

# Holt Elementary PTO

March 7, 2024



# Agenda

- **Welcome**
- **Secretary/Minutes** -Stephanie
- **Treasury/Budget** - Jill
- **Funding Requests** - Lesli/Kim
- **Teacher Liaison/Principal Update** - Lesli/Allan
- **Non-profit Status Update** - Kimberly
- **2024-2025 Elections** - Kimberly
- **Board & Committee Updates** - Various
- **4J Levy presentation**
- **Adjourn**

# Minutes from Last Meeting

Holt Elementary PTO Meeting

February 8, 2024

**Called to Order:** 6:00 pm by Kimberly Brown, acting president, and Stephanie Gibson is secretary.

**In Attendance:** Kimberly Brown, Amanda Knight, Stephanie Gibson, Julie Zybach, Haley Henry, Tara Davenport, Jill Ritz, Allan Chinn, Martha Baldwin, Tina Tague, Kodie Dorman, Alicia Davis, Ashley Reich and Jenny Lakey.

**Previous Minutes:** Read the minutes from the previous meeting held on Jan 4, 2024 in line with new guideline requirements. Motion by Tara to approve minutes as read, seconded by Julie, and vote passed.

**Treasury/Budget:** Budget update was given by Jill. Budget remains relatively the same as last month with no major changes. \$85 for OBOB registration, 3rd grade buses was only \$296.25 of the allotted \$1,000, and \$70.69 for pizzas at the January meeting.

**Teacher Liaison update:** None

**Site Council Update:** None – no site council meeting was held.

**Principle Update:** 4J has added 2 additional school days to the calendar to make up for days missed during the week long ice storm closure. Feb 19, 2024 (Presidents Day) and June 14, 2024 are now school days.

# Minutes from Last Meeting

## Non-Profit Status Update:

- Oregon DOJ Registration of Charitable Organizations is the last step and is currently pending.
- Discussed how once we have had 1 year of active status we have the ability to apply for a “gaming license”. Pros and Cons of moving forward with this were discussed. Since we are not yet eligible the discussion can be re-had at a later date but in general the cost and amount of work required to secure the license does not seem to make sense for our school. Can be considered in future years.
- General Liability Insurance through AIM will cost \$180 annually and provides 1 Mil general/\$5,000 medical. Also approved Fidelity Bond to cover expenses in the event of theft (i.e. embezzled funds) up to \$25k and will cost \$115 for a total insurance cost per year of \$295. The motion to approve the General Liability Insurance with the additional \$25K bond for a total cost of \$295 was made by Tara and seconded by Jenny. Vote Passed Unanimously.
- Annual review of the books is required.
- The addition of an Assistant Treasurer is needed to review bank statements.
- Reviewed options for Bank Accounts for the PTO to use. The three presented and reviewed were: OnPoint Credit Union, Selco Community Credit Union, and Oregon Community Credit Union (OCCU). OnPoint & Selco were business accounts. OCCU has a Non-Profit Checking Account. Members present voted for Kim to meet with OCCU as their account options appear to meet the needs of our organization best.

# Minutes from Last Meeting

- Online Payment Merchant: Kimberly Brown has been researching options for a new payment merchant that the PTO can use for events such as Jog-a-thon and any other fundraisers we would like to host. Kim presented an option called Zeffy: <https://www.zeffy.com/> a free fundraising platform for Nonprofits. Kim will send out additional information to the group so we are able to individually research this new option, get questions answered as we look into the option of using this new online merchant – would like to pilot this platform for the Spring Jog-A-thon

## Committee Updates:

- **Bottle Drop:** Alicia stepped up during the meeting to run the Bottle Drop program! With our non-profit status we can now start using the Blue Bags! We are given 50 bags to start and then it's \$2 a box for bags there after. We are able to drop 15 bags per day but can arrange a fundraiser to be able to drop 50 bags a day.
- **Holt Night Outs** – more dates to come. See the Holt Quick Notes for upcoming events
- **School Cents Program:** Holt continues to lag behind other schools compared to last year. Program ends March 31<sup>st</sup> so there is still time to get receipts in. Student artwork is needed for a Mall event and this will result in extra points. A new Coordinator for next year's program would be greatly appreciated.
- **Oregon Battle of the Books** – will be wrapping up soon. Enough volunteers were secured. dates of battles were shifted around to new dates but all has been going well.

