

October Holy Trinity PTO Meeting

Date: Thursday, October 20, 2022

Time: 7:30-8:30

Attendees: 15+ attendees

Location: 4th Grade Classroom

Moderator: PTO President: Lindsey Hunt

Actions 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 DNO (Dinner Night Out) idea – please contact Kari Court (kari@karicourt.com).
- Ashley:
 - o Please include Trunk or Treat AND Drama Volunteer Sign-ups in upcoming MM's. Details will be provided.
- Lindsey:
 - o Add to planning agenda for '22-'23:
 - Trunk or Treat vs. Halloween Party budget & event style. Make a decision about our plan prior to the start of the school year. See notes in "Discussion" section below.
 - Survey our parents on if child care was available – would they be more likely to attend PTO meetings?
 - o Consider offering PTO meetings at different times
 - o Set time aside in a future PTO meeting to brainstorm fundraising ideas
 - o Provide Ashley with Usborne link for virtual book sale.
 - o Can Powell's or other local book stores have sales events where a percentage returns to the school? This was asked but I don't think we had assigned the task to anyone.
 - o Will there be an event to coincide with book fair? There was talk in the September meeting of a possible event to promote folks stopping by the event and shopping. We did Bingo last spring.
 - o What would it take to get a school library? Talk to Ashley. Follow-up with Nicole McCall (nmccall77@gmail.com).
 - o I didn't catch who was going to follow up with Mrs. Castillo regarding the possibility of teaching dances to kids in Middle School PE classes. Nicole is willing to be a guest teacher. I listed Nicole McCall below on this task but I'm not confident she was the one that was going to reach out so I wanted to flag this open.
- Nicole:
 - o Were you going to follow-up with Mrs. Castillo regarding teaching dances to kids in MS PE classes? If not, check in with Lindsey to see if she caught who was going to reach out.
- Tina:

- Communicate with Kindergarten classroom regarding cookie reception duties for Fall Drama production. Here is a link to all [2022-2023 Class Event Ownership Assignments](#)
- Corrina
 - How much candy should trunk hosts provide? Be sure we communicate this prior to event to trunk hosts.
- Kari
 - Please promote on social media:
 - The need for Trunk or Treat traffic coordinators & Trunk hosts. Be sure people know that grandparents/extended family members can host trunks. See Corrina's email for other needs.
 - Remind folks of the DNO @ Chipotle on November 2nd
 - Upcoming Fall Drama production: 1) Volunteer sign up 2) Flower Sales @ Play 3) Cash is needed for entry and flower sale purchases 4) Share showtime details
 - Reach out to Noel Karam (noel-tk@hotmail.com) – mother of PRE-K & 3rd Grader. She owns a Lebanese restaurant in Cedar Hills and is happy to host a DNO or help with other events.
 - Please help with creation of Book Fair Volunteer Sign-up. Britt Entizne to be in touch.
- Erika
 - Follow-up with Mr. Storm regarding "Leadership Project" ideas. MS students could help develop/run fundraisers and/or have project-based school leadership opportunities.
- Britt
 - Are there MS students interested in running the register @ the book fair?

Discussion:

- **PTO Resources:** In the closet downstairs there are PTO supplies. There are PTO binders that contain valuable resources as folks plan events. The binders include vendor contacts, pricing details, lessons learned, and much more. No need to start your event planning from scratch. 😊 There is a key to the closet at the front office.
- **FACTS Calendar** – See the FACTS calendar online for the most up-to-date meeting & event dates. There are some differences in calendars available but we're working to get them synced.
- **PTO Budget Transparency & Planning:**
 - There is recognition that allocating Halloween party budgets to Trunk-or-Treat tables has received mixed reviews within the school community. Folks like both events but many classes still want Halloween parties too. Having no budget for the party is tough. As we plan next year, this topic will be revisited.
 - *IDEA: Have Trunk or Treat style event with classes hosting a table behind the school. More of a "carnival" style event? Combining the 2 events? There was mixed feedback on this idea during the meeting.*
 - There have been some adjustments made to the PTO budget for this year. Teacher birthday celebration funds were coming from the PTO budget. Those funds will come from another source and the PTO funds allocated to teacher birthdays will be redistributed across other school PTO events to increase those event budgets.
- **PTO Meetings:**

