

**Foothill PTO Meeting Minutes**  
**Wednesday August 4, 2021 2:30-3:45pm at the Foothill Kindergarten Playground**

1. Welcome
  - a. (Attendees: Haylie Lott, William Hamilton, Lindsey Cynoski, Monica Mount, Principal Nick Vanderpol, Lisa Coburn, Suzanne Larson)
2. Minutes: Approve July 26, 2021 meeting minutes
  - a. Motion - William
  - b. Second - Monica
  - c. Motion passed
3. Officer Reports
  - a. Fundraising (Lindsey)
    - i. Amazon T-Shirts - Still waiting for the merchant account to be approved. Profit margins are not as good. It was noted that the PTO does not pay shipping, set up fees or manage. We can choose the resale price which is yet to be determined.
      1. It was requested by Monica that anything sold at back to school events be reported to her.
      2. Petty cash is needed for back to school events.
      3. Sales tax to be taken out of PTO profits.
        - a. Design - One logo. T-shirts might not be done in time for the school year.
    - ii. Community Sponsors
      1. Blowfish
      2. Sweet Cow
        - b. The idea of hosting one dinner per quarter for the sponsors was discussed.
  - b. Community (Haylie and Lisa)
    - i. Back To School Picnic
      1. Music- Mike Procopio's new band isn't ready for events yet, but if we could pair him with other interested Foothill parents then he may reconsider. Other professional bands have quoted \$2,500+. It was discussed whether the PTO should keep pursuing live music. Mr. Vanderpol approved this extra expenditure so the search for a band will continue.
      2. Three food trucks are confirmed. Lisa is waiting to hear from one more. Pizza, Mexican, Sweet Cow, and possibly Caribbean.
      3. Mr. Vanderpol approved the use of the school speaker that was used on the last day of school.
      4. There are a lot of little details to organize through Annie at the school: First Aid, water, trash, unlocking gates, borrowing hula hoops, etc.
    - ii. Banners
      1. Lisa went through the storage closet and found only one banner - the fox logo over and over again- it was noted how this would make a nice backdrop for photos.
      2. A discussion was had around what content should be on the banners, but nothing was confirmed. Monica brought up her concern regarding sharing too much information about events on banners because this could potentially create safety risks. Some ideas are as follows:
        - a. Two that say something like "Please join us for \_\_\_\_\_ on \_\_\_\_\_!" or "Foothill PTO presents \_\_\_\_\_."
        - b. One that advertises the new & improved website
        - c. One that simply says "Welcome Back"

- d. The rest can be poster boards that the PTO remake as needed (ie. stations for Check-In Day)
    - 3. Lisa plans to speak with Minutemen Press since they have made Foothill banners in the past.
  - iii. Welcome Back Parents Night
    - 1. Lisa has a list of parents willing to host. She plans to confirm with them and then can assign grades (some parents have multiple kids and are flexible which grade they host).
- c. Treasurer (Monica)
  - i. Periodic results
  - ii. Miscellaneous
    - 1. Amazon/Cheddar Up/Sales Tax
    - 2. Expense report - it was encouraged that members review the expense report to compare expenses of current volunteers to the volunteers in the past.
    - 3. Electronic payments can continue through Venmo and Zelle.
    - 4. Bricks program - still being determined when to have this fundraiser. It was noted that it should not overlap with any other fundraisers. Continue discussion at the next meeting.
    - 5. Fundraising partners - For match funding programs please check with Monica to see if there needs to be a new account established for the partner.
    - 6. There have only been donations to the school in June over the summer break.
    - 7. Foothill Fox Forum will be kept for the years since it is already paid for (\$13.00).
    - 8. Give to Grow Fundraiser - It was discussed whether to have this once/ year or every other year. Also, ideas for the event were explored other than an auction.
- d. Communications (Haylie)
  - i. Ranjeet is continuing to work on the website. Specifically, he is focusing on email push outs and the calendar.
- e. Principal's Report (Principal Vanderpol)
  - i. School is on track to start in person on August 18th, 5 days a week. The school administration is still waiting on the guidance from Boulder County Public Health and Broomfield County Public Health on masks for indoor and outdoor classes and activities. The district will make a decision regarding the use of masks at the board meeting on August 10th. Class lists will be published on August 13th at 4pm in Infinite Campus. Every teacher is returning in person to Foothill from last school year. There will be no hybrid learning options other than through Boulder Universal. It is the hope to keep classes intact as much as possible without using the term "cohorting." School based information starts Friday August 5th with an emailed newsletter to Foothill families.
  - ii. The school is hiring a full time para support for ILC, as well as a GT coordinator. The district is paying for the full time Health Room para (no longer the PTO).
  - iii. It was reported that the vast majority of employees at Foothill have been vaccinated.
  - iv. The staff will return next Wednesday August 11th for professional development and classroom prep.
  - v. Approval was given from Principal Vanderpol for the PTO to proceed with Check-In Day and Back to School picnic. As of now, activities indoors will require masks and outdoor activities masks can be off.
- f. President's Report (Haylie)

- i. **Parent Packet**
  - 1. Haylie has made modifications and is close to calling it complete. Information regarding class parent representatives is still needed, specifically 2nd and 5th grades. Haylie will reach out to potential candidates.
- ii. **Teacher Appreciation Co-Chairs: Suzanne and Tierney.**
- iii. **Check-in Day --**
  - 1. Approval was granted by Principal Vanderpol for the PTO to proceed with Check In Day on Tuesday August 17th.
    - a. The schedule starts with Kindergarten pictures from 12-1pm. Families with the last names starting in A-L are scheduled for pictures from 1-2:30pm in the gymnasium and last names M-Z from 2:30-4pm in the gymnasium. Meet your teacher is scheduled for one hour from 2:00-3:00pm in the classrooms. It was encouraged that families do their best to follow their scheduled times, particularly during the meet your teacher hour.
  - 2. School pictures have been confirmed through Annie and LifeTouch.
  - 3. Haylie will keep Mr. Vanderpol posted on how many tables will be needed for PTO tables, as well as computers for collecting parent emails. A paper and pencil sign up sheet will also be provided. Additionally, the PTO plans to use at least 1-2 tents that are in the building and William plans to bring his 12X12 Easy Up tent.
  - 4. **Volunteers**
    - a. Haylie will send out an email for volunteer sign ups for the day.
  - 5. **Banners/ Signs/tape, etc are needed.**
    - a. **Banners**
      - i. Haylie will send an email sign up for PTO members to volunteer to help make remainder of needed banners
        - 1. "Photos in the Gym (with arrow)"
        - 2. "Registration starts here"
        - 3. "Volunteer"
        - 4. "Fundraising"
        - 5. Various events presented by PTO
          - a. "Bingo"
          - b. "Heritage Night"
          - c. "Bike Bonanza"
          - d. "Talent Show"
          - e. "Back to School Picnic"
  - 6. **Food Trucks - Two "drink" trucks have been booked (Kona shaved ice and Java Coffee).**
- g. **Comments from Attendees**

#### 4. Meeting Adjourned

**NEXT MEETING: September 9, 2021; 11:00am -12:30pm**

**PTO MEETINGS HELD 2ND THURSDAY OF EACH MONTH, WHEN SCHOOL IS IN SESSION, FROM 11:00AM - 12:30PM IN MAIN OFFICE CONFERENCE ROOM**

**DURING PANDEMIC, PTO MEETINGS HELD 2ND THURSDAY OF EACH MONTH, VIA ZOOM, AT  
5PM**