# Minutes from Last Meeting

- **5<sup>th</sup> Grade Celebration:** Ashley Riech gave an update – the traditional breakfast will be canceled in favor of an alternate event. Moms planning the event would like to use the library and garden for a small dance party, still do slideshow and donuts, then possibly walk to Cinemark for a movie. Cost to rent the theater is approx. \$575. Connection with UPS to get memory books printed
- **Spring Carnival** will be held April 19 – Mr. Cortez, school librarian and still working to see if we can get the book fair to happen at this same time.
- **Holt Bolt** (Jog-a-thon) will be held May 17

Meeting was adjourned at 6:50pm. Individuals who wanted to help plan Spring Carnival and Holt Bolt were asked to hang around.

# Budget

- Budget Balance**

- \$33,247.73/\$52,203.55

- Net for the year: -\$17,319.18**

- Expenses: -\$18,958.48

- Income: \$1,639.30

Category	Amount	Description
Misc. ▾	\$221.87	Welcome gifts for new teachers
Bingo Night ▾	\$268.75	Amazon purchases for bingo night
Enrichment ▾	\$296.25	Busing for 3rd grade music field trip
Enrichment ▾	\$1,525.00	Assemblies
Holt Night Out ▾	-\$341.63	MOD Pizza
Holt Night Out ▾	-\$1,167.54	Papa's Pizza
Enrichment ▾	\$0.00	Kinder pumpkin patch field trip
Teacher Discretionary Fund ▾	\$5,800.00	PTO Classroom/Teacher discretionary funds (19 teachers * 200, 8 addition
Enrichment ▾	\$9,744.00	School enrichment (\$21*464 students)
Teacher Discretionary Fund ▾	\$100.00	Teacher discretionary funds (2 new teachers)
Food For Meetings ▾	\$70.69	Pizza for PTO meeting 1/4/24
OBOB (Battle of the Books) ▾	\$150.00	Entry fee and celebration
Misc. ▾	\$206.92	Supplies for PTO operations
5th Grade Celebration ▾	\$575.00	Cinemark
Holt Night Out ▾	-\$130.13	Panera Bread (Deposited in OCCU acct.)

Category	2023-2024		
	Budget	Actual Expenses (to date)	Notes:
<b>Enrichment</b>			
Enrichment	\$12,000.00	\$11,565.25	
5th Grade Celebration	\$600.00	\$575.00	
Garden Project	\$400.00	\$0.00	
Student Council	\$500.00	\$0.00	
<b>Enrichment Total</b>	<b>\$13,500.00</b>	<b>\$12,140.25</b>	
<b>Library</b>			
Book Fair	\$175.00	\$0.00	
OBOB (Battle of the Books)	\$150.00	\$150.00	
<b>Library Total</b>	<b>\$325.00</b>	<b>\$150.00</b>	
<b>Family Involvement</b>			
Food For Meetings	\$750.00	\$70.69	
Spring Carnival	\$2,000.00	\$0.00	
Bingo Night	\$350.00	\$268.75	
Holt Bolt (Jog-a-thon)	\$2,500.00	\$0.00	
Field Day	\$400.00	\$0.00	
<b>Family Involvement Total</b>	<b>\$6,000.00</b>	<b>\$339.44</b>	
<b>Staff Support</b>			
Teacher Discretionary Fund	\$6,000.00	\$5,800.00	
Teacher Discretionary Fund - New Teachers	\$250.00	\$100.00	
School Social Worker Fund	\$300.00	\$0.00	
<b>Staff Support Total</b>	<b>\$12,450.00</b>	<b>\$5,900.00</b>	

*NOTE: \$11,510.63 not budgeted due to lack of actual balance from 4j when setting the budget*



