

Holt Elementary PTO

April 4, 2024



Agenda

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

Minutes from Last Meeting

Highlights

- **Treasurer's Report:** Funding remained mostly unchanged, except we got the bank accounts open and our first check deposited. \$33K of the \$52K budget had been spent/allocated.
- **Funding Requests:**
 - \$300 for Girls on the Run Registration - Vote Passed
 - \$1,600 for Anti-Bullying BMX Bike Assembly - Supported by majority present but held official vote until Risk Management approval
 - \$480 for 4th Grade Storyteller - No vote. Requested 4th grade utilize the allocated grade funding before requesting PTO funds.
 - \$620 for transportation to Sheldon for Track Meet - Vote Passed, encourage to continue to try for grant funding in future

Minutes from Last Meeting

Highlights

- **Teacher Update:** Holt had a successful Kinder Orientation
- **Principle Update:** No big cuts or changes to staffing for general classrooms and special education.
- **Feed HOPE:**
 - Request to beef up donation advertisement
- **Non-profit Update:** Bank accounts are set-up and insurance purchased. Demo of ZEFFY was done.

Minutes from Last Meeting

Highlights

- **2024/2025 Board:** Nominations open at April's meeting, elections in May. Voted to move the budget vote to June after jog-a-thon funds are in accounts.
- **OBOB:** 12 teams competed and working on next years recruitment and book list.
- **Holt Night Out: :**
 - McMenamins gave Holt a \$1500+ check from our night out
 - April: Bangers and Brew
- **Book Nook:** Needs donations and staffing help

Minutes from Last Meeting

See printed notes for

- **Penny Wars:** New fundraising event (See Handout)
- **Holt Night Out:** : McMenamins gave Holt a \$1500+ check from our night out
- **Book Nook:** Needs donations and staffing help
- **BottleDrop:** Fundraiser April 22-May 4, BottleDrop will match 20%.
- **5th grade celebration:** Walk to Cinemark and watch Shrek
- **Spring Carnival:** See handout
- **Book Fair:** See handout
- **Teacher Appreciation:** See Handout
- **Jog-a-thon:** See Handout
- **Speaker from 4J School Board Member:** Local Option Levy

Budget - Overview

	Starting Balance	Income	Expenses	Remaining Balance
GRAND TOTAL	63,714.18	\$ 8,558.47	\$35,055.82	37,216.83

- **Budget Balance**

- Starting Balance: 63,714.18
- Income: All our fundraising to day
- Expenses: includes our reserve (\$15,928.55)
- Total balance: total between all three accounts

Budget - transactions

Category	Income	Expense	Description
New Teacher We		\$221.87	Welcome gifts for new teachers
Bingo Night		\$268.75	Amazon purchases for bingo night
Other		\$296.25	Busing for 3rd grade music field trip
School Assembli		\$1,525.00	Assemblies
Holt Nights Out	\$341.63		MOD Pizza
Holt Nights Out	\$1,167.54		Papa's Pizza
Annual Grade Er		\$0.00	Kinder pumpkin patch field trip
Teacher Discretic		\$5,800.00	PTO Classroom/Teacher discretionary funds (19 teachers * 200, 8 additional staff (ELL
Annual Grade Er		\$9,744.00	School enrichment (\$21*464 students)
Teacher Discretic		\$100.00	Teacher discretionary funds (2 new teachers)
Food For Meetin		\$70.69	Pizza for PTO meeting 1/4/24
OBOB		\$150.00	Entry fee and celebration
Office Supplies		\$206.92	Supplies for PTO operations
5th Grade Celeb		\$575.00	Cinemark
Holt Nights Out	\$130.13		Panera Bread (Deposited in OCCU acct.)
Holt Nights Out	\$1,453.50		McMenamins (Deposited in OCCU acct.)
Penny War	\$5,234.09		Penny Wars (Deposited in OCCU acct.)
Penny War		\$88.80	Penny Wars decorations and containers
Spring Carnival		\$79.99	Costco - Spring Carnival Game
Donations	\$5.00		Deposit to Open Bank Account
Holt Nights Out	\$226.58		Chipotle (Deposited in OCCU acct.)

