

May Holy Trinity PTO Meeting

Date: Wednesday, May 15, 2024

Time: 7-8:15 PM

Attendees: ~18 attendees

Location: Holy Trinity 4th Grade Classroom

Moderator: PTO President: Lindsey Hunt

Action Items:

- Lindsey Hunt (*and Brianna Taylor*):
 - Lindsey: Close on decision regarding how to spend PTO funds, based on funds available and survey results that were shared.
 - Family hikes might be a fun event to organize next school year. Add it as an option for the June PTO meeting for consideration.
 - A Titan Run Committee that forms in the fall should be something we organize and/or discuss during our June planning meeting.
 - As we plan for next year, keep in mind our Cub Scout troop (5-11 year-old) are always looking for ways they can help their community out and that includes the school.
 - See if Dr. Erwin needs you to follow-up with 7th grade room parents regarding 8th grade graduation.
- Dr. Anne Erwin:
 - Send out updated school calendar for next school year
 - Follow-up with 7th grade room parents to make sure they have things ready for 8th grade graduation.
- Anyone/Everyone:
 - 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:**
 - PTO President Lindsey Hunt is stepping down.
 - We voted and Brianna Taylor (Calla & Blake's mom) will be our PTO president next year.
 - Survey results – how to spend our extra PTO funds raised from wine night and DNO's.
 - School popular vote: 1) Ukelele's, 2) Elementary Science Subscription, 3) Pop Up Tents
 - Lindsey will be reviewing costs and budget available to make final decision with school administration.
 - Volunteer Hours

- Some people have been surprised by the volunteer requirement, even though the information was in the school handbook folks had to sign @ the start of the year and we've communicated regularly about this in the Monday Minute.
 - Improvement suggestion: We discussed next year making some changes to allow folks to designate at the start of the year if they wish to pay for their volunteer hours versus do them. This way we can use the funds provided. Also need to make sure there is a box for single-parent households since the hours needed are reduced. Discussed integrating a form within the handbook signature process.
- There were only 4 families in the entire school that just want to pay, instead of do volunteer hours.
- Are looking into a new system to track and report hours next year. The process we have now for sending emails with totals and allowing folks to look up what they have reported is not ideal and time consuming.
- Miscellaneous:
 - Keep in mind our cub scout troop (5-11 year olds) are always looking for ways they can help their community out and that includes the school.
- PTO Budget:
 - See the updated budget at the end of these notes. Class party budget numbers have been updated, etc.
- **Event Recap:**
 - Father/Daughter Event
 - Great event, nice job Kari! The "note station" was really sweet. Music was good.
 - A bunch of dads helped with rolling up the floor mats at the end of the night. That was really appreciated.
 - Event was a little long.
 - Activity stations were good. Having interactive activities to encourage the girls to do more with their dads would be nice.
 - The event was in the gym. A lot of the girls wanted to play at the playground. In retrospect, having the event in the cafeteria allows dads to watch over their daughters @ the playground versus when the event is in the gym. The weather was really good. Originally the event was scheduled for January and at that time of the year nobody will be playing at the playground.
 - "Grown up" food selection, yay! Dads appreciated that.
 - Mother/Son Event
 - It was a gray and damp day. It was also on a Saturday morning when there are many calendar conflicts. Attendance was lower as a result.
 - It was a morning hike @ Jenkin's Estate.
 - The attendees enjoyed doing something with their sons.
 - RSVPs in the future will help ensure right amount of food and supplies are available.
 - Pictures still need to be sent out soon, and they will be.
 - Teacher Appreciation Week:

