

**Holt Elementary PTO
General Meeting
February 25, 2026**

Call to Order: 6:01pm

Presiding: Kimberly Brown

Secretary: Kimberly Brown

Attendance: 12

In Person: Allan Chinn, Kimberly Brown, Tiffany Rojas, Ryan Rojas, Maureen Eppler, Lesli Harmon, Jessica O'Hare, Macy Brigham, Martha Baldwin, Adam Litster, Sarilyn Andes, and Marilee Tennen.

Online: n/a

Classroom Parents Represented: Vaughan, Willow, Hart, Harshbarger, Bodily, Heinrich, Harmon, Gullekson.

Welcome & Attendance

Teacher Liaison Update - Lesli

- Surviving, almost thriving.

Principal Update - Allan

- Site Council: Winter benchmarks. Comparing fall to winter, higher needs school and we are on track data wise.
- Staffing 26/27: vague. Principals met with HR on Monday. There will be a reduction in force but don't know the exact staffing. Meeting next Monday and will have more information next month.

District PTO & Booster Club Roundtable Update

- Heard from Matt Brown, Director of Financial Services on Monday, February 23rd.
- Shared the draft of the Parent Organizations & Booster Clubs Financial Services - Protocols & Guidelines.
- Setting guidelines for where money from a fundraiser needs to be deposited. Either in an ASB account or the PTO can deposit.
- If kids are soliciting and collecting money (physically touching), it has to go into an ASB account. They are trying to make it more streamline but overall there are minimal changes to what we are currently seeing.
- Martha asked if they will be more transparent in getting us financial information and account balances in real time. They say they are working on it but it is not as transparent as what us non-profits can provide.
- Kimberly will email out the drafted policy for anyone to read over.
- Next meeting will be on April 20th, any one is welcome to join Tiffany at the meeting.

Treasurer's Report - Kimberly

Starting Balance	\$74,161.38		
Category	Goal	Actual income	
Fundraising			
Holt Nights Out - Income	\$4,000.00	\$2,401.03	
School Supply Fee - Income	\$10,000.00	\$10,175.00	
Holt Bolt - Income	\$20,000.00	\$0.00	
Penny War - Income	\$3,500.00	\$0.00	
Double Good Popcorn	\$2,000.00	\$629.01	
Teacher/Staff Appreciation - Income	\$250.00	\$230.00	
Spring Carnival - Income	\$250.00	\$0.00	
Feed HOPE - Income	\$0.00	\$0.00	
Zap Out Hunger - Income	\$0.00	\$9,530.00	
5th Grade Celebration - Income	\$0.00	\$0.00	
Spirit Store - Income	\$0.00	\$800.00	
Calendar Sales - Income	\$0.00	\$8,651.67	
Other Donations	\$0.00	\$400.00	
Total Fundraising		\$32,816.71	

Enrichment			
Annual Grade Enrichment	\$16,000.00	\$15,435.00	\$565.00
School Assemblies	\$2,000.00	\$714.40	\$1,285.60
Student Groups	\$1,000.00	\$0.00	\$1,000.00
Other Enrichment	\$500.00	\$308.70	\$191.30
School Programs			
5th Grade Celebration	\$600.00	\$0.00	\$600.00
Holt Bolt	\$1,500.00	\$554.80	\$945.20
Book Fair - Purchase of books	\$300.00	\$0.00	\$300.00
OBOB	\$100.00	\$85.00	\$15.00
Calendar Sales	\$0.00	\$543.00	-\$543.00
Family Involvement			
Food For Meetings	\$100.00	\$32.20	\$67.80
Childcare For Meetings	\$400.00	\$40.00	\$360.00
Spring Carnival	\$1,500.00	\$112.50	\$1,387.50
Family Movie Night	\$100.00	\$862.40	-\$762.40
Fall Family Social	\$400.00	\$231.37	\$168.63
Book Fair Supplies	\$150.00	\$0.00	\$150.00
Penny Wars	\$100.00	\$0.00	\$100.00
Field Day	\$200.00	\$0.00	\$200.00

Staff Support			
Teacher Discretionary Fund	\$7,300.00	\$916.04	\$6,383.96
Teacher Discretionary Fund - New Teachers	\$50.00	\$0.00	\$50.00
New Teacher Welcome Gifts	\$150.00	\$149.55	\$0.45
Other			
School Supply Fee	\$10,000.00	\$5,225.56	\$4,774.44
Feed HOPE	\$500.00	\$0.00	\$500.00
Zap Out Hunger	\$0.00	\$1,258.42	-\$1,258.42
Teacher Appreciation	\$1,000.00	\$690.53	\$309.47
Overhead Fees			
AIM Inc. - Insurance	\$400.00	\$388.00	\$12.00
Annual Incorporation Fees	\$100.00	\$120.00	-\$20.00
Unexpected Annual Fees	\$100.00	\$0.00	\$100.00
Office Supplies	\$300.00	\$115.48	\$184.52
Misc	\$1,500.00	\$19.98	\$1,480.02
	Current Expenses	\$27,802.93	