Budget - Income

Category	Goal	Actual income	
Starting Balance	63,714.18		
Fundraising			
Holt Nights Out	\$ 4,000.00	\$ 3,319.38	
Silent Auction	\$ 1,000.00	\$ -	
Holt Bolt	\$ 20,000.00	\$ -	
Penny War	\$ 1,000.00	\$ 5,234.09	
Donations	\$ -	\$ 5.00	
Total		\$ 8,558.47	

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

Category	Approved budget	Actual expenses	Difference
Enrichment			
Annual Grade Enrichment	\$10,400.00	\$9,744.00	\$656.00
School Assemblies	\$1,600.00	\$1,525.00	\$75.00
Student Council	\$600.00	\$0.00	\$600.00
Graden Project	\$400.00	\$0.00	\$400.00
Other	\$500.00	\$296.25	\$203.75
SCHOOL PROGRAMS			
5th Grade Celebration	\$600.00	\$575.00	\$25.00
Holt Bolt (Jog-a-thon)	\$1,000.00	\$0.00	\$1,000.00
Book Fair	\$175.00	\$0.00	\$175.00
OBOB (Battle of the Books)	\$150.00	\$150.00	\$0.00
Family Involvement			
Food For Meetings	\$400.00	\$70.69	\$329.31
Childcare For Meetings	\$350.00	\$0.00	\$350.00
Spring Carnival	\$2,000.00	\$79.99	\$1,920.01
Bingo Night	\$350.00	\$268.75	\$81.25
Penny Wars	\$100.00	\$88.80	\$11.20
Field Day	\$400.00	\$0.00	\$400.00

Staff Support			
Teacher Discretionary Fund	\$6,000.00	\$5,800.00	\$200.00
Teacher Discretionary Fund - New Teachers	\$250.00	\$100.00	\$150.00
New Teacher Welcome Gifts	\$150.00	\$221.87	-\$71.87
School Social Worker Fund	\$300.00	\$0.00	\$300.00
Other			
Licensed Professional Salaries (Supervision Costs)	\$2,000.00	\$0.00	\$2,000.00
Feed HOPE	\$300.00	\$0.00	\$300.00
Teacher Appreciation - Monthly	\$500.00	\$0.00	\$500.00
Emergency Fund	\$500.00	\$0.00	\$500.00
Overhead Fees			
AIM Inc. - Insurance	\$325.00	\$0.00	\$325.00
Annual Incorporation Fees	\$50.00	\$0.00	\$50.00
Unexpected Annual Fees	\$100.00	\$0.00	\$100.00
Office Supplies	\$250.00	\$206.92	\$43.08
Misc.	\$1,500.00	\$0.00	\$1,500.00
Long Term			
Reserve, 25% beginning Budget	\$15,928.55	\$15,928.55	

Annual Enrichment Funds

Category	Approved budget	Actual expenses	Difference
Enrichment			
Annual Grade Enrichment	\$10,400.00	\$9,744.00	\$656.00

- **2023/2024 distribution: \$21/student/grade**
 - 5/24: Teachers need to notify Sharon if any funds left in the Grade Enrichment accounts are allocated to be used by June 14th.
 - 5/27: Any left over funds will transferred back into account to be included in our budget review and redistributed for 2024/2025.

