

September Holy Trinity PTO Meeting

Date: Thursday, September 29th

Time: 7:30-8:30

Attendees: 22 Total (13 in-person & 9 online)

Location: School Cafeteria & Zoom

Moderator: PTO President: Lindsey Hunt

Actions Items:

- Anyone/Everyone:
 - If there is something you want to discuss but we didn't get to it – please reach out to Lindsey Hunt. If there is ever something you want to discuss in a future PTO meeting that you'd like on the agenda – let her know prior to the meeting. If you aren't comfortable speaking up during the meeting or can't attend, she is happy to present the topics to the group on your behalf.
- Lindsey:
 - Sharepoint hour tracking: Create a step-by-step guide so parents know how to report their volunteer hours in FACTS. Create proactive plan to ensure parents are aware of requirement and how to report their hours.
 - Holiday Party for teachers: Ask Ashley if she'd like PTO support or if she wants to own this herself.
 - December Popcorn/Movie Event: Is this something we'll do in December prior to Christmas break? It's been cancelled due to COVID...but is it back this year?
 - Verify with Ashley that "Halloween" – "Autumn" color free dress on Monday, 10/31 is something she can support and we can advertise. If yes, let Kari know so she can promote on social channels.
- Tina:
 - Contact Mrs. Thiebes regarding "Boo Grams". Are the middle schoolers interested in leading a fundraiser? It's a chance to provide leadership and raise extra funds enhance their middle school dance budget. PTO wasn't interested in coordinating "Ghost-o-Grams" activity that was done in the past.
 - Connect with room parents about Trunk or Treat tables & Halloween Parties. Work with room parents to come up with Trunk or Treat table plan that is within PTO budget. Make sure room parents understand there is no budget available for optional Halloween Parties they may decide to organize on Monday, 10/31. Also, make sure room parents know to connect with the classroom teacher before planning anything for the classroom.
 - Connect with Kindergarten room parents about Drama Cookie Reception Hosting Duties
- Corrina
 - Trunk or Treat:
 - Talk to Ashley about coffee cart and if funding is available
 - Food truck – Bellagio's?

- Confirm budget with Heather - \$75/class
 - More garbage cans
 - Possible 8th grade help in bringing out tables prior to event
- Kari
 - Create flyer for Trunk or Treat – coordinate with Corrina
 - Advertise upcoming school events on FB & IG: Halloween festivities, DNO's, etc.
 - Make sure that Ashley receives materials to advertise in Monday Minute too
- Erika
 - Send Corrina info about Bellagio's catering & Drama "Cookie Reception" tips

Volunteer Sign-ups Coming Soon: *There is a Sign-up Genius school account. Kari can help set-up sign-ups if event coordinators want help. Alternatively, event coordinators can create via Sign-up Genius school account. Contact Lindsey if you need credentials.*

- Book Fair
- Trunk or Treat

Discussion:

- **Introductions**
- **PTO Calendar** – See the FACTS calendar online for meeting & event dates. Most PTO meetings are the last Thursday of the month but there are some exceptions due to holidays, etc. The FACTS calendar is different than the PDF school calendar.
- **Sharepoint Hours:** Volunteer hours will be tracked this year. Policy described in family handbook will be enforced.
- **Trunk or Treat**
 - This is an event where parents decorate their trunk, hand out goodies to students, there is music, and it's an opportunity for school families to gather together and connect. Kids wear costumes & bring their own loot bags.
 - School community event is Friday, 10/28. Likely 4:30-6 PM.
 - Event happens "rain or shine"
 - Kids will be able to wear their costumes to school on Friday, 10/28.
 - The parking lot will be blocked off @ a certain time for safety reasons. Cars will not be allowed to exit the parking lot until the event ends for safety reasons. If you sign up to host a trunk you need to stay until the end of the event for safety reasons.
 - There will be multiple volunteer opportunities – including set-up, clean-up, traffic control, and more. Stay tuned!
 - Room parents will set-up a PK-4th & 5th-8th grade table for extra goodies (2 tables). We will pool Halloween classroom party budgets to create swag bags/goodies for kids @ the event.
 - We need more garbage cans available so there is less to pick up @ end of event. Hopefully with more garbage cans – they will be used. 😊
- **Classroom Halloween Celebrations on 10/31**
 - Suggestion is kids wear Halloween/Autumn colors to school that day
 - Optional: Room parents are welcome to coordinate classroom Halloween celebrations/treats but there is no PTO budget for these activities. Room parents would

need to work with classroom parents to fiscally support their ideas. Room parents need to check with teachers before planning anything. The Halloween classroom party budget is being used to support the Trunk or Treat school community event.

- **Fall Drama Production**

- November 4th & 5th
- ~35 children involved – a part for everyone
- Corrina Poland & Chelsea Andrews providing leadership from parent perspective. They will be in communication on any needs.
- Kindergarten is responsible for hosting the cookie reception(s). Tina will connect with kindergarten room parents to make sure they have that covered.
- *Suggestion:* Next year – if its possible to find out when drama practices will be before CYO Volleyball practice times are selected (*communicate this info to the VB coaches*) that would be great to avoid VB & Drama time conflicts.

- **Fall Book Fair**

- Scheduled for November 30th-December 5th
- It will be done through Scholastic. There was research done to explore using book fair vendors but there are no other viable options.
- Britt Entizne is a seasoned veteran in managing these. She has support from Lindsey & Kari this year too. Additional volunteer opportunities will exist (set-up/clean-up/sales, etc.)
- There was discussion about having middle school students run the registers this year. That worked well previously. It's always good to have some adult supervision.

- **Dinner Nights Out (DNO's)**

- Kari Court is planning these.
- Kari will connect with Noelle about hosting one @ their restaurant in Cedar Hills and she is also looking to add a few others this year.
- Cadence will be about every 6/weeks
- What is currently planned
 - 11/2: Chipotle
 - 12/13: MOD Pizza – this is the day of the Winter Concert
 - 3/22: Red Robin
- We are usually able to raise \$100-\$300/event and these funds help support our PTO events.

- **Other Ideas/Topics:**

- Should the PTO do something extra to contribute to the school? For example, purchase something to meet a school need, etc.
- Host a book swap: Families bring in books that are lightly used and they are done with. Kids can pick out new books for their home library.
- Right now, we're using sign-up genius for volunteer sign-ups. Using the same tool for all events helps avoid confusion within the parent community.

- **Next PTO Meeting**

- Currently set for 10/27. Watch Monday Minute should the date shift. It could get moved for planning need purposes.
- Discuss December upcoming events

- Make sure late October & November events don't have any open needs