

**Foothill PTO Meeting Minutes**  
**Wednesday September 19th, 2024; 1:30pm**

**1. Welcome (William Hamilton)**

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

Absent: Lisa Rice (Teacher liaison), Chiara Clark (Community)

b. Motion to approve August 22nd, 2024 meeting minutes.

Motion to approve PTO August 22nd, 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):

- **Spirit Wear Support** - Teghan Tracy, Foothill mom, presented several spirit wear items she prepared & wanted our input on which items to continue on and which to abandon
  - She presented beanies, which we all liked but she's working on pricing
  - She presented lanyards for the staff, which we're in favor of
  - Other things: Pajamas (yes), bows & scrunchies (yes but need to be careful of price point), tails (no), yard flags (no),
  - Teghan also offered to make the PTO a website for spirit wear purchases and we explained that we can only accept 4 forms of payment: Venmo, paypal, cash, & check.
- **Staff Spirit Wear Update** – Because we have some extra funds due to the t-shirt refund, we'd like to do something for the staff as our way of apologizing for the terrible quality shirts. Morgan got quotes/mock-ups for adult zip-up sweatshirts (somewhere in the \$28-\$38 range depending on quantity) and quotes/mock-ups for trucker hats. Both look exactly like the kids options we already have but are adult sizes and the zip-up has "STAFF" written underneath the fox head on the front. We're going to purchase lanyards for each staff member and offer a trucker hat to the staff, both at no cost to the staff. If the staff doesn't want a trucker hat, they can upgrade to a zip-up for \$15. If they want a trucker hat and a zip-up, the cost would be \$30 for the zip-up.
- **Kid's Spirit Wear** – Morgan notices spirit wear purchases via e-mail do occur on Tuesdays after the newsletter goes out.
- **Foothill Mascot Idea** – Morgan purchased this with her own personal funds. Upon it's arrival, if the PTO is on board, then PTO can reimburse Morgan for it, as we didn't formally vote on purchasing it but Dr. Hubbard would like it in time for an early October event. Could have it at all sorts of Foothill events: Check-In Day, First Day of School, Back To School Picnic, Fall Fun Days, Bike to School and the list goes on.
- **Spirit Wear Competition** – On Hold until October Meeting per Dr. Hubbard as she's meeting with the culture club on Thursday, 9/19 and wants their input.
- **Support the PTO – Ms. Patti** – Morgan requested to see if we had any funding for Ms. Patti as she was incredible while Mrs. Plunkett was out to give her a gift card as a thank

you. There was discussion on this and there was the potential that the PTO could match parent funding up to a certain amount but we were concerned as it would then need to be offered across the whole school/entire student population. It's a slippery slope. We do have \$500 for discretionary spending but felt that was more for something like when Mrs. C passed unexpectedly, and the PTO needed to support staff and students. Ultimately decided no and that the class could raise funds if we wanted to.

- **Next Dine-Out Dates** – Wednesday, 9/25 is Sweet Cow. Tiffany is going to distribute stickers to each classroom to be handed out on the day of. It will also go in the newsletter. Tiffany is also going to get a list of upcoming dine-out dates to Jen so she can prepare the email blasts and newsletters. Barchetta is 10/16. No dine out in December as it's too busy of a month.
- **Pumpkins and Donuts Sale** – agreed on dates (10/10 and 10/11). Tiffany is able to get 165 pumpkins again at around \$300, picked up on 10/9. Just doing pumpkins and donuts (cider too tricky). Need 2 people to pick up – possibly Garrett and Chiara. Hope to find some hay bales as well. Possibly get the donuts donated. Tiffany to handle all the logistics and coordinate with Peggy on getting the volunteers up on helpatschools. Jen to promote in newsletter and via emails.

**b. Community (Chiara Clark via Morgan Scott as proxy):**

- **Bingo Night Update**
  - Lisa Coburn is hosting and is looking for 3-4 volunteers. Currently, only Erin Arnold has volunteered. Jen McCabe to send out a Bingo blast tonight and ask for volunteers.
  - She needs someone for setup at 4:30 PM. The event runs from 5-7 PM, ideally outdoors.
  - Lisa purchased some prizes, lemonade, and poster board. Morgan provided her with some additional prizes as well.
- **Class Parties Update**
  - Kindergarten: William Goodrich (owns The Studio) – awaiting date
  - 1st Grade: Liz and Josh Silberstein – 10/10 – 5:30-7:30pm
  - 2nd Grade: Lindsey Nehls' house – 10/1 – 6-8pm
  - 3rd Grade: N/A. Chiara's still reaching out to the RP to try to find someone
  - 4th Grade: Tierney Gerber at Rayback – 10/17
  - 5th Grade: William Hamilton – 10/1 – 6-8pm
- **Morning Curbside Coffees** - With Fund the PTO and Fund the Fox coming up, Chiara would like to do a morning curbside coffee event. PTO discussed and we're going to combine this with the
- **Fund The Fox and Fund The PTO participation celebrations** - Another idea Chiara had was to host a class or grade party for the group that reaches 100% participation in both Fund the Fox and Fund the PTO. PTO discussed this and ultimately, it's just not something we can or should do given that it's around funding. Makes for an awkward situation if you're the only kid unable or a kid is begging parent to contribute something.
- **Foothill Instagram** - Does Foothills have an Instagram account? Do we have parents sign a release for photos? It would be great if the PTO could have its own Instagram to promote all the fun things happening at Foothills. We'd need permission to post photos of the kids, which could be a hassle, but maybe we could keep it parent-focused as a

