

Holt Elementary PTO
Regular Meeting
November 13, 2024

Call to Order: 6:01pm

Presiding: Kimberly Brown

Secretary: Tara Davenport

Attendance: (26) Mia McCall, Macy Brigham, Katie Xue, Kacia Woldridge, Alicia Davis, Laney Matsumoto, Jessica O'Hare, Tiffany Rojas, Ryan Rojas, Marilee Tennant, Courtnie Truebe, Lizzy Revis, Lizzy Rexius, Lisa Pacheco, Jenny Lakey, Heather Gabbert, Kodie Dorman, Sarilyn Andes, Kimberly Brown, Allan Chinn, Tara Davenport, Lesli Harmon, Reed, David M., Maureen Eppler and Jill Ritz.

Introductions/Meeting Layout - Kimberly

Attendance & Minutes from last meeting - Tara

- Passed around attendance sheet
- Confirmed office has received enough underwear donations
- No change to previous minutes

Teacher Liaison Update - Leslie

- Teachers are excited for food at conferences

Principal & Site Council Update - Allan

- Parent directory in the works
 - Will ideally be ready by end of November
- Picture retakes are tomorrow (11/14)

Treasurer's Report - Jill

- (mostly) No new income in the last month
- \$600 in teacher discretionary reimbursement
- Getting beginning balance for 4j account soon
- \$11,000 grade enrichments
- \$700 assemblies
- \$85 OBOB registration
- \$900 Holt shirts
- Had to report that we didn't make more than \$50k/yr
- Some history
 - Fall 2023, we became a non-profit (501c3)
 - This gives us the ability to manage and see our own funds
 - Have a bank account separate than the 4j regulated one

Year at a Glance - Kimberly

- **November**
 - 22 & 25: Meals during conferences

- **December**
 - 2 - 6: Can & Bottle Drive
 - 9 - 16: Feed HOPE
- **January**
 - Oregon Battle of the Books
- **February**
 - Oregon Battle of the Books
 - 4: Bertha's Birthday Bingo Bash
- **March**
 - 10 - 17: Feed HOPE
- **April**
 - 17: Holt Bolt Jog-a-thon
 - 21 - 25: Earth Day BottleDrop Drive
- **May**
 - 5 - 9: Teacher Appreciation Week
 - 9: Spring Carnival
 - 9 - 15: Spring Book Fair
- **June**
 - 3: End of Year Family Social
 - 10: Field Day

Old Business

1. Classroom Parents
 - a. Kim sent out emails to group of parents to explain setup
 - b. Key goals of classroom parents
 - i. Attend monthly PTO Meetings
 1. Other volunteer opps
 - ii. Pass along key information from the meeting
 - iii. Check in to support the classroom needs
 1. Work room needs (e.g. copying, printing, binding)
 2. Snack supplies (if there is a specific need)
 - iv. Class parties/incentive prizes
 1. May need extra volunteers to oversee
 - c. You do not have to be a classroom parent to volunteer at various Holt events
 - d. Will continue pushing for two room parents per room
 - e. Kim is working as the liaison for the SPED teachers
2. Fall Scholastics Book Fair
 - a. Total: \$10,043
 - b. New this year
 - i. Students: \$5 section (~30 students)
 1. Used scholastic dollars (profit) to pay for this
 2. Allowed students who were not able to pay for a book themselves to still participate and receive a book
 - c. \$50 gift certificates towards:

- i. Teachers (including SPED & Music)
 - ii. Speech, ELD, Instructional Coach
 - iii. Title (\$100) & BEST (all money towards reading/writing group)
 - iv. Megan, Kim, & Felicia (Calming Room)
 - v. Approx \$1,900 total
- d. Spring book fair is a BOGO so we don't make any money on that

3. Trunk-or-Treat

- a. Feedback
 - i. Move food trucks to fire lane between parking lot and book fair
 - ii. Start at 5pm to utilize more daylight
 - iii. If event goes later into the evening, provide lighting
 - iv. Have hard top opening for socializing
 - v. Have more space between trunks
 - vi. Signage for directions
 - vii. Clear signage for hours of operation
 - viii. Send out info for what food trucks would be coming
 - ix. Sandwich boards to share info
 - x. Get corn dog food truck
 - xi. Provide guidance on student count for candy buying
 - xii. Have trunks w/activities be spaced farther apart
 - xiii. Another volunteer to help manage book fair

4. Volunteer Incentive Program

- a. Names get put into a drawing for prizes at our June Family Social
- b. What gets your name in the drawing?
 - i. For every event and/or shift you work
 - ii. Physical donation (candy, clothes, silent auction gift items, etc.)
 - iii. Food donations (teacher meals during conferences or Staff appreciation)
 - iv. Direct \$\$ donations for a specific event (Staff Appreciation)

5. Spirit Gear

- a. Need to form a committee
 - i. Leslie has a lot of insider info
- b. Emily volunteered to help make a logo for us
- c. What items should we look into:
 - i. T-shirt (Kids & Adults)
 - ii. Sweatshirt (Kids & Adults)
 - iii. Stickers
 - 1. Bolts
 - 2. Holt logo
 - iv. Swag bags
- d. Put an ask out for help getting quotes
 - i. Jessica and Leslie volunteered
 - ii. Kim will provide list of details needed to call for quotes

