

Hoffman Trails Elementary Parent Teacher Organization
HTE PTO Meeting Agenda WEDNESDAY, NOVEMBER 5, 2025 7:00 p.m.

1. Welcome & Introductions

- a. ALL

2. Executive Board Reports

- a. Treasurer's Report: Approved : Courtney Shilling and Allison Gainor
- b. Secretary's Report Approved: Kristina Clifton and Jenna Horner
- c. Principal's Report
 - i. Veteran's Day Assembly – Friday, November 7th
 - ii. New IDC Teacher: Carol Slavka
 - iii. Thank you for Teacher Monthly Treats and Conference Night Snacks
 - iv. Thank you for the HTE Celebration Banners
 - v. The Friendship Fund total was ~\$800 and around 50 kids “won” books from the book fair. It was a huge hit, as usual and a wonderful part of HTE to continue.
 - vi. Master Facilities Planning Update – 1. We will be getting a new playground. Construction will pull the entire playground out to reconfigure. This will happen summer 2026. We will be fundraising in the years to come to add on to the playground.
 - vii. 2. New Entrance – Summer 2026 will also create a new safe entry way with a buzz in system that has a guide directly into the office.
- d. ISPTO Report: Jenna/Allison
 - i. Mike McDonough (Deputy Superintendent) presented on the Master Facilities Plan-Safe Entryways, playgrounds, and New Preschool, Brown, Britton and Ridgewood rebuilding.
 - ii. Preschool and Beacon will be ready for 2027-28 School Year. Beacon will be built on site. Brown will become the new gr 6 building. New elementary schools will be 2 stories. Kindergarten classrooms will all have bathrooms. No PTO Closet!
 - iii. There is no plan to build a 4th Hilliard High School. Growth is flat across the district. Due to early release, ILC programs, and Tolles programs, the high schools are not at capacity.

3. Past Events

- a. Any new ideas for assemblies for next year? -Notify Kristina.
- b. Harvest Fest – October 25th
 - i. -Rachael Johnson (the raffle queen!) brought in \$1,300 total for raffle baskets, estimated \$500-600 profit.

- ii. Food trucks will be submitting a kickback from sales
 - iii. Cotton Candy machine has died and been thrown away.
 - iv. New raffle ticket system worked well and kept traffic moving in the main hallway
 - v. Volunteer system worked better than previous school year.
- c. Book Fair:
- i. \$14,030 for Book Fair Total. (Just shy of highest ever Book Fair total)
 - ii. Share the Fair was new this year and utilized by donating a few hundred dollars.
 - iii. Megan Warren is shadowing Johnna to take over the Book Fair for the next year.
- d. October Food Pantry Drive:
- i. Collection for HTE pantry was a success. Things are well stocked at the current moment.
 - ii. Parents/Families in need will complete a Google form to request certain items to be sent home to help out from the pantry. School Supplies, Coats/Hat/Gloves, and food are all items we are prepared with.
- e. November Drive: Needs for individually wrapped snacks and “on the go” items. Drive will go Monday 11/10-11/21st to end right before Thanksgiving.
- f. Spirit Wear: 30 orders placed. Profit is currently \$280.10. Order will run through 11/9
- g. Art to Remember: kicked off this week; ends 11/17

4. Upcoming Events

- a. Cookie Dough:
- i. 11/17 through 12/1 and delivery/pick up will be on 12/16; We need to make sure we get parent contact information so that we can notify parents when pick up is and assure someone will be here to pick up on 12/16.
 - ii. Back up freezer: Elaine Lindenbaum
- b. Caroling for Ronald McDonald House: Monday 12/8 from 6:30-8pm
- i. Carolers will collect cash or use the QR code to collect digital donations
 - ii. Students meet in the cafeteria, put students in groups with chaperones and buckets for collections
 - iii. Volunteers needed to put students into groups and to help with food items in the cafeteria before and after
 - iv. We are going to try to place papers to notify the neighborhood when to expect Carolers. We will include a QR code on the paper so if families aren't home, they will be able to donate
 - v. Spirit Night: We will continue to reach out in the community to businesses to see if they are willing to host a Spirit Night for HTE – Stephanie will take the lead on checking with businesses.

- c. Parent Square: We can set up the PTO as a “class” in Parent Square to notify all parents when we need to do an ‘all call’ for important notifications
- d. Staff Favorites: Updating the staff list

5. Other Items

- a. NEW IDEAS

Adjourn: 8:03pm; Ashlea and Jenna

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.			