<b>Other</b>			
Licensed Professional Salaries (Supervision Costs)	\$2,000.00	\$0.00	
Emergency Fund	\$500.00	\$0.00	
Misc.	\$1,500.00	\$428.79	New teacher gifts, PTO supplies for operations
<b>Other Total</b>	<b>\$4,000.00</b>	<b>\$428.79</b>	
Box Tops	N/A	\$0.00	
Holt Night Out	N/A	-\$1,639.30	
Donation	N/A	\$0.00	
eScript	N/A	\$0.00	
<b>Income Total</b>	<b>\$0.00</b>	<b>-\$1,639.30</b>	
<b>SUB-TOTAL:</b>	<b>\$36,275.00</b>	<b>\$17,319.18</b>	
Reserve, 25%	\$15,928.55	\$15,928.55	
<b>Total:</b>	<b>\$52,203.55</b>	<b>\$33,247.73</b>	

- **Income to still come in:**
  - Panda Express
  - DoughMo
- **Upcoming Fundraisers:**
  - Chipotle
  - Bangers & Brews
  - Penny War
  - Can Drive
  - Silent Auction
  - 5th Grade Sales
  - Holt Bolt Jog-a-thon

# Funding Requests

- **Girls on the Run - \$300** Heidi Gori & Leah Willow
- **Anti-Bullying Assembly - \$1,600**
- **4th Grade Storyteller- \$480**
- **4th & 5th Grade Track Meet - \$620**

# Who can Vote?

**Voting Eligibility.** All general members and members of the Board, with the exception of the Principal/Acting Principal and the PTO/Staff Liaison whose primary duties are to be advisors to the Board, are eligible to vote. The President shall vote only in the case of a tie.

**General Membership.** All parents and/or guardians are included as a general member of the PTO. All general members shall have the right to know all matters pertaining to the PTO, and the right to vote on Board members and budget issues presented during General Meetings. Members have one vote per household.

# Girls on the Run (GOTR)

- Heidi Gori & Leah Willow
- Title 1 schools qualify for discounted flat rate of \$300
  - Regular fee: Families pay \$20-\$230 per participant
- 15 girls, 3-5 grades (teachers recommending)
  - Girls who would benefit from a positive, empowering, non-competitive after school sporting option
- March 18th to June 1st
- Sessions: Mondays 2:30 - 4:00, Wednesdays 1:30 - 3:00

**Vote: Pay the \$300 registration fee for Holt to participate in GOTR**

# 4th Grade Storyteller

- Kelly the storyteller (same as last year)
- Tentatively 6 sessions (all 4 classes)
- \$80 each session
- Request Total: \$480

**Vote: Pay up to \$480 for the 4th grade to have up to six (6) sessions with Kelly the Storyteller.**

# 4th & 5th Grade Track Meet at Sheldon

- Last 4 years received a grant through OTC
- Not rewarded funds this year
- Estimated cost \$155 per busses to Sheldon and back
- Four (4) busses needed
- Request Total: \$620

**Option 1: Pay the full amount (estimated \$620) for four (4) busses to transport the 4th & 5th grades to Sheldon for a track meet.**

**Option 2: Cap the funding at \$620. If the total cost exceeds \$620, they can come back and request additional funding.**

# Staff Updates

- **Teacher Liaison** - Lesli
- **Principal** - Allan
- **Feed Hope Food Drive** - Reed

# Non-profit Status Update

- **General Liability Insurance:** Policy 2/10/24 - 2/10/25
- **Banking:** OCCU Checking & Savings - 2/20/24
- **Online Merchant:** Zeffy Demo



# Zeffy Demo

- Demo: Jog-a-thon

<https://www.zeffy.com/en-US/donation-form/52703a85-f5be-4cbc-bb86-d3e612bd46f2>

- Demo: Silent Auction/Food Sales

# 2024-2025 Board Positions

- **April 4th:** Nominations
- **May 2nd:** Elections
- **June 6th:** Handover Meeting
  
- **Annual General Meeting:** May 2nd
  - Officer Elections
  - Budget Vote
  - Meeting Schedule Vote
  - Any program changes
    - ex. Monthly teacher & staff Appreciation

# 2024-2025 Board Positions

- **Elected Board Positions (9):**
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Assistant Treasurer
  - Members at Large (2)
  - Volunteer/Recruitment Coordinator
  - Communications Coordinator
  - Project Coordinator (Holt Night Out)