memory of all the events over the years. PTO discussed this but no real resolution was reached. Parent PTO members seemed anti-it but Annie mentioned that BVSD has a social media presence and is looking for content. Only a few kid's parents have opted out of photography so that isn't too much of an issue. Questions are is this Foothill Elementary Instagram or is it Foothill PTO Instagram? What's the purpose of it?

- **Room Parents Update** – We will discuss more at our October meeting when Chiara is back but there is a disparity between room parents. Some have given a wealth of information and some haven't even introduced themselves. We know one size doesn't fit all but there should be a little more uniformity. Maybe a standard welcome letter on a set date? A minimum number of emails per month? Templates to use?

### c. Communication (Jen Mc Cabe):

- **Fund The Fox**
  - Jen expressed her concern and investigation surrounding the verbiage used for where the money goes for Fund The Fox and Support The PTO. After her discussion with past PTO members, it was her understanding that any excess money collected has been kept by the PTO in past years.
  - There was much discussion around this and what was agreed upon at the end of last year and for budgeting purposes.
  - We're all aware that we budgeted \$89K for Fund The Fox and \$15K for Support the PTO. These are 2 separate asks. The largest area of contention is not in the original ask but what happens to the excess funding collected beyond the \$89K.... does it go to the school or the PTO?
  - Most important thing to note: We have to accurately state how we're going to use any of the funds. In past years (and we're continuing it this year), our \$89K ask is for Dr. Hubbard's ask for staffing and school essential needs but we also have a bullet stating "other community events" at the bottom. This allows us to use any excess funding received beyond the \$89K at our discretion for community events/activities. OR we can choose to give more to the school, if needed but that language must be in there in order for the PTO to be able to keep any excess. Also, there shouldn't be a % split associated with how much goes to the school vs PTO.
  - Fund The Fox "Thermometer" is going to get put up on Monday, 9/30 by William and Jen so we can officially launch the campaign via newsletter, email and visually, 10/1. **Fund the Fox campaign starts 10/1!**
  - Asking \$325 per student.
- **Support the PTO**
  - We've done a soft launch via newsletter. Dropping this ask while we focus efforts on Fund The Fox. If we split Fund The Fox and Support the PTO again next year, we should make sure to push hard in August/early September then drop in mid-September, and then final push in Spring.
  - Will make a major push for it in February, as needed. It is our only spring "fundraiser"
- **Staff Conference Meals**
  - Jen is taking this on but we need to find someone for next year (see agenda items for next meeting below)

- Jen received information that this runs at about \$300 a night over 4 nights (virtual night is definitely less staff/less \$). Revenue budget is \$2,400 and Expense budget is \$2,400 so we expect donations to basically cover this (twice per year at \$1,200 each conference)
- Going to get a helpatschools set up and people can either bring food in or they have the option to donate in lieu. There was discussion around how our Support the PTO message says we won't ask for any additional funds and the important thing is we're not asking for funds. We're asking people to cook, if they don't want to and would prefer to purchase or donate, great. If they feel they've done so already via Support the PTO funding then great too. But the additional option to donate \$ is available to them.

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

- Dr. Hubbard didn't have anything school specific to present this meeting

**e. Treasurer's report (Katie Schneider):**

- **Spirit Wear Income and Expense** – Katie reported we're currently at approximately \$5,800 for Spirit Wear Income (\$7K income budgeted) and we had budgeted \$10K for expense but our actual expense was only about \$4,200 because of the t-shirt issue and refund. So we're very much in the green here. Only additional spirit wear we're looking to do this year: lanyards to staff at PTO expense, hats to staff at PTO expense, sweatshirts to staff at cost but paid for by staff, and potentially a limited run of pajamas and beanies later this fall.
- **Support the PTO Income/Expense** – Katie reported we've received about \$2,700 thus far from the soft launch of the Support the PTO. We have \$15K budgeted. We're removing messaging on this for now to ramp up for Fund The Fox and will potentially message again in February depending on where we're at after Fund The Fox funding.

**Agenda Items For October Meeting (Initial):**

- Review School Calendar To Be Ahead of All Events
- New Leads For Large Events Update - we need to put this on HelpAtSchools and get this moving now so people have a full year to shadow
- Back To School Night Debrief – How'd it go overall, what worked, what didn't, how can we do better next year, etc.
- Room Parents Update

3. Conclusion

4. Adjournment

NEXT MEETING: Wednesday, October 16th, 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