- It was a super busy week at the school – so many other events going on. Teacher Appreciation was just one of many things happening. This probably made it tough on our volunteers – pulled in so many directions. We could have used more help Sunday setting up.
- Amazon Wishlist's were great.
 - Stocking the staff lounge effort vs. staff lounge Amazon Wishlist items had a little confusion surrounding it. They were 2 different efforts.
 - Some teachers didn't order anything.
 - We should have a cut-off date for ordering off the lists so those receiving the gifts don't continue to receive them past the delivery date.
 - Some said it would be nice to have the list available all-year. That said, doing so takes away for the fun surprise during TAW. May get less involvement.
 - Using remaining class party budgets on items for teachers was a great idea.
- Potlucks worked out great, as did the chili cookoff.
 - Teachers loved the "to-go" dishware that allowed them to take leftovers home for dinner.
- Event was essentially on-budget, over by ~\$35 – sounds like this was related to the "prize" for the chili cook-off.
- There was a little confusion about where to drop off flowers. We need to do better about having buckets available for parents' dropping kids @ EC in the morning.
- Titan Run:
 - People like the spring Titan Run. Some mentioned late April as an option too. It was hot!
 - We met our \$100k goal. Yay! The parish and sponsorship program worked out well. The Parish allowed us to promote the event @ Sunday Masses. Thank you, Kirsten, Kelly, and others, for your coordination and fundraising support.
 - Clean up went really fast, thank you parents!
 - 8th graders did a nice job supporting the event, leading up to the event and day of the event.
 - Titan Run Assembly is on Tuesday.
 - Shirts were a hit, parents really liked them too. We'll do better regarding getting sizes right next year.
 - Surprise! If you met \$250 donation, your student will be getting a pair of HT socks. Kids also got their other ½ stick of licorice, as they were promised if they met the school fundraising goal. 😊
 - PTO expressed thanks to Dr. Erwin for encouraging the "change" to meet our higher fundraising goals so our school can have some upgraded pieces of equipment. Dr. Erwin expressed that Father Bill is open to hearing our ideas and discuss future events (2 fundraisers annually, 1 of those being the Titan Run)
 - We discussed placement of banners to thank our sponsors and discussed having a Titan Run committee form in the fall to plan the event.

- MS Dance
 - Our budget was \$600. We brought in \$1500+ in admission fees. We should increase our budget in future years to reduce burden on parents. We could have a better photobooth, hire out for some roles and needs, etc.
 - Having the curtains up to block out the light was a must, not optional. This required a lift which cost money. We should host the winter dance in the future to avoid this logistical challenge.
 - Finding a way to string up curtains another way (parent engineers come up with pulley system?) – would be nice for drama productions, dances, etc.
 - It was SUPER HOT. We need some big fans to cool things down. Even when we hosted the dance in the winter of '22 it was hot. The gym just doesn't cool well. Having drinks and refreshments in the cafeteria was a blessing because it gave the students an alternative place to go to cool down inside the school.
 - Get floor mats steam cleaned this summer with extra funds raised. They were dirty before this event, but they are really dirty now.
 - Special shout out to our “super volunteers” – Paeng (lift operator, renter, and curtain guy), Scott (our DJ), and Martha (Our balloon décor provider). Set-up and clean-up went fast with the help we were provided. The 8th graders helping with set-up/take-down helped things move quickly.
 - FYI, we have party strobe lights available for use @ future events. They will be stored in the PTO closet @ school.
 - A lot could have gone wrong, but a lot went right. Yay!
 - There were some behavioral issues – some kids from another school wanted to leave early and walk to another event nearby. Parents were called. Some students were disrespectful of the decorations – took petals off roses and started tossing them around which led to a mess to clean up and discoloration on the floor mats. Some dress code and cell phone infractions to address.
 - Having parents from other schools volunteering was helpful in addressing issues that arose with non-HT students.
 - Photo Light Stand is MIA in the PTO closet. We had to hold up the light manually.
 - Getting a more robust photo booth solution would be ideal. It's something that most events need, we have a really hard time filling the role with parent volunteers.
 - Combined dance with other schools is nice. May wish to rotate schools that partner up every couple years to keep things “fresh” for the students and keep the older kids coming to the events.
- New Family Orientation
 - Happened earlier in the day.
 - Lindsey spoke, representing the PTO.
 - 7th Graders were part of student panel and they did a great job.
 - 14 new families/students were represented
 - We have openings for kids in younger classrooms. There are a few openings for the older grades too.

- **Upcoming Events:**

- 8th Grade Graduation
 - 7th grade is handling. There has been communication, going back a few months now. The room parents are “on it”. Anne and/or Lindsey should follow-up. 7th grade room parents will handle ordering flowers, setting up church, and decorating/prepping for the reception. The reception will have cake, etc.
- End of the Year Picnic
 - Everything is coming together.
 - We have lots of open volunteer needs.
 - Handel’s Ice Cream is coming. It will cost \$5/person for ice cream. Handel’s will give a % of sales back to Holy Trinity.
 - The event as a whole will cost about \$2k.
- June PTO Meeting – Wednesday, June 12th
 - EC is available. Meeting is held right after school.
 - Erika (our secretary/note taker) is out of town. We’ll need someone to take notes.
 - We’ll follow-up on action items, recap past events, review budget, and plan for next year. It’s our planning meeting for the coming school year. If there is an event you (or your class) really want to lead come to the meeting or send Lindsey a note.

