



Santa Teresa High School
Parent Teacher Organization

General Meeting Nov. 13, 2024

Welcome & Introductions

: contact@stpto.org

: www.stpto.org

 SantaTeresaPTO

 st_pto



Monthly PTO General Meeting Agenda
November 13, 2024 @ 6:30pm-7:30pm

Meeting Call to Order _____

6:30-6:35 pm

- Welcome & Introductions (Guiselle, President)
- Vote to [PTO October 2024 General Meeting Minutes](#)

6:35-6:50 pm

- Principal Updates

6:50-7:00 pm

- Finance Updates (Lynda, Treasurer)
- Budget to Actual Report; *Statement of Activity

7:00-7:10 pm

- Teacher Grants (Ashlie, VP)
- ST ABC Club updates (Ashlie, VP)

7:10-7:20 pm

- Annual Online Auction (Guiselle)
- LPC fundraiser

7:20-7:30 pm

- Questions/Comments/Committees

Meeting Adjourned _____



Open your chat room
To ask questions.

ST PTO Board - 2024-2025



Guisselle Espinoza
President
president@stpto.org

Property/Evidence Tech
Student: Freshman at STHS



Ashlie Ward
Vice President
vicepresident@stpto.org

General Manager
(EquipmentShare)
Student: Junior at STHS



Secretary
secretary@stpto.org

ST PTO Board - 2024-2025



Lynda Tu
Treasurer
treasurer@stpto.org

Financial Advisor
Student: Freshman at STHS



General Board Member
contact@stpto.org



Lindsey Meyers
General Board Member
contact@stpto.org

MTSS TOSA
504 Coordinator

PRINCIPAL UPDATES

Mr. Payne-Alex, Principal



FINANCIAL UPDATE



[Financial Reports](#)

YTD: Revenue as of 11.12.2024

- Community Support - \$300
 - Pass through account for donations targeted for specific expense:
 - Check donation received for STHS ArtsNCraft Club
- General Fund Donations (*goal \$4k*): \$1,713.30
- Giving Drive (*goal \$8k*): \$7,247.57
- Merchandise (beanies/tote bags): \$86.00
- LPC Fundraising: \$140.00
 - Pass through account for LPC Scholarship (Poinsettia Sales)

YTD: Expenditures as of 11.12.2024

- Grants: \$191.00
 - \$4,175.75 approved for 1st semester
- Office/General Adm: \$336.99
- Bank Charges & Fees: \$142.44
- Insurance: \$450.00
- Staff Appreciation: \$2,108.00
- Tools for Teachers.: \$635.02

Net Total Available to spend: \$39,019.85

6th Annual GIVING DRIVE

- ★ Goal = \$8,000
- ★ Corporate Matching
- ★ Tax deductible
- ★ Suggested donation:

Venmo:

@SantaTeresa-PTO

Credit Card:

www.stpto.org



PLEASE JOIN US FOR LATINO PARENT COALITION'S ANNUAL

UNASE A LA COALICION DE PADRES LATINOS EN SU VENTA ANUAL DE

POINSETTIA SALE

FLOR DE NOCHEBUENA

FUNDRAISER

RECAUDACIÓN DE FONDOS

\$20
per plant

PICK-UP DATE:
DECEMBER 4TH

Last year, with the funds raised, LPC provided 6 scholarships in the amount of \$530 each to graduating Latinx seniors for college expenses.

\$20
por planta

FECHA DE ENTREGA:
4 DE DICIEMBRE

El año pasado, con los fondos recaudados, LPC otorgó 6 becas por valor de \$530 dólares cada una a estudiantes Latinos del doceavo grado para gastos universitarios.

STHS SNELL AVENUE PARKING LOT

ESTACIONAMIENTO ENFRENTA DE LA OFICINA SOBRE LA SNELL AVENUE

All proceeds go towards scholarships for students - Thank you for your support!

Todo lo recaudado sera utilizado para becas estudiantiles - Gracias por su ayuda!

