

Hoffman Trails Elementary Parent Teacher Organization
HTE PTO Meeting Agenda **October 7, 2025 7:00 p.m.**

1. Welcome & Introductions (Meeting called to order at 7pm)

- a. Meet PTO Board and Members
 - i. Sign in on the Screen, Interest form for assemblies
- b. Drumroll, please

2. Executive Board Reports

- a. Treasurer's Report- Nicole
 - i. 5th grade shirts have been purchased and distributed
 - ii. Expenses: Classroom supplies, Harvest Festival
 - iii. Deposits: Mum Sale \$5152, Kroger kickback \$325, School Supplies Sale
 - iv. Payments: 5K application has been submitted, ISPTO dues paid
 - v. Allison, Ashlea motion/approved
- b. Secretary's Report- Sara
 - i. Kristina/Courtney
- c. Principal's Report- Katie - n/a
- d. ISPTO Report: Allison
 - i. Fundraising ideas are shared, Meet the Candidates night was the primary agenda
 - ii. Two weeks - Master Facilities Planning will be reviewed
 - iii. "McTeachers" has evolved and teachers will no longer serve, but McSpirit night is possible with a kickback to the school identified

3. Past Events

- a. RECAP OF PAST EVENTS
 - i. Mum Delivery/Pick-Up- Sept 18th: total sales of ~\$19k; profit: \$5152
 - 1. 33% of students sold 1043 items
 - 2. Thanks to all of the volunteers who showed up - it was one of the best to date!
 - ii. Staff Appreciation- Monthly Treats
 - 1. Caramel Apples, Daffodil bulbs, Moon Pies
 - 2. Simple treat each month coming up - looking for ideas and support
 - 3. Snack Board for Conference Week coming up

4. Upcoming Events

- a. CALENDAR OF EVENTS

- i. Hagerman- October 10th
 - 1. Emmy Winner, America's Got Talent contestant, Modern Day Bill Nye the Science Guy
- ii. Take-a-Taste
 - 1. Aaramark Fruits and Veggies to try new foods at lunch
 - 2. Sign Up Genius on our Facebook if you'd like to volunteer (need a badge to be in the school)
- iii. Spiritwear- Date TBD (October)
 - 1. Designs submitted to Powell Prints; they will create the online store and then go live once it's ready
 - 2. Two Panther designs and one Hoffman Trails design
 - 3. T-shirts, sweatshirts, half-zip, neon option, embroidered option
- iv. Harvest Festival- Oct 25th; 11a-1p
 - 1. QR code ready for ordering Spirit Wear on the bulletin board
 - 2. Committee meeting after PTO
 - 3. Tortilla Street Food Truck will be available for purchase
 - 4. Raffle Baskets - goods and teacher experiences
 - a. Smaller items, school experiences, local vendors and locations
 - 5. Pumpkin Smash is BACK - K through 5; students can sign their grade's pumpkins
 - 6. Unofficial Touch a Truck with the fire trucks
 - 7. Donut Walk, Games, Crafts, Pumpkin Decorating station
 - 8. Cafeteria will have Cotton Candy, Sno Cones and Popcorn
 - 9. Need Adult volunteers for two time slots - food and raffle tickets, 50/50
 - 10. Next Pantry drive will end at Harvest Festival
 - 11. kclifton118@gmail.com jennachorner@gmail.com to order and create a sticker to go home Friday 10/24
- v. Book Fair - Oct 20th-25th
 - 1. Share the Fair - like Friendship Fund, but through Scholastic website
 - 2. lots of spots available and we need volunteers
 - 3. Three registers will be here!
- vi. October Drive- Toiletries/Costumes
 - 1. Full with food items, moving to toiletries

2. Need to continue to bring awareness that it is happening for anyone in need - Mrs Hawley is the point person
3. Google Form with request for need; Conferences awareness
- vii. Art To Remember- October 31 order forms will come home (through November 17)
 1. Every student creates, also a fundraiser
- viii. Cookie Dough Sale- Nov 17th- Dec 1st; Delivery/Pick Up: Dec 16th
 1. Contact info for people who order to ensure they pickup their orders because they are frozen
 2. Review go-forward for 2026/2027 school year due to sales rep communication opportunities (re-evaluate fundraiser as whole, options)
- ix. Caroling- Set Date: Monday Dec 8th
 1. 6:30-8:30pm
 2. Start at school, caroling, come back for cookies/hot chocolate
 3. This year - filter the money through HTE vs. directly to RMDH
 4. Bring Awareness ahead of time so that people are home and anticipating (signage, note in mailboxes, Facebook posts)

5. Other Items

- a. Spirit Nights?
 - i. In the past, have not been successful in raising money, but also low effort to stand up and organize
 - ii. If anyone feels interested in taking these on, please reach out to HTEPTO@gmail.com
- b. Leadership Luncheon Update
 - i. Focus on each school's report, Identifying gifted students in our district, and the calendar on ParentSquare - we are using ours!
 - ii. ParentSquare will be used for athletics, school closings, etc.
- c. Childcare
 - i. Pulse check to see if childcare would be beneficial for anyone who cannot attend PTO meetings
- d. Assemblies
 - i. Looking for new ideas - goal of less assemblies that are more engaging (spend more on less events)
- e. Rewards for fundraising
 - i. Students were drinking bubbles (oops) so no more bubbles at recess 🙄
 - ii. laura.caito@hboe.org what are non-annoying rewards for prizes?
 - iii. Some fundraisers are oblivious to kids - could we just edit those prizes (mum sale)?

- f. Alex Beekman - Central Office, Kids Mental Health advocate
 - i. Two sessions last year, looking to see if we could have him come back this year
- g. Denim & Diamonds- Sara
 - i. Approved to sponsor the photo booth this year - \$500
 - ii. Will get to include props too!
- h. OAESA Award; Purple Star Award banner presentation! Check out the new banners in the hallway
 - i. Coming soon - Hoffman Trails Flag
 - ii. Anyone with a military tie can join the Purple Star Club with Ms Caito
 - iii. kclifton118@gmail.com Facebook post for these two awards

Adjourn: Allison/Kristina

PTO Officers for The 2025-2026 School Year:			
President: Angela Culver	Vice President: Kristina Clifton	Treasurer: Nicole Simeon	Secretary: Sara Gandhi
At Large: Heather Bickley, Allison Gainor, Courtney Shilling		ISPTO: Jenna Horner, Allison Hurley	
The HTE PTO Mission Statement:			
The mission of Hoffman Trails Elementary School PTO is to enhance the educational experience at our school by inspiring, delivering, and sustaining a harmonious relationship between our students, families, staff, and the community. We will do this by leveraging the time, talents, and treasures of our PTO members and volunteers to provide fair and equitable activities and events designed to foster an environment of service, support, and fun to the community of Hoffman Trails.			