

# Meeting Minutes

## Trinity Lutheran PTO



830 E Plaza Circle  
Litchfield Park, AZ 85340  
623-935-4690

**Date:** 1/18/2024

**Location:** Trinity Lutheran School: Founders Hall

**Meeting Called to Order By:** Ashley Herndon, Secretary

**Time:** 7:55 AM

**Attendance:** 10 including Officers

**Minutes:** December Meeting was Holiday Morning Appreciation and Teacher Gifts

### PTO Mission Statement

To build community and support teachers and faculty, and to enrich the educational experience of the students, all while showing Christ's love to those around us.

I. Welcome

II. Officers Report

Vice President – Lily L.:

501C filed. Apply for Sams/Costco donations, Provided Coffee and Donuts for Kindergarten Open House.

Treasurer – Krystal B.: Update on what was made and profit from Christmas shop, Current Account Balance.

Secretary – Ashley H. No New Updates, reviewed agenda.

III. Updates from Chairs

- Room Parents – Stephanie L. No New Updates.
- Hospitality - Jenny S.
  - *PTO will be providing lunch for Parent Teacher Conferences on March 7<sup>th</sup>. We will be doing something similar to the fall. Went over budget.*
- Watch DOGS – Need to transfer over to JC, create New Sign Up
- Fundraising – Tania C.
  - *We will be having some restaurant nights this spring, dates are being finalized.*
- Teacher Appreciation Week (May 6-12) – Tania C. and Stephanie L.
  - *will need to schedule a time to meet with Ms. Rohloff to discuss plans so we do not have as much food, etc.*

#### IV. Upcoming

- Snack Shack – Ashely H. February 25<sup>th</sup>
- Dress Down to Support Hospitality – Krystal B. possibly Feb. 9<sup>th</sup> (Ms. Rohloff to confirm)
- Pizza/Snack Shack – Ashley H. Possibly on March 7<sup>th</sup> (Early Dismissal)
- Movie Night – Chris T. (postponed for time being).
- Purchasing Balls/Equipment for the Playgrounds, not to exceed \$2500. Need to start researching and making purchases. PTO Board.
- Purchasing supplies to support the Art program, not to exceed \$500, all in favor.
- A fun activity for students in April – suggestions welcome as well as volunteers. Please feel free to give input.
- 8<sup>th</sup> grade promotion. Looking for additional Chairs. Lily and Ashley willing to help. There is a budget and it is to help with the after event; snacks, decorations, etc.
- Field Day – PTO will support with funding and volunteers.
- **Auction** – Krystal B. and Ashley H. will co-chair
  - Date: May 3/TBD (possibly changing based on new conversations with school)
  - Focus for money earned will be to Enhance School Safety
  - Overall planning, food, advertising, online auction item posts, and teacher experiences will be taken care of by the co-chairs
  - Need sub-chairs and volunteers to help with:
    - Donations (we will get a donation letter that can be shared and donations need to start getting collected asap)
    - Baskets (putting baskets together)
    - Decorations (tables and overall)

Closed in Prayer

#### **Open Discussion:**

- Teachers were very Thankful for their Christmas Baskets provided by PTO, filled with supplies of their choice!
- NHS is doing Valentine Grams.

#### **Announcements:**

- Interested in helping out with PTO, we would love to hear from you!
- PTO Meetings are the 3<sup>rd</sup> Thursday of each Month at 7:45 AM Founders Hall
- Next Meeting February 15<sup>th</sup>

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Meeting Adjourned At: 9:00 AM

Meeting Number: 5/6

Minutes Compiled By: Ashley Herndon, Secretary