# 2024-2025 Board Positions

- **Non-voting Staff**
  - Principal
  - Teacher Liaison
- **Non-profit Requirement:**
  - Review/Audit Committee
  - Chair: Assistant Treasurer

# 2024-2025 Board Positions

- **Committee Chair Positions:**
  - 5th Grade Celebration
  - Book Fair
  - Book Nook
  - BottleDrop
  - Costume Bingo/Trunk-or-Treat (Fall Event)
  - Holt Bolt Jog-a-thon
  - Library Liaison
  - OBOB
  - School Cents Program
  - Spring Carnival
  - Teacher/Staff Appreciation

# Fundraising/Event Updates

- School Cents Program
- OBOB
- Holt Night Out
  - Chipotle at Gateway
    - Wednesday, March 13th
    - 4pm to 8pm
  - Bangers & Brews
    - April 10th or 11th

# Book Nook - Book Donations

## **We are seeking AGE APPROPRIATE:**

- Graphic Novels
- Manga
- “Scary” books (ex. Goosebumps)
- Minecraft
- Lego
- Sports
- Superhero

## **Non-fiction Books**

- Animals
- Science

## **Picture books or Novels**

- Dinosaurs
- Cats
- Dragons

## **Specific titles**

- Captain Underpants
- I Survived
- Who Would Win
- Diary of a Wimpy Kid
- Cat Kid Comic Club
- Dogman
- Pokemon

# St. Patrick's Week Penny War

- March 18 - 22 (drop off)
- Jars by Grades
- Popcorn Party Friday afternoon  
(Before Spring Break)





# BottleDrop - Fundraiser

- April 22 - May 4
- 20% match (deposited May 22)
- Max: 15 blue bag/day
- Scheduled Fundraisers
  - 50 Blue Bags
  - 1 day each week
  - Between 9am and 2pm

# BottleDrop - Fundraiser

- **Green Bags**
- **Donate directly from your BottleDrop account**
  - Go to “For Individuals” tab
  - Select “Make nonprofit donation”
  - Select “Search Nonprofit”
  - Find “Holt Elementary PTO”
  - Select “Learn more about”
  - Select “Donate Now”

# 5th Grade Celebration

- Thursday, June 13, 2024
- Cinemark - *Shrek*
  - 9:30am Arrival
  - 10am movie starts
- Fundraising
  - Table at Spring Carnival

# Spring Carnival

- **April 19: 5:30pm to 7pm**
- Silent Auction
- Prize Station
  - Tickets given out at games
- Vendors
  - Food Trucks
  - Face painting
- EPD & Eug/Spfd Fire Dept.
- Sensory Room

# Book Fair

- Scholastics
- Set up: Friday, April 19
  - Open during Spring Carnival
- Regular Hours:
  - April 22-25 (M-Th)
  - Before School: 7:30a - 8:10a
  - After School: 2:15p - 3:00p
- Pack up: Friday, April 26

# Teacher Appreciation Week

- May 6 - 10
- Similar Set up as last year
- Themed Days
  - Coffee & Donuts
  - Taco Tuesday
  - Pizza Delivery
  - Desserts Day
  - Favorite Goodies

# Holt Bolt Jog-a-thon

- **May 17th**
  - K-2: 8:20a - 9:45a (Running 8:30-9:30)
  - 3-5: 10:15a - 11:40 (Running 10:25-11:25)
- **Day of Notes**
  - No Sanipac Music Truck
  - Jog-e-mom (Jill) confirmed
  - Need 20 volunteers for each session
  - Spirit awards??

# Holt Bolt Jog-a-thon

- **School Goals**

- \$5K, \$10K, \$15K, \$20K, \$25K

- **School prize ideas?**

- Turn Allan into a Sundae, activity assembly?, cake/pie to teacher/staff face,

<https://www.ptotoday.com/pto-today-articles/article/614-principals-do-the-darndest-things>

- **Class Prizes**

- Top class per grade
- Video games, popcorn party, extra recess for a week, lunch with \_\_\_\_\_



# The Local Option Levy

- **Guest Speaker:** Ericka Thessen

“The Local Option Levy provides critical funding for our Eugene 4J Schools and will be on the May 2024 Ballot.”

**Adjourned!**