

Holy Trinity Board Meeting

Date: Tuesday, September 16, 2025

Time: 7-8:20 PM

Attendees: ~17 in person and ~13 online attendees

Location: HT 5th Grade Classroom

Moderator: PTO President: Brianna Taylor/ Can be reached at: pto@htsch.org

Action Items:

- **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 & David & Kristie:** Decide if there will be a MS Committee for room parents.
- **Brianna & David:** If the PTO wants to ask the Knights of Columbus to help with setup and management of the cookie receptions at the Christmas and Spring Concerts, please check with Chris Goetz. They may also be able to assist with other PTO needs.
- **Brianna:** Follow up with our Track it Forward Manager (Emily) about email that should be used for communications.
- **Erika:**
 - o Add directions in next Monday Minute on how to subscribe to school calendar
 - o Add info in the next Monday Minute about folks having the option to donate directly to their teacher for the classroom Titan Store.
 - o Add info about staff wish list for staff break room – there is no requirement but if parents are looking to give back or support teachers its always great for them to have favorite snacks and drinks in stock
 - o Highlight the remaining room parent needs in the next Monday Minute, Kristie can answer Q&A
- **David:** See if you can work with vendor to launch spirit gear website earlier than end of October
- **Room Parents:**
 - o As your teacher to encourage parents to provide contacts (opt into communications) so room parents can communicate with all parents in the class
- **Kristie:** Once we have our Room Parents – send an email to room parent cohort on what to expect and what's coming up.
- **Classroom Service Coordinators:** Start thinking about what options would be of interest to your class. Share ideas with teachers and also see if teachers have preferences.
- **Everyone:** [Sign up to host a "trunk"](#) at our upcoming Trunk or Treat event.

Discussion Topics:

- Introductions
- Fast Facts & Tips
- PTO Budget Discussion
- Spirit Wear Sales
- Room Parent Update

- Classroom Service Coordinator Update
- PTO Events
- Miscellaneous Events
- PTO Budget Details

Discussion Details:

Introduce PTO Board:

- **Co-President:** Brianna Taylor
- **Co-President:** David Enslow
- **Treasurer:** Chelsie Andrews
- **Secretary:** Erika Thompson
- **Room Parent Coordinator:** Kristie Kolesnikov
- **Social Media Coordinator:** Mahsha Ahanchian
- **Dinner Night Out Coordinator:** Kelsy Brown

Fast Facts & Tips:

- **What is DNO? Why does it matter?** DNO stands for “Dinner Night Out”. Our PTO is self-funded. We use the funds earned at DNO events to support events that benefit the students and staff.
- **Requirements that need to be met in order to volunteer near children:** 1) You must complete the Case Training and then 2) You will need to complete a background check. The site will walk you through it.
- **Subscribe to the School Calendar:** You can subscribe to the school calendar and have all key dates added to your phone. [Go to this page](#) and then click the plus sign in the lower right corner of the calendar. It will guide you through the process from there.
- **Track it Forward:** This is the platform used to report your Sharepoint hours and sign up for “all school” volunteer opportunities. You may find that classrooms have volunteer sign-ups through a different platform, but those roles are for non-PTO events.

About our PTO Budget: *(See budget at end of notes)*

- Our PTO is 100% self-funded. We fund all our events with the money earned from DNO events and spirit wear sales.
- We had \$2,800 roll over from last year.
- We’ve had 3 DNO events between August-September.
 - MOD, Handel’s, and Kona Ice
 - We’re still waiting to hear how much our Kona Ice event earned
- We’ve completed spirit wear sales for our initial samples.
- The PTO has been asked if they are willing to help support teachers who are self-funding their classroom Titan stores. Is the PTO willing to help? Parents can also work with teachers and directly donate items to the store.
- **What is a Titan Store?** Nearly all classrooms run a Titan Store. Students earn tickets for positive behavior and can cash in the tickets for prizes.
 - **Remember:** Experiences can be better than “stuff” – for example, ice cream with the principle is an example of a low cost “prize”

Spirit Wear Update:

- We are considering working with a new vendor. Final decision is TBD. Observation was made that while quality is high from new vendor – prices are higher and profit seems lower than last year's vendor.
- We have sold out of our initial inventory (samples) during back-to-school night.
- We have cinch bags available for sale. The plan is to try to sell more of those at CYO events. Church approval was also given to sell the cinch bags to the parish as long as we're off to the side.
 - o We could do a better job in the future of telling families prior to the start of school that we'll have cinch bags available for sale. The cinch bags are "evergreen" which means we can sell them in the years to come too. The bags have the HT logo on them.
- **Spirit Wear Website Sales Coming Soon:** We will only place orders upon receiving them. We will not be pre-ordering products to sell later. The website launch date is TBD. PTO would like to see this launched soon, well before end of October. The vendor we choose will impact who builds/launches the site for us.
- There seems to be more interest in adult sizes than kid sizes.
- Last year's Spirit Wear will be available for sale at clearance rates in the near future.
- The goal of Spirit Wear is to raise awareness of the Holy Trinity community in the local area. We also expect to make a profit that helps to fund events.