Sponsored by STHS Latino Parent Coalition
Any questions TEXT Laura (408) 529-7917

Patrocinado por la Coalición de Padres Latinos de STHS
¿Preguntas? envíe mensaje de texto a Laura al (408) 529-7917

 Checks payable to:
→ ST PTO
memo: LPC

 Cash

 venmo
→ @Santa Teresa PTO
memo: LPC

 Cheque personal
→ Pagar a ST PTO
nota: LPC

 Efectivo

 venmo
→ @Santa Teresa PTO
nota: LPC

TEACHER GRANTS PROGRAM

Update for November 2024

- ❖ First semester budget is \$4,500 in grants to support various programs– we came in at \$4,175.75 (\$324.25 under budget)
- ❖ Teachers were notified of the approved status of their requests on November 6th and some have already started to submit their receipts for the purchased items
- ❖ **THANK YOU! To the parents who volunteered their time to review the grant submissions and weigh in on the awards!**

TEACHER GRANTS PROGRAM

2nd Semester

- ❖ Second semester budget is \$4,500
- ❖ Teachers will be sent the new form to complete on January 6th, 2025
- ❖ They will have until January 17th to complete the forms
- ❖ **Looking for volunteers to support the second round of teachers grants! Estimated volunteer hours 1-3 hours for review and meeting to discuss.**

4th ANNUAL ONLINE AUCTION OUR MAIN FUNDRAISER

Online Auction will be December 9-13, 2024

- ❖ **Donations will be accepted until 12/5/2024.**
- ❖ Clubs are welcomed to participate for 50% profit sharing.
- ❖ **Auction Volunteers are still needed!**
 - Volunteer to pick up donations
 - Wrap baskets
 - Enter data into auction platform and take photos of donations
 - Distribute items won
 - 1 volunteer to contact campus organizations and ST staff to encourage their participation



QUESTIONS



- Let us know if you have any questions or concerns and we will do our best to address them.
- Email us: contact@stpto.org

THANK YOU!

Next Meeting ~ Wed. Dec. 11, 6:30pm

: contact@stpto.org

: www.stpto.org

 SantaTeresaPTO

 st_pto

ST PTO Website:
<https://www.stpto.org/>



Corporate Matching:
<https://www.stpto.org/donate>



USEFUL WEBSITES



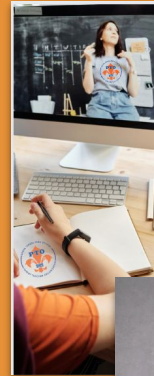
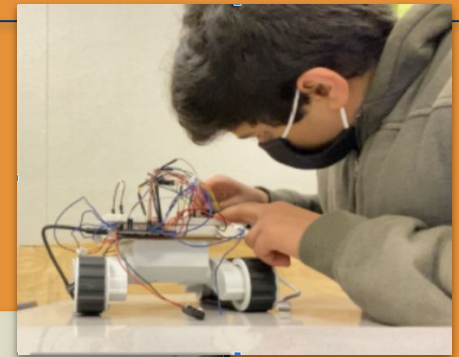
Donation:
<https://stpto.org/donate>



JOIN eSCRIP:
Look For: Santa Teresa PTO

What Does PTO Do?

- ★ Teachers Grants Program
- ★ Student Scholarships
- ★ Fundraising
- ★ Tools for Teachers
- ★ Student Club Support
- ★ Staff of the Year
- ★ Community Events
- ★ Staff Appreciation Events



The Santa Teresa Parent Teacher Organization is looking for nominations for this year's

STAFF OF THE YEAR

The recipient will receive a certificate and be awarded \$500.



How you can help- Join a PTO COMMITTEE

Actively contributing your time and talent can have a big impact on your own student, as well as other students and parents/guardians in the STHS community.

