

Holt Elementary PTO

April 4, 2024

**Call to Order:** 6:01pm

**Presiding:** Kimberly Brown

**Secretary:** Stephanie Gibson

**Attendance: (15)** Martha Baldwin, Kimberly Brown, Allan Chinn, Tara Davenport, Reed David, Kodie Dorman, Stephanie Gibson, Lesli Harmon, Jenny lakey, Jill Ritz, Tina Tague, Alicia Davis, David Martin, Tiffany Roja, and Ryan Roja.

**Secretary/Minutes from last meeting** - Stephanie

Motion: Jenny, 2nd; Tara, Vote: Pass

**Treasurer's Report** - Jill/Kim

Debut of new budget template

**Personal Reimbursement/Funding Request** - Lesli/Kim

1. Kimberly Brown: \$620 for start up fees
  - a. Motion: Stephanie, 2nd: Tara, Vote: Pass
2. Allan Chinn: \$1,600 for Anti-bullying Assembly
  - a. Motion: Kodie, 2nd: Jenny, Vote: 10 Yes, 1 No, Passes with  $\frac{2}{3}$  majority
3. Mr. Cortez: \$800 for OBOB books\* (Consideration for Annual Funding)
  - a. Motion: Kodie, 2nd: Tara, Vote: Pass
  - b. Conditions to funding.
    - i. During OBOB season, all purchased OBOB books are to remain in a designated area and are reserved for check out only by OBOB team members.
    - ii. Once the OBOB season is over, all five (5) sets of books are to be shelved in the library for access and check out by all students.
    - iii. We all agreed that access to OBOB books is really important and agreed to help supplement funding annually, up to \$500, to purchase sets of books. However, requested that prior to using PTO funding in future years, Mr. Cortez applies for grants first, such as the OBOB or EEF Grant. If unsuccessful to get the cost of books fully funded, then PTO funds can be used.

**Teacher Liaison Update** -Lesli

April 11: Accessible Education Parent Group

**Principal Update** - Mr. Chinn

Staffing update for 2024/2025

1. Teacher Staffing: Same numbers as this year
2. EA Staffing: 2 fewer (1 is a behavioral EA, 1 title)
3. Adding 3rd full time SpEd (currently @ 2.5)
4. Adding full time Assistant Principal (Allan pushing back, wants to keep the behavioral EA)

**Non-profit Status Update** - Kim

Annual reports and filing October/November 2024.

### **Nominations for Board Positions (7):**

- **President:** Kimberly Brown
- **Vice President:** Amanda Knight
- **Secretary:** Tara Davenport
- **Treasurer:** Jill Ritz
- **Assistant Treasurer:** Martha Baldwin
- **Members at Large (2):** Kodie Dorman & Alicia Davis

### **Additional Board Positions (3):**

- **Volunteer/Recruitment Coordinator:** Tiffany Roja
- **Communications Coordinator:** \_\_\_\_\_
- **Project Coordinator (Holt Night Out):** \_\_\_\_\_

### **Non-profit Committee:**

- Review/Audit Committee
  - Chair: Martha Baldwin (Assistant Treasurer)
  - Member: Tiffany Roja
  - Member: Alicia Davis

### **Event/Fundraising Committee Chairs:**

- 5th Grade Celebration: Reed David, Kodie Dorman, & Jenny Lackey
- Bertha's Birthday Bingo Bash: \_\_\_\_\_
- Book Fair: Tina Tague
- Book Nook: Alicia Davis
- BottleDrop: Kimberly Brown
- Holt Bolt Jog-a-thon: Kimberly Brown
- Library Liaison: Tina Tague
- OBOB: Jenny Lackey
- Penny Wars: Kimberly Brown
- School Cents Program: Stephanie Gibson & Alicia Davis
- Spring Carnival: Amanda Knight
- Teacher & Staff Appreciation: \_\_\_\_\_
- Trunk-or-Treat: Kodie Dorman

### **Board & Committee Updates**

1. School Cents Program
  - a. Next year, organizer needs Admin access to FB pages
2. Holt Night Out
  - a. April 10 @ Banger's and Brews
3. Penny Wars
  - a. Amazing turn out, raised \$5,234.09
  - b. Rotating Trophies (Lemon award for last place each day), prizes throughout the week, prize for top points & top \$\$, double up points on a different day, hold it the week of an

evening event, Next year holding it in October, same week as Trunk-or-treat to prevent fundraising fatigue.