- Discussed if we should keep a consistent time for PTO meetings or vary the time we meet. There was also discussion on if offering childcare would increase participation. No decisions made during the meeting. We may survey the school community in the future.
- **Trunk or Treat:**
 - Friday, October 28th
 - There will be 2 tables @ the event. 1 for elementary students & 1 for MS students. Tara Cenova is taking the lead on MS table shopping.
 - There will be no coffee cart at the event this year. It was cost prohibitive.
 - Tents are getting acquired. Rain is forecasted. The event will happen rain or shine.
 - There are open volunteer needs. Communications will go out to the school community.
- **DNO (Dinner Night Out)**
 - Our first one is scheduled for Chipotle in Cedar Hills on November 2nd.
 - Encourage folks to coordinate with classmates to attend. Kids love running into friends.
 - Kari has most of them planned but there is room for a couple more. Folks with ideas on places to host DNO's – contact Kari Court.
 - *Reminder: Lebanese Restaurant (owned by a family @ the school) is willing host a future DNO. They offer a variety of food beyond Lebanese cuisine.*
- **Fundraising:**
 - Father Bill is open to the idea of fundraising via community events to increase our PTO budget, meet school needs, and help control tuition increases.
 - Event Ideas/Fundraising Ideas:
 - There was discussion of wine tasting night, dance lessons, etc. Folks liked the idea of having events where parents could build community with each other.
 - Charge for school events (dances, parent/child, etc.)?
 - Have MS students plan an event to raise funds? It could be a “leadership” opportunity worked into “Leadership” elective? Allow MS students not in the elective to participate - For example, if a child is in particular electives, they may not have the opportunity to do the “leadership” elective but would be interested in partaking.
 - Kids could learn how to solicit community for donations for various events. This helps them build skills – while not “grant writing” – it’s a window into that discipline.
 - Kids could plan/coordinate a fundraiser surrounding Valentine’s Day?
 - CYO event and/or Play concession stands
 - Talent Show – charge an admission fee
 - No “ghost-o-grams” this year. It’s a lot of work without the ROI (return on investment).
 - The group is sensitive to ensuring events are modest, inclusive, etc.
 - We want to avoid grandiose events that aren’t aligned with values
 - Many enjoy the humble school environment and limited fundraising requests. Its one of the things that attracted them to the school.
 - It’s important there is clarity/transparency about where fundraising dollars are going and what events they are supporting.
 - Review rules from Diocese regarding fundraising rules/guidelines

- **Fall Drama Production**
 - November 4th & 5th
 - Things are going well. Volunteer sign-ups were just created and we're asking for help from the greater school community to fill the volunteer needs. Watch for details in a future Monday Minutes.
 - Kindergarten class will host the "cookie reception". Tina or Corrina is working with them. Wants to get clarification on the number of cookies needed each night. Per notes from previous receptions – plan on ~500/cookies night. Don't forget to provide beverages too (Milk, H2O, etc.).
- **Fall Book Fair**
 - Scheduled for November 30th-December 5th
 - In-person: It will be done through Scholastic.
 - Britt Entizne is coordinating the book fair and everything is lined up.
 - Britt to send volunteer needs to Kari Court. *Britt, have you checked to see if MS students would work the registers?*
 - For this year, will there be an event to coincide with book fair? Bingo night? Lindsey to follow-up on this.
 - Virtual Usborne book sale – details to come to future Monday Minute
 - Usborne can host in-person sales if we decide to use a different vendor in the future. They have someone that will set-up the event. They need 6 weeks' notice. We have the ability to choose the selection of books for sale.
- **Other Topics:**
 - Middle School Dance date is moving. Holy Trinity might be hosting a December dance. The format is changing too. Watch the Monday Minute for details.
 - Instead of one Holy Trinity MS Dance - there will be three MS Dances this year hosted by 3 different schools. Holy Trinity will host the first dance. Then St. Cecelia & St. John Fischer will host the others. There will be a small admittance fee to help support the event costs and anticipated larger attendance.
 - Nicole McCall offered to host a dance/etiquette class before the MS Dance. Another idea: Have Nicole come in to MS PE classes and teach some of these skills.
- **Next PTO Meeting**
 - Currently set for Thursday, November 17th
 - Revisit past events – any lessons to share?
 - Follow-up on opens from October PTO meeting
 - Brainstorm fundraising/community builder event ideas
 - Library inquiry
 - Powell's/Independent Bookstore sales event options?
 - Discuss December and possibly January upcoming events
 - Make sure December events don't have any open needs