Annual Enrichment Funds

- **Goal 2024/2025:**
 - 6/10: Notify Teachers the anticipated \$/student Grade Enrichment budget
 - 9/15: Transfer of funds to Grade Enrichment Accounts
 - 10/15: Review total enrollment and add funds if additional students are enrolled

2024/2025 Budget Allocations

- **Special Board meeting the week of May 28-31**
 - Jog-a-thon money deadline Friday, May 24
- **Review total income and propose allocations of funding**
- **Budget presented for Vote on June 6**

Funding/Personal Reimbursement Request

- **Personal Reimbursement Request**
 - **Kimberly Brown** - Start up fees: \$620
- **Funding Requests:**
 - **Allan Chinn** - Anti-Bullying Assembly \$1,600
 - **Robbie Cortez** - Purchase 2024/2025 OBOB Books

Funding/Personal Reimbursement Request

- **Personal Reimbursement Request**
 - **Kimberly Brown - Start up fees**
 - Business Incorporation Fee: **\$50**
 - IRS Tax Exemption under 501(c)(3) - 1023 EZ Form: **\$275**
 - AIM Inc. Insurance Coverage: **\$295**
 - **Total reimbursement request: \$620**

Funding/Personal Reimbursement Request

- **Anti-bullying Assembly**
 - \$1,600 if shared with other schools

Funding/Personal Reimbursement Request

- **Funding Requests: Mr. Cortez**
 - Total request: up to \$800
 - One set = 16 Books
 - Cost for one (1) set: \$135.53
 - Request for five (5) sets
 - The 16th book will be voted on at the final tournament

Book Title	Cost
Before the Ever After	\$8.99
Circus Mirandus	\$7.89
Fifty-Four Things Wrong with Gwendolyn Rogers	\$7.99
Frizzy	\$10.39
JD and the Great Barber Battler	\$6.28
Just Jerry	\$12.54
Leonard	\$7.99
Marshmellow and Jordan	\$12.99
The Mystwick School	\$8.86
The Name of this Book is Secret	\$7.99
Same Makes a Splash	\$7.21
Solimar	\$9.99
A Time Travelers	\$9.99
Thirst	\$7.50
Twins	\$8.93
	\$135.53

Funding/Personal Reimbursement Request

- **Funding Requests: Mr. Cortez**
 - After the OBOB season, one set will remain in the library and the other sets will be stored since books are reused.
 - **Annual Funding request:** Would like to be considered for an annual funding line item on our budget for up to \$800 annually to purchase the new OBOB books

Staff Updates

- **Teacher Liaison** - Lesli
- **Principal** - Allan

Non-profit Status Update

- **DOJ: APPROVED**

Annual reports

- Fiscal Year: July 1 to June 30
- Annual informational tax return to IRS: October 15
- Annual report with Oregon Corporation division: October 27
- Annual financial reports with DOJ: November 15

<https://www.doj.state.or.us/charitable-activities/starting-or-closing-a-charity/starting-a-charity-in-oregon/>

2024-2025 Board Positions

- **Annual General Meeting:** May 2nd
 - Officer Elections
 - Set Meeting Day/Time
 - Proposed Tuesday nights
 - Any program changes
 - ex. Monthly teacher & staff Appreciation

2024-2025 Board Positions: Nominations

- **Elected Board Positions (9):**
 - President: Kimberly Brown
 - Vice President: Amanda Knight
 - Secretary: _____
 - Treasurer: Jill Ritz
 - Assistant Treasurer: Martha Baldwin

2024-2025 Board Positions: Nominations

- **Elected Board Positions (9):**

- Members at Large (2)

- 1. Kodie Dorman

- 2. Alicia Davis

- 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 Committee Chair Positions

- **5th Grade Celebration:** _____
- **Book Fair:** _____
- **Book Nook:** _____
- **BottleDrop:** _____
- **Costume Bingo/Trunk-or-Treat (Fall Event):** Kodie Dorman
- **Holt Bolt Jog-a-thon:** _____
- **Library Liaison:** Tina Tague
- **OBOB:** Jenny Lackey
- **School Cents Program:** _____
- **Spring Carnival:** _____
- **Teacher/Staff Appreciation:** _____

Fundraising/Event Updates

- School Cents Program
- Holt Night Out
 - Bangers & Brews
 - April 10th
 - MAY???
 -