4. Book Nook
  - a. No more donations needed. Volunteers needed.
5. BottleDrop
  - a. Blue bags will be available in the front office for parents to pick up.
6. Spring Carnival - **April 19**
  - a. There was no clear deadline for silent auction items (when and where to drop). Items will be accepted the day of, but suggested to be dropped off by Tue. April 16 in front office.
  - b. Food Truck Vendors: a couple have pulled out due to an event at Hayward, but still have plenty. 10-20% of profit comes back to PTO.
7. Spring Book Fair - **April 19 - 25**
  - a. Set up: Friday, April 19, runs M-Th April 22-25, then closed Friday, April 26 for pack up.
8. Teacher & Staff Appreciation Week - **May 6-10**
  - a. Mon: Sip Sip Hurray! Hydration Station
  - b. Tue: We DONUT know what we would do without you! Breakfast goodies
  - c. Wed: NACHO Average Teacher & Staff. Taco Bar
  - d. Thur: If you give a teacher a cookie, they will want some coffee! Dessert & Coffee
  - e. Fri: You just HAP-PEN to be very INK-CREDIBLE! School supplies
9. Holt Bolt (Jog-a-thon) - **May 17**
  - a. May 17: K-2 @ 8:20, 3-5 @ 10:25
  - b. Timeline: May 1 Packet Sent home, May 24 Packets & Money Due Back
  - c. Online Donation platform is set up. QR code available as well
  - d. QR scanning software needs to be purchased: \$500
  - e. Envelopes
    - i. Same size as Monday Mailers
    - ii. Templates are set up
    - iii. Have Sharon print templates directly onto the envelopes (Melonie can give guidance)
  - f. Spirit Awards: Each teacher gets 3 tickets to give to their class
    - i. Instant Winner
    - ii. Book Nook Coupon
    - iii. Get in Line First Ticket
  - g. **NOTE: we have 3 weeks to deliver on all prizes, so kept them simple but fun**
  - h. School Prizes:
    - i. \$10,000 Extra Activity at Field Day
    - ii. \$15,000 Mr. Chinn Dresses up
    - iii. \$20,000 Turn Mr. Chinn Into an Ice Cream Sundae
    - iv. \$25,000 Hose down Mr. Chinn (after becoming a Sundae)
  - i. Class Prizes: Top class from each grade (\$\$/student) and Top two classes with highest % of returned envelopes.
    - i. Popcorn and Movie Party
    - ii. Extra Recess
    - iii. Gage Ball Game

- iv. Dance Party in the Garden after Lunch
  - v. Bubble Party in the Garden after Lunch
  - j. How to earn raffle tickets:
    - i. Return your envelope = 1 ticket
    - ii. Wear your Holt Bolt Shirt = 1 ticket
    - iii. Complete 1 lap = 1 ticket
    - iv. Bring your own water bottle = 1 ticket
    - v. Every 5 pledges = 1 ticket
    - vi. Every 5 laps = 1 ticket
    - vii. Top Lap runner in grade level = 1 ticket
  - k. Individual Prizes: New this year, but done in past years. Individuals can choose a prize at or below the total amount raised.
    - i. \$50: 1 Raffle Ticket **OR** choice of Instant winner, book nook coupon, or Get in Line First Ticket
    - ii. \$100: 2 Raffle Tickets **OR** Golden Book Coin
    - iii. \$200: 5 Raffle Tickets **OR** Breakfast with Mr. Chinn (PTO provides goodies)
    - iv. \$300: 8 Raffle Tickets **OR** Cut the Principal's Tie
    - v. \$500: Choose one prize at each level above (\$50, \$100, \$200, and \$300)
  - l. Raffles:
    - i. Item purchased from costco usually
    - ii. Get to turn Mr. Chinn into a sundae
    - iii. Hose down Mr. Chinn (likely going with water balloons)
    - iv. Possibly Gift certificates?
10. Field Day - **June 11**
- a. Need to double check times with Alex
    - i. 8am to 10:30am: 3-5 grades
    - ii. 11:15am to 2pm: K-2 grades

**Adjourn: 7:20pm**

Other Notes:

1. Website was updated, but 4J did an update and cleared our changes. Allan doesn't have access to get our updates back up. Questioning whether we should have our own website
2. Items needed for Holt Bolt
  - a. Air compressor for blowing up balloons
  - b. Bubble solution
  - c. Maybe looking into purchasing a small music system for PTO
  - d. Otter Pops: Need 1,000 for both Holt Bolt & Field Day
  - e. 8 tables for Holt Bolt - 2 teachers per table
  - f. 4-6 ipads for scanning QR codes

*Next Meeting*  
*Thursday, May 2 @ 6pm*  
*Holt Elementary Library*  
*\*Pizza and childcare provided\**