

## **PTO Meeting 3/20/24**



### **TIMBER TRAILS PTO**

#### **PTO 2023/2024 Board:**

**President:** Takeya Jones (Present) **Vice President:** Sonia Nieves (Present) **Secretary:** Maureen Vander Heyden(Present) **Treasurer:** Georgia Sourounis (Present)

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#### **Principal/Teacher Report:**

- We will be posting the meeting notes on Facebook page after meetings until website is up and running.
- Still need 40 bookmarks from Panda Express. We will contact Panda Express again to request more.

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#### **Treasury Report:**

- Running total of restaurant night income: \$1,519.22
- Current Balance - \$7,737.66
- March collections - \$150 walk/roll/bike to school event
- March Expenses - Recess equipment cart - \$142.99
- March Profit - Wolves game \$113 profit
- Medieval times \$1,200 check written

The following concepts do not have prices currently and are still to be figured out.

- 6th grade shirts
- Kindergarten will have an expense as well
- Flowers for Musical
- Carnival

Tax exempt letter should be presented so we do not have to pay taxes on items that we buy from Scholastic or even outside of school purchases.

Discussed creating an Amazon account for the PTO, to eliminate taxes.

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#### **Past Events:**

- **Wolves Game** - We sold over 60 tickets to the Wolves game. It was a packed game but it was fun. We tried keeping the costs low for families. Next year, we can look into spending a couple more to be on the lower level or look into staying closer to home and doing a Windy City Bulls game.

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#### **Current/Upcoming Events:**

**April Family Night** - Game Night. We want to give enough time to parents. We will send some potential dates to the school, but we are looking at the third week of April.

**April Restaurant Night** - We have been in contact with Main Event and their fundraising team. We are waiting to hear back about an approved date. Looking at the last week in April. **Chris Sales Manager**

**Medieval times-** Shirts for 6th graders, to be finished by the trip. Tentative date of May 24th. We donated \$1200 towards covering some of the cost of the trip. The total cost of the trip was over \$2,400.

**Yearbook** - Orders are due 4/5, orders can be completed by filling out the form or online. Francesca would like some help with the yearbook. A group chat will be started with who will be helping.

**Musical - April 18 (dress rehearsal), 19, 20** We are reaching out to different vendors to receive pricing for flowers. Peces (Des Plaines), Elgin Fresh Market (grocery store on Summit), place that gave a flier. Concessions?

**Spring Book Fair** - Scholastic Book Fair: May 6th - May 10th. We will need help with this. Set-up will be Friday May 3rd. All help is appreciated. When teachers pay, they should not be paying taxes.

**Teacher Appreciation Week** - This is quickly approaching. We are going to be doing a 90s theme. Please stay on after the call if you can help organize or reach out if you would like to help.

Monday -

Tuesday -

Wednesday -

Thursday -

Friday -

**May: Spring Carnival** - Sonia, Maria, Francesca and Courtney are the leads for the carnival committee. We are considering a \$2,000 Budget for this event. We would like to have an inflatable, Dr. Biancalana asked us to send pictures to plant operations for confirmation of what we can and cannot have. We will be making some DIY games. May 17th or 18th for potential dates. We need to also receive dates from Hoffman Estates if they are using that area. We are hoping to make this a free entry event with possible ticket sales for concessions/games, but we need to raise some money for future purchases. We are thinking of having a food truck or selling our own food. Kona Ice truck with money back. The potential of a donation bucket with a notice of what we are raising money for.

**Possible uses of PTO funds:**

- Poster maker - \$1,000 - upkeep? Who will be responsible for repairs and purchasing paper and ink?
- Software subscription: Mystery Writer \$799+ annually. We need more clarification on these, specifically what students would benefit from the purchases and when would these be purchased. We have over \$1200 in Scholastic Dollars.

- Zoom subscription - about \$14 a month.

**Officer Election** - We have an open position on the board next year. If anyone is interested, please reach out. We will have an election during the May meeting.

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#### **Possible Events:**

**The end of year is quickly approaching. Please reach out if you have ideas of events that you think our students would love for next year.**

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#### **Chair People/Committees for 2024/2025 school year:**

##### **Restaurant Nights:**

Set up monthly restaurant nights. This requires about 2 -3 hours total of time spent. Can be done throughout the year or all set up before school starts.

##### **Assemblies:**

Work with the school staff to help bring 2 different assemblies to the school this year.

##### **Fundraising:**

We have sold Butter Braids and restaurant nights to raise funds, plan and work with a team to find the best way to fundraise for the school. This can also be grade specific fundraising.

##### **Fall Book Fair:**

Collaborate with Scholastic, help organize volunteers to set up and help sell. During the bookfair, this has more time and energy commitment.

##### **Spring Book Fair:**

Collaborate with Scholastic, help organize volunteers to set up and help sell. During the bookfair, this has more time and energy commitment.

##### **Small Family Events:**

Pick one, or two events that we can host for our families for free. Ideas: game nights, chalk the walk, rock painting, arts and crafts.

##### **Family Outing (Bulls or Wolves):**

Organize the event and coordinate with the hosts. This event requires minimal time but open communication with the host.

##### **Yearbook:**

Collaborate with the yearbook company, teachers, and families to collect and create a yearbook. Year round commitment, but time is spread out.

**Fall Family Event Trunk or Treat:**

Work with a team to organize a fun Trunk or Treat event.

**Winter Family Event:**

We did not host a Winter Event this year. Ideas were a family fitness night, hot chocolate drive thru. Work with the team to create a fun event.

**Spring Family Event:**

This year we are hosting a Spring Carnival as our large Spring Family Event. Work with the team to create a fun event!

**Teacher Appreciation:**

Work with the team to create ways to appreciate the staff throughout the year as well as Teacher Appreciation Week.

**Parent Night:**

Organize a parent night/day out to help the families bond