

Foothill PTO Meeting Minutes
Thursday July 18th, 2024; 12:00pm

1. Welcome (William Hamilton)

a. Attendees: William Hamilton (President), JenMcCabe (Communications), Chiara Clark (Community), Tiffany Gwyther (VP/Fundraising), Morgan Scott (Secretary), Katie Schneider (Treasurer), Dr. Linda Hubbard (Principal)

Absent: Lisa Rice (Teacher liaison)

b. Motion to approve June 13th, 2024 meeting minutes.

Motion to approve PTO June 13th, 2024 minutes. All members vote in favor and the minutes are approved.

2. Officer Reports

Given that it's a summer meeting, we focused on the 4 pressing topics at hand:

- Spiritwear
- Check-In Day
- Back to School Picnic
- Classroom Liaisons

a. Fundraising/VP (Tiffany Gwyther with assistance from Morgan Scott):

SPIRIT WEAR:

- All Spirit Wear was ordered by 7/9/24 with an expected delivery of no later than 8/1/24. We should have no issues with everything being available for purchase on Check-In Day and beyond.
- We ultimately purchased Youth T-Shirts in 3 separate colors (white, gray, dusty rose), youth zip-up hoodies in black, Adult T-Shirts in heather white, keychains, fox stuffies, stickers, car magnets, tattoos, and trucker hats. We held off on beanies due to inability to find kids sizes at this time and held off on Adult Long Sleeves and Youth Long Sleeves due to insufficient funding at this time. We'll revisit these items for purchase in the fall if the initial order of Spirit Wear sells well.
 - Morgan presented the final unit cost by item and also the suggested retail price for all items. Attaching the excel spreadsheet to these minutes of what was presented and the final retail prices that were agreed upon.
 - Motion was made to increase our 2024-2024 Spiritwear budgeted expense to \$10,000 and our Spiritwear budgeted revenue to \$7,000. All members vote in favor and the motion is approved.
 - Morgan will be present to facilitate spirit wear sales at the following days/times:
 - Check-In Day, 8/13: From 12:30-4pm
 - First Days of School (either before school or after school or both): 8/14, 8/15, 8/16
 - Back To School Picnic: 8/25
- Tiffany agrees to tackle the 75th anniversary T-Shirt design and fulfillment. To be determined exactly when these would be handed out and if these coincide with the Fun

Run. Per our discussion from May meeting, we'd like every kid to get a shirt and that's what part of the \$75 for the Fund the PTO goes towards.

CHECK-IN DAY:

- Check-In Day is Tuesday, 8/13 from 1-4pm (actual time to visit classrooms is from 2-3pm)
- Multiple Board Members will be there between 12:30-4 to help with Volunteer Sign-Up, Spiritwear Sales, explanation of Fund The Fox vs Fund the PTO, etc.
- Tiffany is going to jump on getting some sort of sweet treat truck for check-in day:
 - Kona Ice
 - Sweet Cow
 - Punch Buddy
- Morgan to make the following stand up poster boards and send to the group for review before purchase:
 - Fund The PTO – what these funds are used for and that it's a one-time ask this year
 - Fund The Fox – what these funds are used for and that the ask is “coming soon!”
 - Board also discussed and agreed to raise our ask to \$325 this year.
 - Spirit Wear Price List (Morgan will need help with QR codes for Venmo, etc)
 - Volunteer Board – Explaining that we need volunteers to put on the events that we're raising money for in the “Fund the PTO” otherwise these events can't take place.
- We need volunteer sign-up sheets buttoned up and ready for how we're going to collect Volunteer information.

b. Community (Chiara Clark):

- No updates over summer.
- Chiara's going to work on anything needed for communication for the Parent/Classroom Liaisons.

c. Communication (Jen Mc Cabe):

- Jen stated that the first newsletter goes out 7/30 so we're less than 2 weeks away. If you want anything added to the newsletter, please get it to her by Friday, 7/26 at the latest. Things that she plans to put in the initial newsletter:
 - Spirit wear purchase available at Check-In and the first couple days of school (Morgan to send pictures of items that Jen can or cannot use, whatever you think)
 - Fund the PTO - \$75 per kid (initial info about this change this year and a one-time request for funds) and Fund the Fox \$325 per kid (what this covers).
 - Fund the PTO starts now (Dontate today!) and Fund the Fox starts soon (coming soon!)
 - Back to School Picnic – Friday, 8/23 from 5:30-7

- Ribbon Cutting to occur at the beginning of this
 - Info on the Classroom Liaisons (Chiara to provide bullet points to Jen)
 - First Dine-Out – Tuesday, 8/27 – Shake Shack
- Jen requested pictures from everyone for the PTO Website
 - She also requested that if you see anything that needs to go on the PTO website, please reach out to her and share.

d. Principal's report (Sennen Knauer/Dr. Linda Hubbard)

- Dr. Linda Hubbard was welcomed and thrown right into the fire!
- She suggested a different vendor for future consideration for all spirit wear so Morgan and her will connect in the future on this.
- She requested the ribbon cutting ceremony for the new playgrounds occur with another back to school event. Board agreed that the Back To School Picnic makes the most sense.

e. Treasurer's report (Katie Schneider):

- No report over summer.
- Tiffany did mention that money from the Sweet Cow and Santo Dine-Outs did finally come in from the end of the 2023-2024 school year.

3. Conclusion

4. Adjournment

NEXT MEETING: August 8, 2024; 12:00pm

PTO MEETINGS HELD 2ND THURSDAY OF EACH MONTH, WHEN SCHOOL IS IN SESSION, FROM
1:30PM - 3:30PM IN MAIN OFFICE CONFERENCE ROOM