New Business and Upcoming Fundraiser/Events

1. Staff meals during conferences: Nov. 22 & 25
 - a. Thursday, November 21
 - i. Snack cart goodies
 - b. Friday, November 22
 1. Main Course: Pizza - PTO Purchase
 2. Sides & Dessert: Volunteers provide
 - c. Monday, November 25
 1. Breakfast: PTO Purchase
 2. Lunch: Volunteers provide
 - i. Soup, salad, sides, and dessert
 - d. Special Dietary Requests: gluten free, sugar free, vegetarian
 - e. Food can just be dropped off - store bought or homemade
 - i. Don't need to bring silverware, plates, etc.
 - ii. If you bring in a crockpot or larger dish, label with your name
 - f. Leslie will source some fave drinks from staff
 - g. Sign up sheet will be updated to reflect new donation options
2. Can & Bottle Drive: December 2-6
 - a. Flyers
 - b. BottleDrop Bags
 - i. Available in the front office
 - ii. Families can transfer to Holt PTO
 - c. Volunteers needed
 - i. Daily to collect the bags and deposit them
 - ii. Funds get turned back into Office
3. Feed HOPE: December 9-17(?)
 - a. Reed provided a description of the food drives the church does to help provide food during school breaks
 - b. Parents can donate food or money
 - c. December 9-16: Collection
 - d. December 17: Packing Party
 - i. Ideally each bag has two weeks worth of breakfast and lunch per 1 kid
4. OBOB: January & February
 - a. Holt School Battles: 12 Teams
 - i. Monday, Wednesday & Friday
 - ii. January 22 to February 23
 - b. Monday and Friday: Two (2) Sessions of Three (3) battles
 - i. Session 1 @ 11am, Session 2 @ 11:30am
 - ii. Need: Six (6) volunteers from 10:45am to 12:15pm
 - c. Wednesday: One Session of Three (3) battles
 - i. Session I @ 11:30am
 - ii. Need: Six (6) volunteers from 11:15am to 12:15pm

- d. Volunteer Duties
 - i. VERY VOLUNTEER HEAVY!
 - ii. Two Volunteers per battle: Moderator & Time Keeper (prefer 3)
 - iii. Settle audience (of kids) as needed
- e. Jenny provided an overview
 - i. We don't know the exact schedule (above is an example from last year)
 - ii. We don't know how many teams we have yet
 - iii. Went around to classrooms to describe the event
 - iv. All practice is during school time (maybe part of lunch or recess)
 - v. First meeting is scheduled for Mon 18
 - vi. March - Regional battles
 - vii. April - State battles

5. Bertha's Birthday Bingo Bash: February 4

- a. Timeline
 - i. 5:30pm - 6pm: Bingo
 - ii. 6pm - 6:15pm: Presentation & singing happy birthday
 - iii. 6:15pm - 6:45pm: Bingo
- b. Silent Auction
 - i. 5:30pm - 6:30pm: Open for bids
 - ii. 6:30pm - 7pm: close and cash out
 - 1. Cash, Check, and CC as payments
- c. Volunteers Needed
 - i. Silent Auction (2-3)
 - ii. Bingo (4-5)
 - iii. Cake Servers (3-4)
- d. Donations
 - i. Silent Auction Basket Items
 - 1. Themes to be decided by room parents
 - 2. If not picked by a certain date, Kodie will assign themes
 - 3. Alcohol not allowed on premises, ok to donate but will have to be delivered separate and not brought to the event
 - ii. Items for Bingo Prizes

6. Holt Bolt Jog-a-thon: April 17

- a. Thursday, April 17
 - i. K-2: 8:20am - 9:45am (Running 8:30-9:30)
 - ii. 3-5: 10:15am - 11:40am (Running 10:25-11:25)
- b. Timeline
 - i. Tuesday, April 1: Packets sent home with kids
 - ii. Wednesday, April 16
 - 1. 5:30pm - 7:30pm - Prep in gym (8-10)
 - iii. Thursday, April 17
 - 1. 7:30a - 8:20a: Set up (10)
 - 2. 8a - 10a: K-2 Session (34)
 - 3. 10a - 12p: 3-5 Session (34)
 - 4. 12p - 1p: Clean up (10)

- iv. Thursday, April 17: Holt Bolt Jog-a-thon
- v. April 21 to April 25: Money Collection
- vi. Friday, April 25: Final day to turn money in to count for a prize
- vii. April 26 - May 2: Fill out prize sheets & distribute raffle tickets
- viii. May 5-9: Raffle boxes in Library
- ix. May 5 - June 5 (5 weeks): Fulfillment of ind. & class prizes
- c. Volunteers needed
 - i. Committee
 - 1. Set Guidelines
 - 2. Determine Incentive prizes (Grade & Individual)
 - 3. Raffle Prizes
 - ii. Prep
 - 1. Printing envelopes & guidelines to send out (Spanish & English)
 - 2. Money collection
 - 3. Individual Prize sheets
 - 4. Raffle Tickets: individually bagged based on prize sheets
 - iii. Incentive prizes
 - 1. Grade & Individual prizes
 - iv. Day of parent management
 - 1. Need parents to sign in at the office
 - v. Volunteers (34 per session)
 - 1. QR Scanners (5)
 - 2. Course Monitors (8)
 - 3. Table Monitors (11)
 - 4. Otter Pops (2)
 - 5. Music (2)
 - 6. Bubble Stations (2)
 - 7. Helpers (4)
 - 8. Set up/Clean up
 - vi. NEED LOTS OF MESSAGING TO PARENTS TO CLARIFY WHAT'S ALLOWED
RE: DAY OF VISITORS

School Volunteers Needed

- November 21: Book Nook (8:15am - 11am)
- November 22 & 25: Meals during conferences
- December 2-6: Can & Bottle Drive
- December 5: Book Nook
- December 17: Feed HOPE packing party
- December 19: Book Nook
- Work Room Projects
 - On call/misc -> check in with Kim for more info

Meeting adjourned 7:13pm