Since Last meeting

Category	Income	Expense
AIM Inc. - Insurance		388.00
Calendar Sales - Expense		52.48
Family Movie Night		862.40
Holt Bolt Expenses		554.80
Holt Nights Out - Income	1,124.40	
Other Enrichment		173.75
School Supply Fee - Expenses		559.25
Teacher Discretionary Fund		94.20
Zap Out Hunger - Expense		213.47
Zap Out Hunger - Income	35.00	
Grand Total	1,159.40	2,898.35

Holt Night Out Deposits Pending

- Cafe Yumm: \$405.58
- BJ's Brewhouse: \$165.79

Funding Requests

1. Science Program - Lesli
 - a. Budget cuts took away access to their supplemental science program subscriptions.
 - b. Applied for an EEF Grant to cover the cost but won't find out the results until late May/early June.
 - c. Request up to \$2,500 to cover the cost of a one year subscription for the science program for the entire school.
 - i. If they receive an EEF Grant, that would be applied to extend the subscription for a second year.

- d. APPROVED. The group felt this is a great use of our enrichment funds in our EEF account. We felt that we could also reach out to some local science related organizations and businesses to see if we could get this amount covered.

2. New Mascot - Ashley Reich

- a. Applying for a \$5,000 EEF Grant
- b. Total cost of new mascot could be up to \$7,500
- c. Request up to \$3,000 to cover the additional cost not covered by an EEF Grant to purchase a new Electra Mascot
- d. Putting a pause on a formal vote until we know if Ashley got the grant and what the total cost would be, given the history of not getting the grant in the past.
- e. We want to also look into getting a sponsor to help cover the cost. Martha was going to help reach out to the drifters and we have connections with the Em's to see if this may be something they would like to sponsor.

New/Old Business

1. Scholastics Book Fair - Tiffany

- a. Pop up starts tomorrow
 - i. Encouraging eWallets
 - ii.
- b. BOGO May 26-29. Last night to be at the Spring Carnival.
- c. We may be able to request specific books. Hoping to get more bilingual books.
- d.

2. Family Movie Night - Ryan

- a. **3pm:** Pack up book fair and move to gym. Get drinks on ice (green coolers from Alex's office).
- b. **4:30pm:** Set up Gym
 - i. **Concessions:** start warming up popcorn machine, lay out snacks, and fill up water coolers with paper cups.
 - ii. **Spirit Store:** Set up clothes on 2 tables.
 - iii. **Check Out:** Spirit Store and Concessions will be sharing the same Point of Sale space to minimize credit card terminals and cash handling.
 - iv. Book Fair: open cabinets and layout trinkets.
- c. **5pm:** Gym doors and divider to cafeteria open. Set up mats in front of stage. Concessions and Kona Ice open. Cafeteria tables in gym to encourage eating and drinking not on mats.
- d. **5:30pm:** Lilo & Stitch Live starts
- e. **6:45pm:** Concessions closes
- f. **7pm:** Spirit Store and Book Fair closes
- g. **7:10pm:** Move ends and clean up begins.
 - i. Tables put up
 - ii. Chairs back on racks

- iii. Mats put in back corner
 - iv. Any spills contained
 - v.
- 3. Feed HOPE
 - a. Adam is connecting with Reed.
 - b. Allan got connected. Reed with have barrels out next monday to collect food.
 - c. Church is providing breakfast and lunch. Food pantry is going to supplement dinner.
 - d. Got the link going for donations.
- 4. Staff Appreciation Week - Maureen & Macy
 - a. Theme: 90's movies. Every day will be a different movie and coordinate gifts and foods for the week.
 - b. Example: Clueless "As if we could do this without you"
 - c. Kim will connect the coffee cart people with Maureen and Macy
- 5. 2026/2027 Board & Project Chairs
 - a. Nominations: April
 - b. Elections: May
 - c. Board Positions
 - i. **President(s):** _____
 - 1. Plans and runs meetings, steps in to make decisions as needed for various programs and events, coordinates & checks in with officers and project chairs.
 - ii. **Vice President(s):** _____
 - 1. Supports and fills in for president(s); supports project chairs as needed and helps make organizational decisions.
 - iii. **Recording Secretary:** _____
 - 1. Takes notes at the meetings.
 - iv. **Communications Secretary:** _____
 - 1. Social media and flyers
 - v. **Treasurer(s):** Jill Ritz & Kimberly Brown
 - vi. **Assistant Treasurer:** Martha Baldwin
 - 1. Audit Committee Chair to review annual transactions
 - vii. **Members at Large:** _____ & _____
 - 1. Have a seat at the table to help make decisions
 - viii.
 - d. Program Chair Positions
 - i. 5th Grade Celebration
 - ii. Book Nook
 - iii. BottleDrop
 - iv. Double Good
 - v. Fall Family Social
 - vi. Fall Fundraiser
 - vii. Field Day

