

September Holy Trinity PTO Meeting

Date: Wednesday, September 19, 2024

Time: 7-8:30 PM

Attendees: ~24 attendees, included Father Bill & Principal Erwin

Location: Holy Trinity 5th Grade Classroom

Moderator: PTO President: Brianna Taylor

Action Items:

- Dr. Anne Erwin:
 - In the school bulletin and church bulletin, please ask people to route their Fred Meyer points to Holy Trinity Catholic School.
- Kirsten:
 - Find past costume guidelines and share with Principal Erwin and Father Bill. Share with school community prior to Halloween events.
 - Find or draft recess duty guidelines – have available to share with volunteers, outline in volunteer sign-up.
- 8th Grade Parents:
 - We need a couple parents to sign-up for the Room Parent role.
- Anyone/Everyone:
 - Do you want to receive classroom and PTO communications? Be sure to opt-in via Alma. If you don't opt-in then you'll miss out on community communications.
 - Able to support the PTO table some @ Back-to-School night? This way all parents, including those supporting PTO, get a chance to partake in B2S night? If yes, contact Brianna.
 - Have a connection to a business that may be able to offer sponsorships or raffle items for our November Sip & Support event? Please contact PTO President Brianna and she will connect you with event coordinators.
 - Have community service ideas that classes could partake in? Or are you interested in being the Service Coordinator (liaison between PTO, teachers, and room parents)? Please contact PTO President Brianna and she will answer any questions you have.
 - Are you able to help with after school spirit wear sales after school? If yes, contact Brianna.
 - Have an idea for a future PTO meeting agenda item? Have any questions after reading these notes? Please contact PTO President Brianna (pto@htsch.org).

Summary/High-Level Overview:

- The meeting began with a prayer led by Father Bill.
- Introductions were made by all attendees.
- Discussion on school supplies funding revealed a need to gather data on how much parents spend on supplies to potentially create a school-wide initiative next year.

- The transition from Sign-up Genius to [TrackItForward](#) for volunteer management was highlighted. TrackItForward allows easier tracking of volunteer hours and opportunities in one centralized location. Event coordinators and room parents should not be using Sign-up Genius going forward.
- There was consideration about allowing parents to pay for unfulfilled volunteer hours upfront instead of at the end of the year, which is still under discussion.
- A budget update indicated that fundraising efforts are crucial this year due to reduced funding from the Parish. In recent years, previous budgets were between \$7,000-\$15,000 and came from the Parish. Now the PTO must raise their own funds to run event which is why we'll have more fundraising efforts like spirit wear sales and community dinners.
- Plans for upcoming events such as Back-to-School Night and Fall Festival were discussed. Spirit wear sales will be promoted during these events to increase visibility and raise funds for PTO activities that support the staff and students.
- Concerns regarding Halloween celebrations included costume guidelines that avoid glorifying gore or horror themes while ensuring inclusivity were discussed.
- Updates about the November "Sip & Support" event included plans for an offsite venue with local wineries participating. Ticket sales will begin in Novembers with various fundraising strategies outlined such as silent auctions and sponsorships aimed at raising \$20,000 this year for tuition assistance and other academic resources.
- Community service initiatives are being developed where each grade will participate in at least one service project per year. We need a lead to help coordinate these opportunities based on teacher interests.
- Room Parent Coordinator Laura shared what she has done to-date to communicate with room parents. Discussion was had about class event assignment and what classes needed an event. There was also discussion about events that needed more support like open house, grandparents' day, and monthly class assignment regarding staff room support.

Discussion Details:

- **News/Updates:**
 - Miscellaneous:
 - Staff bathroom revamp – Staff provided PTO with a thank you card.
 - No EC provided @ Back to School Night
 - Laura (our social media liaison) & Mrs. Cao have been responsible for our social media updates. Follow us on Facebook & Instagram to see the updates being shared.
 - October 5th @ 9:30: There will be a “Blessing of the Animals” in the HT parking lot
 - Recess Duty responsibilities need to be revised and published for the volunteers
 - Instead of a mother/son and father/daughter event there will be a PREK-4th and 5th-8th grade event this school year.
 - Parents are encouraged to monitor free dress days as sometimes the schedule changes if there is a conflict with a holiday, etc.