Holy Trinity PTO
2023-2024 Budget

Income			
	Holy Trinity Church	<u>\$15,000.00</u>	
Total Income		\$15,000.00	
Expense			
	8th Grade Expenses		
	Graduation	<u>\$1,000.00</u>	\$176.73
	Total 8th Grade Expenses	<u>\$1,000.00</u>	
	Community Enrichment		
	Fall Festival	\$2,000.00	\$1,928.75
	Mother Son	\$1,200.00	\$648.00
	Book Fair	\$100.00	\$0.00
	Middle School Dance	\$600.00	813
	PTO Meeting	\$350.00	\$220.00
	Back to School Night	\$300.00	\$0.00
	Cookie for Socials (Play/Christmas/End of Year)	\$800.00	\$365.97
	Father/Daughter Dance	\$1,200.00	\$1,287.47
	End of the year picnic	\$2,000.00	\$609.96
	Grandparents Day	<u>\$2,000.00</u>	\$1,416.64
	Total Community Enrichment	<u>\$10,550.00</u>	
	Staff Enrichment		
	Staff Enrichment	<u>\$1,000.00</u>	
	Total Staff Enrichment	<u>\$1,000.00</u>	
	Classroom Enrichment		
	Popcorn for Events	\$250.00	\$0.00
	8th Grade	\$250.00	\$245.42
	7th Grade	\$250.00	\$220.34
	6th Grade	\$250.00	\$237.04
	5th Grade	\$250.00	\$125.24
	4th Grade	\$250.00	\$226.00
	3rd Grade	\$250.00	\$250.66
	2nd Grade	\$250.00	\$250.00
	1st Grade	\$250.00	\$250.00
	Kindergarten	\$250.00	\$249.99
	PreK	<u>\$250.00</u>	
	Total Classroom Enrichment	<u>\$2,750.00</u>	
Total Expense		<u>\$15,300.00</u>	
Net Ordinary Income		<u>-\$300.00</u>	

Holy Trinity PTO
2023-2024 Budget

Other Income

Other Income

Lollipop-o-grams	\$490.02
Wine Night	\$1,490.00
Dinner Night Out	\$821.47
Paid Volunteer Hours	<u>\$2,801.49</u>
	<u>\$2,501.49</u>

Total Other Income

Net Income

***For 2023 Santa's Workshop paid back the money borrowed so zero balance for PTO.

Holy Trinity PTO
2023-2024 Budget

Income			
	Holy Trinity Church	<u>\$15,000.00</u>	
Total Income		<u>\$15,000.00</u>	
Expense			
	8th Grade Expenses		
	Graduation	<u>\$1,000.00</u>	
	Total 8th Grade Expenses	<u>\$1,000.00</u>	
	Community Enrichment		
	Fall Festival	\$2,000.00	\$1,928.75
	Mother Son	\$1,200.00	
	Book Fair	\$100.00	\$0.00
	Middle School Dance	\$600.00	
	PTO Meeting	\$350.00	\$0.00
	Back to School Night	\$300.00	\$0.00
	Cookie for Socials (Play/Christmas/End of Year)	\$800.00	\$365.97
	Father/Daughter Dance	\$1,200.00	
	End of the year picnic	\$1,000.00	
	Grandparents Day	<u>\$2,000.00</u>	\$1,000.00
	Total Community Enrichment	<u>\$9,550.00</u>	
	Staff Enrichment		
	Staff Enrichment	<u>\$1,000.00</u>	
	Total Staff Enrichment	<u>\$1,000.00</u>	
	Classroom Enrichment		
	Popcorn for Events	\$250.00	\$0.00
	8th Grade	\$250.00	\$112.92
	7th Grade	\$250.00	
	6th Grade	\$250.00	\$237.04
	5th Grade	\$250.00	\$125.24
	4th Grade	\$250.00	\$226.00
	3rd Grade	\$250.00	\$66.66
	2nd Grade	\$250.00	\$101.00
	1st Grade	\$250.00	\$88.95
	Kindergarten	\$250.00	\$249.99
	PreK	<u>\$250.00</u>	
	Total Classroom Enrichment	<u>\$2,750.00</u>	
Total Expense		<u>\$14,300.00</u>	
Net Ordinary Income		<u>\$700.00</u>	

Holy Trinity PTO
2023-2024 Budget

Other Income			
	Other Income		
		Lollipop-o-grams	-\$75.98
		Wine Night	\$1,490.00
		Dinner Night Out	\$672.65
		Paid Volunteer Hours	<u> </u>
	Total Other Income		\$2,086.67
Net Income			<u>\$2,786.67</u>

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