Room Parent Update / New Family Welcome:

- Kristie is the room parent coordinator.
- Most classes have at least 1 room parent signed up. 6th grade has no room parents signed up.
- Yvonne suggested we consider having a MS Committee that supports 6th, 7th, and 8th grade. Once families hit MS – getting room parents is more challenging.
- Thank you, Kristie, for connecting new families with existing families. Connections seem to be successful. We haven't heard anything to suggest otherwise.
- There will be no budget for classroom parties provided by the PTO. In the past only about ½ the funds allocated to classroom parties were leveraged. Room Parents will coordinate getting funds and items donated for any classroom parties they have. Room parents are not expected to fund festivities for their classrooms with their personal funds. Financially supporting the classroom parties should be a collective effort within the class.
- The PTO doesn't dictate what you can or can't do as room parents for parties. The room parents should solicit input regarding parties from their teacher and other classroom parents.
- Room parents: Please read the section below about classroom parties.

Classroom Service Coordinators:

- Each coordinator should connect with their homeroom teacher.
- Come with ideas prior to speaking with the teacher, but be open to teacher preferences.
- Kids should be physically doing something. This should not be hands-off volunteering or simple fundraising for an organization. We want the kids to experience the joy of volunteering and understand the impact of volunteering.

PTO Supported Events this Year:

- School Supply Drop Off Picnic
- Trunk or Treat
- Christmas Popcorn (*Final day of school in December*) – Kids usually watch movie or show
- PreK-4th event
- 5th-8th event
- Sporting Event – Winterhawks Game
- Teacher Appreciation – Support 1-2 days during the week
- Christmas/Spring Concert Cookie Reception
- End of the Year Picnic

Regarding events this year:

- No class is assigned a single event.
- If there are events you want to help with – sign-ups were passed around during the meeting. Please reach out to our PTO presidents if you'd like to get on the sign-ups. Contact information listed at top of these notes.
- We are no longer assigning a class to own stocking the teacher lounge for a month. However, Anne is maintaining a wish list of items the staff would love to have and parents are welcome to donate to the cause. Watch the Monday Minute for what is in the wish list.
- Knights of Columbus members have expressed the desire to help and be involved in the school. Chris Goetz is the leader of the Knights at Holy Trinity. PTO Presidents can reach out for help, as needed. Maybe they would want to help set-up cookie reception and monitor tables during the reception?

Regarding Classroom parties:

- Halloween party is not necessary. We're having an all-school party (Trunk or Treat) upon dismissal. However, room parents are welcome to discuss with their teacher.
- Christmas Party is typically a movie and popcorn. Again, room parents can discuss with their teacher. The younger grades may decide they want more of a traditional classroom party.
- Valentine's Party
- Reminder: There will be no budget for classroom parties provided by the PTO. In the past only about ½ the funds allocated to classroom parties were leveraged. Room Parents will coordinate getting funds and items donated for any classroom parties they have. Room parents are not expected to fully fund festivities for their classrooms. It should be a collective effort within the class.

Trunk or Treat:

- Timing: Have on Friday, 10/31 from 3:05-4:30, right after school
- Location: Playground blacktop
- Set-up: Cars to arrive by 2:45 to set-up and park. Students will be dismissed and then go WITH A Guardian to the playground area. We anticipate ~25 cars, music, games, and possibly a food truck. EC will be in the Fireside room so we can use the cafeteria as we need.
- Costumes: Kids will wear their costumes to school on Halloween.
- Want to help plan this event – reach out to our PTO presidents and they can connect you with the event coordinator.

- [Sign-ups to host a trunk \(car\) is here](#). Watch the Monday Minute for more information about this event.

Miscellaneous Items:

- **Other important people:**
 - o Emily (Kinder parent): Is our Track it Forward manager this year. Brianna will follow-up with Emily about email address to use for communication.
 - Larry Is our IT support and available to help regarding master email set-up/management
- **Coffee & Donuts:** Watch the Monday Minute when Anne will be hosting a social hour after drop off of specific Friday's. The first one happened on 9/19.

PTO Budget Details:

PTO Budget 2025-2026			
Starting Balance	\$2,843.28		
INCOME		EXPENSES	
DNO		Proper Print Source	\$2,263.71
MOD (Aug)	\$233.00	Karam - Supply Drop Off	\$675.00
Handels	\$260.00		
Spirit Wear			
Supply Drop Off	\$138.97		
Supply Drop Off	\$139.09		
BTS - Zelle	\$110.00		
BTS - Stripe	\$484.47		
	\$4,208.81		\$2,938.71
Balance	\$1,270.10		