer, Secretary, etc.
 - Play Cookies / Concert Cookies – split duties/ownership instead of 1 class owning all events
 - Volunteer Recognition – mixed feelings with group on if this should be done.
 - DNO planning – start early with setting up events
 - SharePoint hours must be input by 5/01/24 next year for '23-'24 year
 - Elevate messaging around volunteering and being active member of school community @ start of next school year
 - How to handle & track no-show volunteers

- One idea shared: Name tags printed out pre-event – hand out name tags to volunteers and see who didn't show, etc. Make sure there are no SharePoint hours reported by those individuals for that particular event
 - IDEA: Have PTO shirts to stand out at events like Back to School
 - We want to have dates of events set @ the start of the year for events
 - Develop next year's PTO meeting schedule/timing
 - Invite new families in June meeting
- **Next PTO Meeting**
 - Currently set for Wednesday, June 7th
 - Revisit past events
 - Planning for next year (see notes above)
 - Those attending get to pick their classes event to host next year