Penny War

	<u>Total \$\$ Raised</u>
Kinder	\$ 990.39
1st	\$ 851.13
2nd	\$1,122.84
3rd	\$1,186.39
4th	\$ 653.30
5th	\$ 430.04
	\$ 5,234.09

	<u>Positive Points</u>	<u>Negative Points</u>	<u>Total Points</u>
Kinder	137,555	-21,430	116,125
1st	86,047	-30,820	55,227
2nd	110,131	-43,305	66,826
3rd	115,874	-51,590	64,284
4th	83,132	-19,260	63,872
5th	40,266	-16,335	23,931
	573,005	-182,740	

Penny War

- Fun Facts:
 - 354.98 pounds of coins
 - 40,139 pennies
 - 54,107 total coins
- 2024/2025 Penny War
 - October: week of costume bingo/Trunk-or-treat

Book Nook - Book Donations

- New Chair and weekly volunteers for 2024/2025
- Putting out a “wish list” at Book Fair to get book donations

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

Spring Carnival

- **April 19: 5:30pm to 7pm**
- Silent Auction
- Prize Station
- Vendors
- EPD & Eug/Spfd Fire Dept???
- Sensory Room

Book Fair

- 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 & Staff Appreciation Week: May 6-10

- Themed Days:
 - **Monday:** Sip Sip Hooray! Hydration Station
 - **Tuesday:** We DONUT know what we would do without you! Breakfast goodies
 - **Wednesday:** NACHO Average Teacher & Staff. Taco buffet
 - **Thursday:** If you give a teacher a cookie, they will want some coffee! Sweet Treats & Coffee
 - **Friday:** You just HAP-PEN to be very INK-CREDIBLE! School supplies for teachers

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)
- **Timeline**
 - May 1: Packets sent home with kids
 - May 17: Holt Bolt
 - May 24: Packets & Money Due

Holt Bolt Jog-a-thon

- **Whole School Prizes**

- \$10,000: Field Day
- \$15,000: Dress up Mr. Chinn
- \$20,000: Turn Mr. Chinn into an Ice Cream Sundae
- \$25,000: Hose down Mr. Chinn

Holt Bolt Jog-a-thon

- **Class Winners:**
 - Top Class from each grade with the most funds raised per student
 - Top Two classes from the whole school with the highest % of returned envelopes
- **Class Prizes**
 - Movie and Popcorn Party
 - Extra Recess
 - Gaga Ball Game
 - Dance/Bubble Party in the Garden after Lunch

Holt Bolt Jog-a-thon

- **How to Earn Raffle Tickets;**

- Return your envelope = 1 ticket
- Wear your Holt Bolt shirt = 1 ticket
- Complete 1 lap = 1 ticket
- Bring your own water bottle = 1 ticket
- Every 5 pledges = 1 ticket
- Every 5 laps = 1 ticket
- Top Lap Runner in Grade Level = 1 ticket

Holt Bolt Jog-a-thon

- **Individual Prizes: (Choose your Prize)**
 - \$50: 1 Extra Raffle Ticket **OR** Instant Winner, Book Nook Coupon, Get in Line First Ticket
 - \$100: 2 Raffle Tickets **OR** Golden Book Coin
 - \$200: 5 Raffle Tickets **OR** Breakfast with the Principal
 - \$300: 8 Raffle Tickets **OR** Cut the Principal's Tie

Holt Bolt Jog-a-thon

- **Spirit Prizes**

Each teacher will get one of each to award for “Holt Spirit” during the Holt Bolt

- Golden Book Vending Machine Coin
- Book Nook Coupon
- Get in Line First Ticket

Field Day

- **Tuesday, June 11**
- **Event Timeline**
 - Grade 3-5: 8am - 10:30 am
 - Grade K-2: 11:15 - 2pm
- **Volunteer Sessions (40-45 Volunteers needed)**
 - Session I: 7:45 am - 10:45 am
 - Session II: 11:00 am - 2:00 pm

Adjourned!