- Opt in via Alma if you want to receive classroom & PTO communications. If you are not opted in then we can't communicate with you. Events and community gatherings enhance connection within the community.
- School Supply Purchase:
 - For MS this year, the school purchased supplies for all students and charged families via FACTS. The school is considering doing the same for PreK-5th grade in future years. Currently investigating how much the typical parent spent on supplies for preK-5th grade students. Stay tuned. Feel free to share your data with PTO president Brianna.
- Volunteer Sign-ups:
 - We're no longer using Sign-up Genius. All event volunteer signups must be set-up in Track it Forward tool. There are multiple admins (Andreis & Brianna) that will help set-up the sign-ups when there is a need. If you need to create a sign-up genius for your classroom that is okay.
 - The reason for this change is it allows the school to pull reports on hours families are doing for SharePoint hours, its central place for all volunteer spots to appear, and its ad free.
 - Hours can still be logged in Track it Forward for ad hoc volunteer duties fulfilled
 - There is a Track it Forward app, but it sounds like the desktop version may be better.
 - This year the value of a SharePoint hour increased. 1 SharePoint hour = \$25
 - We encourage families to partake in the community happenings and earn SharePoint hours by helping within the community by giving time. However, at some point in the future – those not showing progress on their required volunteer hours – will be asked if they wish to just donate money in lieu of giving time.
- PTO Budget:
 - The parish is no longer funding the PTO events. The PTO has to fundraise to be able to run future events. There is a desire to incorporate fundraising at community gatherings, versus selling things like gift wrap. We were told that most PTOs generate their own budget so the school administration and church have asked we align with the norm. Also, we were told there is not enough money for the parish to provide the school the \$7-15k, like they have in the past.
 - The PTO budget is in the "red" (aka over budget) currently. We purchased a lot of spirit wear up front and as we sell spirit wear; we will get back to "green" (aka a healthy budget)." Selling spirit wear is one of the ways we can support the PTO and get funds to run events.
 - Spirit wear will be for sale at some pick-up days – in addition to events. They take cash, check, and zelle – possibly others? Zelle set-up takes some time so its recommended you set-up prior to arriving at the booth.

- Another way we can raise money for the PTO is by having our Fred Meyer points go to the school. A report can be provided regularly to the PTO so they are privy to what is being raised.
 - There will be monthly dinner night out (DNO) events to help us raise money for events and the “Sip & Support” school community event coming up.
 - There are no budget numbers to share this month.
 - Our school community needs to be open to changes. Please be patient as we navigate these changes.
- Back to School event:
 - We’ll have a PTO table @ the event. We’ll have spirit wear available for sale. If anyone can relieve Brianna at some point in the evening so she can also attend Back to School festivities that would be helpful.
 - MS parents will follow the schedule of their MS student.
- Fall Festival:
 - Kari & Katrina are the event coordinators
 - Scheduled for 10/10 – it will be part carnival & part trunk or treat to appeal to all ages and interests. There is no school on 10/11. The event is so early due to event conflicts other weekends during October.
 - There will be many volunteer opportunities
 - No alcohol sales allowed
 - There *may be* the distribution of “Titan Tokens” that can be used to play games, etc. The tokens will roll over to future events. The tokens will work like tokens work at farmer markets. You buy tokens with cash but pay for activities with the tokens at the school events.
 - You do not have to dress up for this event. If you do dress up, please abide by the rules that will be published regarding costume guidelines.
- Halloween Parties
 - 10/31 is when parties will be.
 - Room parents will coordinate with the teacher and class parents for party planning.
- Sip & Support Community Event
 - Coordinated by Katrina & Jessica
 - Scheduled for 11/23 @ an offsite location in Beaverton (Great Room). Tickets will go on sale ~11/01. Ticket price includes food and drink. Finger foods to be served.
 - There will be alcoholic and non-alcoholic options
 - 6 wineries scheduled to attend
 - There are specific goals for the fundraising goal (\$20k) – currently funds to go to tuition assistance, learning resources, and playground equipment upgrades.
 - There will be the opportunity to partake in an auction (online prior to auction & in-person), buy a table, single ticket raffle, sponsorships opportunities exist.
- Dinner Night Out (DNO)
 - Coordinated by Kelsey
 - 9/25: MOD Pizza

- 10/08: Shake Shack
- 12/12: Chuck E Cheese (Chuck E Cheese will visit school that day – we will warn parents incase some children are fearful of the character. There will be some perks for staff that attend the event)
- January: Chick-Fil-A
- February: Pastini
- Rest of year: TBD, McMenamins, Krispy Kreme
- Trying to have at least 1 DNO event/monthly
- 8th graders may help hand out flyers on day of DNO's at pick-up
- Community Service
 - There is desire within the community to give back to the community.
 - Each class will take on 1 community service effort
 - Looking for a Community Service Liaison that serves as a single POC for room parents and teachers and POC to create a volunteer plan for the year. They will talk to teachers about “causes” that are important to them and then match the to an opportunity the class partakes in.
 - While finding in-person volunteer opportunities for kids is challenging there are many ideas that classes could do (gather travel size toiletries for homeless, sing @ retirement homes, do a pet food drive for local shelter, partner with the parish for certain opportunities, food bank, letters for retirement homes, NW Children’s Outreach, etc.)
- Room Parent / Class Event Ownership Update
 - Laura, our room parent coordinator, has been in touch with room parents.
 - Kinder still needs an event – there was discussion of Kinder taking on Ghost o Grams, but after the meeting it was decided 6th grade would retain the event.
 - 8th grade needs room parents
 - Open House will need help – Anne suggested the 8th graders help
 - Grandparents’ day may need additional help. It’s a big event and might be a lot for 1 class. That said, our coordinator for the event – Sheda – has been doing the event for years so we will defer to her.
 - Each grade will need to take a different month to stock the staff room and enhance staff experience. Room parents will communicate with their classes. If room parents aren’t getting donations from parents in their class – please follow-up with the Laura so she can communicate with the PTO leadership. There is also the need to clean the ice machine 1x/month the month your class is assigned to stock and enhance the staff lounge.
 - 3rd grade = September / 7th grade = October
 - Room parents know the date their class is assigned and will communicate with their classrooms.
- **Upcoming Events:**
 - Back to School Night
 - DNO (MOD & Shake Shack)