

Hoffman Trails Elementary Parent Teacher Organization
HTE PTO Meeting Agenda SEPTEMBER 2, 2035 7:00 p.m.

1. Welcome & Introductions - meeting called to order at 7pm

- a. Meet PTO Board and Members
- b. Welcome Ms. Laura Caito! Our PTO liaison for this school year. Ms. Caito is an intervention specialist and has been at HTE for 14 years.

2. Executive Board Reports

- a. Treasurer's Report- Nicole
 - i. Purchased a few things to start the school year: HTE letters, grill, food pantry, DJ image
 - ii. Sign up for Kroger Rewards
 - iii. Videographer for first day of school
 - iv. Classroom supplies
 - v. First day of school shirts, plus income from open house (previous year inventory)
 - vi. Kayleigh; Ashlea (approved)
- b. Secretary's Report- Sara
 - i. Use sign up sheets; will send meeting minutes and reminders via email
 - ii. Friday email content
 - iii. Kayleigh; Kristina (approved)
- c. Principal's Report- Katie
 - i. Day 9 - Great start to the school year! Administrators from the district were here and had great routine and kick off to the year
 - ii. Shout out to the Kindergarten team for the best behaved during the first week of school
 - iii. Picture Day was last week - thanks to PTO moms to help kiddos look their best; can order photos online anytime through HR Imaging (yearbooks, individual photos); also supply candid photos around the school!
 - iv. First Fire Drill was Friday, 8/29 (a little loud - but will work on them monthly)
 - v. Three Safety Drills per year are required - quick evac, shelter in place, decision-making (run or stay)

- vi. Join ParentSquare to get app notifications and/or email notifications from HTE and the district: comments go directly to Katie (anyone can comment but only DM back and forth with original poster)
- vii. Katie manages the HTE Facebook page -sharing photos throughout the day as needed
- viii. Food Pantry: Last year, we determined we have a need within the HTE community and want to make sure that we can instill empathy and compassion for our students and their families; first two weeks of school produced a FULL cabinet that is accessible for anyone in the school; will have drives throughout the school year; request comes to Katie for anyone who has a need to leverage the food pantry; will add personal care items and school supplies
- d. ISPTO Report - Jenna
 - i. No meeting yet!
 - ii. ISPTO: InterSchool PTO - reps from all schools in the district meet together monthly to discuss district-wide events and topics

3. Past Events

- a. RECAP OF PAST EVENTS
 - i. Kindergarten Screening- Aug 5th
 - ii. Open House- Aug 18th
 - 1. Sold t-shirts from previous years - \$366
 - iii. First Day of School- Shirts- Aug 20th
 - 1. Thank you PTO! Backup order had arrived and they are fulfilled
 - 2. Thanks to Kristina for the design and ordering ... can purchase through Kristina with remaining sizes
 - iv. 1st Food Drive- Aug 18th-29th - ongoing throughout the year
 - v. School Pics- Aug 27th - Can still order photos and yearbook sale to come
 - vi. Flower Sale (Current) Aug 27-Sept 10th
 - 1. Jess Vorst and Rachel Johnson are leading both flower sales
 - 2. To date: 72 students have sold 349 items; \$6500 in sales; ~\$1700 profit (goal is \$5000 profit)
 - 3. Sign Up Genius by Thursday, Sept 4 for Friday Sept 5 email/social (rachelmj830@gmail.com)

4. Delivery on Sept 18; AM delivery and sorting; PM for pickup and loading; delivery for \$10 within 2 mile radius of Hoffman (begins immediately after all busses and students are picked up)
5. Keep an eye on your kids sales to ensure they are promptly picked up
6. Rewards are three tiers - \$4500 extra recess; \$5000 bubble party; \$5500 dress up day

4. Upcoming Events

a. Overview of Year

b. Committees

c. CALENDAR OF EVENTS

i. Mum Delivery/Pick-Up- Sept 18th

ii. Spiritwear- (mid October, based on Powell Prints availability) - Kristina

iii. Harvest Festival- Saturday, Oct 25th from 11-1p (rachelmj830@gmail.com; jshutt_07@yahoo.com)

1. Free event for all HTE families - games, snacks, arts & crafts
2. 50/50 drawing, raffle baskets, food trucks, pumpkin drop from the top of the fire truck
3. Last day of the book fair!
4. Even if you don't want to help with planning, you can always help with setup/day-of

iv. Book Fair - Oct 20th-25th

1. Will need volunteers during the week to support with sales during VIP lunch periods
2. Friendship Fund donations
3. *Looking for a new lead for the Book Fair!

v. Art To Remember- Date TBD

1. Mrs. Cara Christen (Art Teacher) runs this program; profits go to the PTO - student artwork is used to create ornaments, koozies, posters, etc.

vi. Cookie Dough Sale- Nov 17th - Dec 1st; Delivery/Pick Up: Dec 16th

1. *Looking for a new lead for the Cookie Dough Sale next year

vii. Dance-a-Thon- Date TBD (end of January) (kclifton118@gmail.com)

1. All day dance party - each grade comes down during their specials time

2. Glow/80s theme dance party; parents are invited to join during the designated time
- viii. Spring Flower Sale- March 3rd-17th; Delivery/Pick-up May 6th or 7th
- ix. Spring PTO Event- Date TBD (during Book Fair)
 1. Simple, family night to celebrate and wrap up the school year
 2. "Kidchella" (Coachella) theme? New event! (gandhi.sarab@gmail.com)
- x. Spring Book Fair- Date TBD (happens at the same time as Spring Event)
 1. Is all BOGO; we make 50% profit and goes to books
- xi. Hoffman Trailblazer 5k- Friday, April 24th
 1. Third Annual! Simple, community event - 1 mile fun run, 5K, cheer on the runners/walkers (nicole.m.simeon@gmail.com)
 2. Sponsorships, volunteers to support along the route
- xii. Staff Appreciation Week May 4th-8th
 1. May Teacher Appreciation Week
 2. October/February Conference Meals
 3. *Looking for a new chair of this committee!
- xiii. 5th Grade Picnic and Posters- Date TBD
 1. Picnic at Homestead Park with food and celebration
 2. Posters of Kindergarten and 5th Grade pictures (jill.radspieler@gmail.com)
- xiv. Take a Taste
- xv. Laminating and Publishing
- xvi. Kristina - will do social media and posting but need content to be shared with her
- xvii. Sara - Friday email content by end of day Wednesdays
- xviii. Volunteer Badges - submit and sign up for one now; good for three years

5. Other Items

a. NEW IDEAS

- i. Spirit Nights?
- ii. Winter Library Night - PTO to own snacks going forward (Community Involvement/Donations line item)

Adjourn

Kayleigh; Jill - adjourned at 8:03pm

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.			