STAFF APPRECIATION COMMITTEE

- **Staff Lunch** - Welcome back the teachers with a catered lunch using the PTO budget.
- **Staff Birthday Celebrations** - Purchase or seek donations of sheet cakes for monthly staff birthday celebration. Coordinate drop off with ST Secretary. Purchase serving supplies as needed. Submit expenses for reimbursement. *(Once per month, August-May)*
- **Staff Breakfast** - Thank the teachers with a catered breakfast using the PTO budget. *(April-May)*
- **Teacher of the Year Award** - Conduct a survey of our community and decorate the door of the winner. *(April-May)*

TOOLS FOR TEACHERS

- **Tools for Teachers Coordinator** - Using PTO budget, shop for basic classroom necessities (pencils, paper towels, cleaning wipes, tissue, paper, snacks, etc) and restock the Tools for Teacher shelves as needed. Submit expenses for reimbursement. Contact local businesses for supply donations. Solicit feedback from teachers for what they need. *(Once per month, August-May)*
- **Tools for Teacher Assistant** - Assist T4T Coordinator with securing supplies and stocking shelves. *(Once per month, August-May)*

PTO COMMITTEES (cont'd)

GRANT COMMITTEE

- **Chairperson** - Distribute the Grant Request Form to all teachers, manage grant budget and divide communication to committee members.
- **Grant Committee Members** - Follow up with teachers with clarifying questions on their grant requests and help to divide budget amongst grant submissions, then follow up for payment of grants. (*August-September*)

COMMUNICATIONS COMMITTEE

- **Website Maintenance** - Assist PTO Board with overall website maintenance, web hosting and domain renewal. Job can be done entirely online. (*Quarterly*)
- **Facebook/Social Media Editor** - Work with PTO Board to post on Social Media regarding upcoming meetings and events. Job can be done entirely online. (*Twice per month, August-May*)
- **Distribution List Management** - Work with PTO Secretary to update newsletter distribution lists after General meetings or Parent events. Job can be done entirely online. (*Once per month, August-May*)

PTO COMMITTEES (cont'd)

ONLINE AUCTION COMMITTEE

- **Chairperson-** Guide all committee meetings (Sept.-Mid Dec)
- **Web Application Management-** Choose an online application and upload auction items (Nov-Mid Dec)
- **Promotion** - Establish a plan and implement it. (Sept.-Mid Dec)
- **Request Donations** - Send letters to vendors and follow up with phone calls and personal visits (Sept.-Mid Dec)
- **Donation Pick Up** - Collect donations from vendors that have committed. (Nov-Mid Dec)
- **Distribute Winning Items** - Collect payments and distribute items from auction (Mid Dec)

MISC COMMITTEES

- **Giving Drive Committee** - Plan annual giving drive campaign
- **Senior Scholarship Committee** - Send question to counselors, then read submissions and select winners. *(February-April)*
- **Honors Night** - *Set up refreshments in the gym foyer for the attendees at Honor's Night. (May)*
- **Visual Arts Account Manager** - Coordinate with ST Art Team and PTO Treasurer to collect and track parent donations and reimbursements. *(Once per month, August-May)*
- **Financial Assistant** - Assist Treasurer with annual duties
- **Photography Parent** - Take and share photos during PTO sponsored events - Honor's Night, Teacher Appreciation Events, etc
- **General Assistant (8)** - Provide general help as needed for PTO sponsored events - Honor's Night, Teacher Appreciation Events, etc.

LEND YOUR TIME & TALENTS

- ❖ 100% donation funded & volunteer powered organization
- ❖ Meetings 2nd Wednesday of the month @ 6:30pm
- ❖ PTO Committees



STAFF APPRECIATION



Welcome Back Breakfast

- ❖ Breakfast burritos, sandwiches, and scrambles
- ❖ Tools for Teachers table



TOOLS FOR TEACHERS

- ❖ \$1,500 in essential classroom supplies
- ❖ Available for all ST Staff
- ❖ Aug 2 - Hugely successful Pop-up conducted at Teacher's Welcome Breakfast!



