

Foothill PTO Meeting Minutes
Thursday July 18th, 2024; 1:30pm

1. Welcome (William Hamilton)

a. Attendees: William Hamilton (President), Jen McCabe (Communications), Chiara Clark (Community), Tiffany Gwyther (VP/Fundraising), Morgan Scott (Secretary/Fundraising), Katie Schneider (Treasurer), Dr. Linda Hubbard (Principal), Annie Weber (School Office Manager)

Absent: Lisa Rice (Teacher liaison)

b. Motion to approve July 18th, 2024 meeting minutes.

Motion to approve PTO July 18th, 2024 minutes. All members vote in favor and the minutes are approved.

2. Officer Reports

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

- Open to doing Blackbelly Dine Out – Adults Only
- Shake Shack coming up – 8/27
- CU support – Tiffany is reaching out to see what type of Fundraising and connection.
- Future Events: Pumpkin Purchase & Donuts, Herbs & Donuts
- **Spiritwear**
 - Last major in person sales push is tomorrow, Friday, 8/23/24.
 - All remaining spiritwear sales are to be requested via email to secretary@foothillpto.com
 - Will potentially do Pumpkin Nights, etc. if needed
 - Discussed what to do with bad quality logo on gray adult shirts. Decided to give away to parents for free. (will have them available on back to school picnic.) If people paid for one, they can consider it a donation to the PTO, get a refund by emailing the treasurer or swap it out for another shirt by emailing secretary.
- 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 \$50 for the Fund the PTO goes towards.
 - 75th will be in the Winter/Spring, along with a Fun Run if we do it

b. Community (Chiara Clark):

- **Back To School Night** – setting up at 4:00pm. From 5:30pm-7:30pm
 - Food Trucks, Kona, Face Painting, Glitter Tattoos
 - Set-up around 4pm
 - Volunteers list to be put out
- **Room Parents**
 - Trying to figure out the role.
 - Need to communicate with the teachers.
 - Dr. Hubbard commented –

- Logistics need to be flushed out.
- RP needs to go to Help at Schools to get directory of parents
- RP will be contacting the teachers so not a burden on the teacher.
- Every RP/teacher interaction will be different.
- Here to serve as a liaison between PTO & Parents and also between the Teacher & Parents
- Went through the School Calendar to see what we need to announce, get scheduled,
- Chiara to work on the Parent Parties and getting those in the works.
- We also discussed that any Major volunteer event that we have a great lead for (Bike Bonanza, Yearbook, etc) that will be moving on as their child graduates, we need to get a replacement NOW for training purposes rather than throwing them into a fire after the current lead is gone. Need to be better organized and ahead on this.

c. Communication (Jen Mc Cabe):

- Fund The Fox
 - Jen expressed her concern about what's on the website and the wording on the website
 - She requested assistance from William on cleaning this up and removing a lot
- Jen's going to help Chiara with Room Parent list
- Jen is going to send out lots of reminders about Back to School Picnic, Dine Out at Shake Shack & Back To School Night
- Support the PTO
 - Are we asking for a one-time fund? (no food donations, no meal contributions)
 - Jen will send email to the PTO and requests responses for how best to communicate this and when

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

- 419 is current enrollment. Last year was 440.
- Kindergarten at 25 and 26 per classroom, respectively. Even if we got to 57, we'd only get para-support.
- BVSD Showcase – all for 2025-2026 year enrollment
- Purchased a new kiln for \$3K (delivery in November)
- Back To School Night – Wednesday – PTO will be speaking
- SAC DAC training last Tuesday
- Today, Eileen from district meets with the instructional leadership team – will be looking at data – unified improvement plan will start evolving
- 2 new teachers are doing great
- Spiritwear – 4 items – hat, lanyard, tshirts, hoodies (extra for parents)
- Fund the Fox Financial Question – When will she know how much she has? Answer: She'll know by the end of the calendar year.

e. Treasurer's report (Katie Schneider):

- June 1st-May 31st. Taxes are done and filed. Used to not have the taxes done by a CPA. Hired a CPA because we had received a letter saying we owed \$7K in back taxes for missing 2 months of taxes per year for 5 years. He wrote a letter to IRS and proved out that no money was actually unreported and we're a non-profit. Haven't heard back from

IRS yet. Haven't gotten anything in the last 6 months but used to get letters every couple months. Don't know if we're in the clear but hoping no news is good news. If the money isn't in the clear then PTO will have to cover the \$7K.

- Filed the 990.
- Fund The Fox. – Katie does a few checks and balances throughout the year to ensure all the funds are accounted for.

3. Conclusion

4. Adjournment

NEXT MEETING: September 12th, 2024; 1:30pm-3:30pm

PTO MEETINGS HELD 2ND THURSDAY OF EACH MONTH, WHEN SCHOOL IS IN SESSION, FROM

1:30PM - 3:30PM IN MAIN OFFICE CONFERENCE ROOM