- viii. Food Pantry
- ix. Holt Bolt Jog-a-thon
- x. Holt Night Outs
- xi. Scholastics Book Fair
- xii. School Cents
- xiii. Spirit Store
- xiv. Spring Carnival
- xv. Staff Appreciation
- xvi. Trunk-or-Treat
- xvii. Winter Family Night

6. Holt Bolt Jog-a-thon

- a. Raffle Tickets: Participation ONLY
 - i. Being a student at Holt: 2 tickets
 - ii. Laps ran: 1 lap = 1 ticket (*i.e. 10 laps = 10 tickets*)
 - iii. Fundraised: \$5 or \$10 raised = 1 ticket (*i.e. \$100 turned in = 20 or 10 tickets*)?
 - 1. *NO tickets for fundraising dollars. Just focus on participation for the raffle tickets to cut down on the number of tickets needing to be given out.*
- b. Potential Raffle Prizes
 - i. Gift Cards (\$20-\$25): Crumbl, Cinemark, Dutch Bros, Starbucks, and DQ.
 - ii. Sports: Soccer ball, football, basketball, over the door hoop
 - iii. Outdoors: Scooters, remote control cars, air rockets, water play
 - iv. Crafts: Slime kits, bracelet making, play-doh, digging
 - v. Play: Magic Mixies, Barbies, Kittycorn, Legos, squishmallow
- c. Individual Prize Levels
 - i. **\$50:** Pick 3 prizes from our treasure box
 - ii. **\$100:** Bubble Party during Extra Recess
 - iii. **\$150:** Ice Cream or Popsicle Treat
 - iv. **\$200:** Game Time Party (30 min)
 - v. **\$250:** Swag Bag
 - vi. **\$300:** Lunch with a loved one (*must pass background check*)
 - vii. **\$350:** Squishmallow or Lego Set
 - viii. **\$400:** Slime Party (30 min)
 - ix. **\$450:** Pie a teacher or staff member
 - x. **\$500:** Principal for an afternoon (~2 hours)
- d. Everyone loved the individual prize levels.
- e. No layout changes to the packet layout, just updating the information to this year's event.
- f. March meeting: we will be putting stickers on the envelopes.

7. School Cents Program

- a. Love this program and will sign up when it becomes available.
- b. Coordinator Duties
 - i. Attend monthly meeting (zoom)

- ii. Collect and submit any receipts turned in to the office
- iii. Coordinate the printing of monthly incentive/program fliers
- iv. Communicate any information or special incentives we need to prep and participate in.

2024/2025 School Cents Program guidelines as an example for the new individuals.

School Cents™ is a grassroots community program that allows participating schools in the program to earn points from qualified purchases. Under the School Cents™ program, school families, staff and other supporters submit receipts from sponsoring businesses to earn points for their school. Extra points are offered for participating in special events, advertising the School Cents™ program on campus, and more. Based on the total points, each school receives a share of a fund, based on their final points ranking, as compared with other participating schools. The School Cents™ program is sponsored by Macerich Management Company (“Sponsor”)

Prizes

Based on total points accumulated between October 1, 2024 and March 31, 2025 each Participating School will receive a check, based on the following schedule:

1st Place	\$2,500	2 nd Place	\$2,000	3 rd Place	\$1,500
4th Place	\$1,000	5 th Place	\$700	6 th Place	\$600
7 th Place	\$500	8 th Place	\$400	9 th Place	\$250
10 th Place	\$200				

Submitting Receipts

- Qualifying receipts must be dated and logged between October 1, 2024 and March 31, 2025.
- Supporters credit their purchases to a Participating School by submitting receipts online at shoppingpartnership.com or <http://shopandlog.com>.
- Except as provided below, Participating Schools receive at least five (5) points for every dollar spent on all purchases from stores located at the Participating Mall. Points from the Participating Mall may be increased or decreased at the sole discretion of Sponsor.
- Anyone can support a Participating School in the School Cents program.
- Store owners and store employees CANNOT collect receipts from customers for Participating Schools.
- Shoppers CANNOT be solicited for receipts on shopping center property.
- Receipts left behind, on the ground, or in the trash may not be collected by an individual to submit for credit.
- Payment on store credit accounts, credit card statements and photocopies of receipts are not accepted - *original receipts only*.
- Violation of the rules may result in lost points, coordinator’s dismissal or possible expulsion from the program.
- Participating Schools that submit less than \$250 in qualifying receipts by **January 31, 2025** may be eliminated from the School Cents program.

School Volunteers Needed

- February 26 & 27: Pop up Book Fair
- February 27: Family Movie Night
- March 10: Book Nook
- April 14-25: BottleDrop Earth Week (*Tentative*)

- April 17: Holt Bolt Jog-a-thon (*Friday*)
- May 26-29: BOGO Book Fair
- May 29: Spring Carnival
- June 9: Field Day (*Tuesday*)

Upcoming Passive Fundraisers

- **Red Robin**
 - Wednesday, March 4 (all day)
- **Double Good Popcorn**
 - March 9-12

Other Business?

Adjourn: 7:00pm

Next meeting: March 18, 6pm in Library