STAFF OF THE YEAR AWARD

- ❖ Survey sent to all STHS students and parents in March/April
- ❖ Results declared in May
- ❖ Celebrate the winner at end of school year staff luncheon

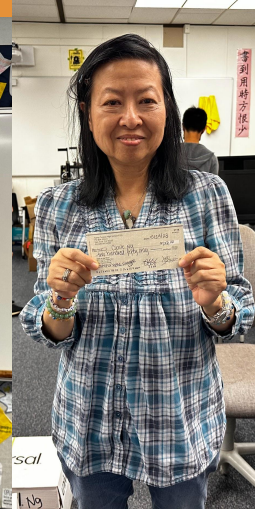
2023 Winner

Mr. Gary Lum

Honorable Mentions:

Ms. Carole Ng

Mr. David Kenigsberg



2023-2024 PTO BUDGET

- ❖ Why we vote?
- ❖ Year-Over-Year [Budget Comparison](#)
- ❖ Proposed 2023-2024 [PTO Budget](#)



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ANNUAL ONLINE AUCTION



Total Raised \$10,203

- All Items
- Search & Categories
- Register
- Log In
- FAQs
- Chat/Comments

Powered By **GalaBid**
Create your own campaign here

 <p>Mike's Bikes, Two \$25 Gift Cards (\$50 Total Value) \$100 Anonymous 13</p>	 <p>Noodle and Company Catering (\$100 Value) \$90 Anonymous 14</p>	 <p>Oakland A's Home Game Tickets (\$80 Value) \$80 Anonymous 15</p>	 <p>I Love Kickboxing - 1 Month & Gear (\$250 Value) \$75 Lindsay Meyers 16</p>
 <p>I Love Kickboxing - 3 Months & Gear (\$600 Value) \$125 April McKissick 17</p>	 <p>Pizza My Heart: Large pizza and 2 Slice Giftcards (\$45.75 Value) \$50 Ingrid Dumas-Mayol 18</p>	 <p>Planes of Fame Air Museum Admission for Four, (\$42 Value) \$15 Janet Williams 19</p>	 <p>Planet Granite: Two Intro to Climbing Belay Lessons (\$60 Value) \$55 Theresa Miller 20</p>
			

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Teacher Contract Updates

Neil Wilson

FINANCIAL UPDATE



[Financial Reports](#)

YTD: Revenue as of 10.01.2024

- General Fund Donations: \$1,470.00
 - + \$200 Received in Oct (not yet posted)
 - Total = \$1,670
- Giving Drive: \$3,495.00
 - + \$1,275 Received in Oct (not yet posted)
 - Total = \$4,770
- Merchandise: \$26.00

YTD: Expenditures as of 10.01.2024

- Office/General Adm: \$336.99
- Bank Charges & Fees: \$103.31
- Staff Appreciation: \$2,076.02
- Tools for Teachers.: \$635.02

QR Codes

Committee Sign-up



Sign in Sheet



4th ANNUAL ONLINE AUCTION OUR MAIN FUNDRAISER

Now forming Online Auction Committee:

❖ **Coordinator**

- Work with PTO president
- Coordinate receipt and storage of donated items

❖ **Auction Volunteers (~10)**

- 6-8 volunteers to contact potential donors
- 1-2 volunteers to pick up donations
- 3-4 volunteers to wrap baskets
- 2 volunteers to enter data into auction platform and take photos of donations
- 4 volunteers to distribute items won
- 1 volunteer to contact campus organizations and ST staff to encourage their participation



ANNUAL ONLINE AUCTION



ONLINE AUCTION STHS



\$ Total Raised \$10,203

All Items

Search & Categories

Register

Log In

FAQs

Chat/Comments

FILTER



Disneyland Resort Passes for Four (\$800 value)
\$670
Anonymous
1



One Week in Papakea Resort, Maui, HI (\$1,500 value)
\$1,550
Heather Osorio
101



Sunset Sail with The Bandy Family (\$200 value)
\$140
Jae Cecilio
38



Four VIP 2022 Graduation Tickets (Value \$Priceless)
\$550
Michelle Partsch
123



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