

## Holy Trinity Board Meeting

**Date:** Tuesday, October 21, 2025

**Time:** Started at 7 PM, end time not captured

**Attendees:** ~37, 6<sup>th</sup> grade had the most parents in attendance so the class has earned free dress on 10/27.

**Location:** HT 5<sup>th</sup> Grade Classroom

**Moderator:** PTO President: Brianna Taylor/ Can be reached at: [pto@htsch.org](mailto:pto@htsch.org)

### Action Items:

- *September Open:* **Brianna, David, and Chelsie:** Will the PTO be allocating any funds to classroom Titan stores? If yes, how does the PTO plan to distribute funds between the classrooms?
- **Brianna or David:** Ask the Knights of Columbus to help with Christmas concert cookie reception.
- **Brianna:** Look into how to handle the GP Day RSVP set-up, how was it done last year?
- **Brianna, David & Chelsie:** Decide if we'll have a coffee cart @ Trunk or Treat
- **Yvonne:** Call to see if we can get flowers donated for Grandparents Day. Talk to Angela Jones.
- **Emily:** Set-up track it forward sign-ups for various needs (Open House, GP Day, Hope Tree Installation, Dance, etc.)
- **Anne:** Ask teachers to share dates when their classes will be hosting Mass this year so parents can request time off of work ahead of time, if they wish.
- **Emily:** Can we add corporate match info to our Track it Forward signups?
- **Everyone:**
  - o Want to be a coordinator for Mass Ambassadors? Read more below about what is needed and contact [pto@htsch.org](mailto:pto@htsch.org) if you can help.
  - o Want to help with other upcoming events like the dance, open house, etc. – continue to monitor the [Track it Forward sign-ups](#).

### Discussion Topics:

- Important January School Events
- Help Needed
- Budget
- Upcoming Events
- Safety Related

### Discussion Details:

#### **Important January School Events:**

- Holy Trinity Open House: This is an event open to families interested in learning more about Holy Trinity and sending their children to this school.
  - o Scheduled for January 11<sup>th</sup>
  - o Positive feedback received about last year's OH
  - o Volunteers will be needed Saturday, 1/10 for set-up and clean up tasks. This is a great opportunity for middle schoolers to get involved.

- PTO will have a booth with coloring pages and snacks for the kids that are visiting.
- Grandparents/Special Friends Day & Catholic School Week: This is an event that allows us to share our school with extended family and friends. Catholic School week is a national celebration.
  - Scheduled the week of January 26-30<sup>th</sup>. It will be a short week.
  - Every day will have a different theme (like community, etc.)
  - Last year the PTO provided a coffee cart (On community day), how PTO will help this year is TBD
  - Sheda shared information about past Grandparent's Day and where she'll need help this year.
    - Volunteers are needed for set-up, serving, and clean-up. Clean up happens while Mass is going on. A Track it Forward sign-up will be created. Stay tuned!
    - We need more space and are looking to utilize the outdoor space where kids ate during COVID (basketball area with tent sides). To make this work, we need tables, chairs, and extra space heaters. These will either be rented or borrowed from families.
    - Yvonne is going to see if she can get flowers donated. She will also talk to Angela Jones about flowers.
    - Save the Date logistics to be explored. We'll need an RSVP mechanism. Brianna to look into this.
    - Donating money in lieu of volunteering will be an option for families.

#### **Help Needed:**

- Mass Ambassadors:
  - They stand at a table near the coffee & donuts after Mass. People can talk to ambassadors about what is happening at the school.
  - A lead coordinator is needed to ensure people are signed up, going over prompts, and covering expectations. Contact the PTO President if interested.
- Hope Tree Installation:
  - Details unknown. Contact the PTO President if interested. Track it Forward sign up may be created, TBD.
- School Hosted Mass:
  - The school will host Mass for the public 3x/annually.
  - This will be much like our Wednesday school Mass but will instead be during Sunday @ 11:15 mass. Dates TBD.
  - Student volunteers will be needed as readers, bring up the gifts, altar servers, ushers, etc.
- K-4<sup>th</sup> and 5<sup>th</sup>-8<sup>th</sup> Parent/Child Events: Will have sign-ups available in the future.
- Winter dance hosted at Holy Trinity: Sign-ups coming soon for this early December event

#### **Budget (see snapshot below):**

- 7 Dee's Garden DNO event – was not successful. Only raised \$12.61. We have a repeat fundraiser with 7 Dee's on May 9<sup>th</sup> prior to Mother's Day. We're hoping the timing of that event will help it be more successful.
- Next DNO is Shake Shack (10/28), then Chick-fil-A coming soon – those traditionally have done well
- Fall School Fundraiser:
  - o Not a PTO specific event – but it was very successful. The total amount earned is still being calculated because company and corporate matches for volunteer time are still coming in. Usually, companies give \$10 for every volunteer hour worked by an employee.
  - o We'd like to add corporate match info to Track it Forward so people can log it there. We'll be having Emily look into this.
  - o Mats under the swings to stop the puddles from collecting were recently purchased with funds from the fundraiser.
  - o \$20k of the funds raised go to operational costs. The remaining \$21k+ will be used based on teacher inputs, etc.
  - o Spirit Wear website is coming soon! We'd hoped to get it live by 10/27 but may need a bit more time. Production of items takes 1-2 weeks from order to delivery.
  - o Book Fair got off to a good start. We have \$1k raised already at the time of the PTO meeting. Final amount will be shared in next meeting. The funds raised are issued in "credits". Teachers can use "credits" to make purchases for their classrooms.

#### **Upcoming Events:**

- DNO @ Shake Shack (10/28)
- Trunk or Treat (10/31):
  - o Happening right after school. A guardian must be present for students.
  - o Pizza and hotdogs will be available for purchase (\$5)
  - o Coffee Cart is TBD – it costs ~\$480 for 2 hours, plus tip. It can only serve 35 people/hour.
    - Switch to dirty sodas or Italian sodas to serve more people?
    - Buy self-serve Starbucks coffee and allow people to help themselves?
    - Alternatively, may skip providing this to parents all together due to folks leaving early to celebrate Halloween with their family and friends. PTO board to make final decision.
- Winter Dance (12/05):
  - o Taking place on 12/05. We need volunteers. Look out for sign-ups in an upcoming Monday Minute. This is for middle school students only. We host 2 other schools.

#### **Safety Related:**

- A request has been made for a list of when each class will host Mass so parents can ask for time off of work so they can attend. For safety reasons the school will not be publishing the list publicly. Dr. Erwin did say she will try to have teachers email all the dates to parents so they can add the dates to their family calendars.

**Budget Snapshot:**

PTO Budget 2025-2026				
Starting Balance	\$2,843.28			
<b>INCOME</b>		<b>EXPENSES</b>		
DNO				
MOD (Aug)	\$233.00	Karam - Supply Drop Off	\$675.00	
Handels	\$260.00	Karam - EOY Picnic	\$262.61	
7 Dees	\$12.61			
Pastini	\$1,607.98			
Kona Ice	\$115.00			
	\$5,071.87		\$937.61	
<b>Balance</b>	<b>\$4,134.26</b>			