

**Foothill PTO Meeting Minutes**  
**Wednesday October 16th, 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), Chiara Clark (Community), Dr. Linda Hubbard (Principal), Annie Weber (School Office Manager), Elizabeth Heller (parent)

Absent: Lisa Rice (Teacher liaison)

b. Motion to approve September 19<sup>th</sup>, 2024 meeting minutes.

Motion to approve PTO September 19th, 2024 minutes. All members vote in favor and the minutes are approved.

**2. Officer Reports**

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

- **IRS Penalty update** – Katie asked CPA for an update and when there was none, Katie ultimately called IRS wanting an update. IRS said they never received a letter so amount is now \$8K and has been sent to collections. Talked to CPA again, they are resending a letter. Hoping the letter either makes it get waived, reduced or otherwise, in the November meeting we'll need to make a decision and pay it or determine our next course of action.
- **Pumpkin Patch Income** – Expenses \$600, Revenue \$768 but missing cash so need new update on actual Revenue. "PUMPKIN SALE" on stakes needed next year so people know pumpkins aren't free. We sell Pumpkins and donuts.
- **Fund The Fox update** – roughly \$39K. Jen plans to send an email tomorrow (10/17) to remind all parents. Need to figure out the Paypal website presentation because only "\$25, \$50, \$75 and Other" is showing up. All communication needs to very clearly state the suggested amount in \$325. Also, questioned whether to put up participation rates because we're 45% to our \$ goal with only about 25% participation and don't want people to think someone else has covered their share. We want to encourage 100% participation.

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

- **Chairs for Community Events Needed to be filled for 2025-2026 school year**
  - Staff Appreciation/Parent Teacher Conferences
  - Back To School Picnic
  - Walk & Bike to School
  - Bike Bonanza
  - End of Year Party – April or May 16<sup>th</sup>, 2025?
  - Yearbook
  - Garden
  - Heritage Night (Jan/Feb/Mar?) – Morgan's going to take this on for 2024-2025 school year with hopes of someone else taking over the following year.
  - 75<sup>th</sup> Party

- Fun Run with a party?
    - Yes, we're purchasing shirts for this
    - May 16<sup>th</sup>, 2025? Or is this an April thing?
    - Can we do this during the school day?
    - CMass, Calwood, also in April if we decided to do April
  - Need a separate Newsletter from PTO to ask about these positions – Jen going to tackle this
  - Desmonne Bennett, Lisa Coburn, & Kristen Redd all expressed interest in helping be a chair – Tiffany going to reach out to them.
- **Dine Out** – Longmont Food Hall from the Nehls – willing to host for December 3<sup>rd</sup>. Going with that since nothing else scheduled in December anyways.
- **Sweet Cow check received but not Shake Shack.** Tiffany to reach out.
- **Staff Spirit Wear Updates** – Morgan ok to spend approximately \$1,500 for the Staff Hats, Lanyards, & Sweatshirts so placing that order this week. Hoping for Lanyards to be placed.
- **Foothill Mascot Discussion & Reimbursement Approval** – Approved to purchase and reimbursement the Mascot. Mascot was a hit. Will need a handler going forward.
- **Next Dine-Out Dates** – Barchetta is today, 10/16. November is Bellota on 11/6.

**c. President's report (William Hamilton):**

- **Foothill Neck Gaiters** – Henrik Nejezchleb is donating 100 neck gaiters for free. Going to have him make them and maybe using them for the 5<sup>th</sup> grader Calwood Retreat. His wife is also a designer so she can potentially help us in the future.
- **Thank You's**
  - Staff Appreciation (Jen!)
  - Pumpkin Sales – Morgan, Jen, Katie, Chiara, Tiffany, Kristen, Deepka, Annie
  - Walk & Bike To School (Alison Jaffe)
  - Bobby Martines – Built the Tree for us for Fund The Fox
- **PTO Calendar Planning**
  - **Shari Polis** – Cabaret – happens in Spring for 5<sup>th</sup> grade. Invite 3<sup>rd</sup> and 4<sup>th</sup> grade and then all parents/grandparents.
    - Was at \$1,600 for years
    - Asking \$2,500 this year
    - Will vote on it next time about the money
  - Let's come up with some basic questions for money and advertising requests
  - Other things to decide in or out.
  - **Heritage Night** – need to find someone to put it on. Holly Hoskins was person.
  - **Talent Show** – this was an issue in past years and school and PTO decided to discontinue.

**b. Community (Chiara Clark):**

- **Back To School Night**
  - Spirit wear sales wasn't best place to be set up but we wanted/needed shaded.
  - Felt ok on volunteers.
  - Otherwise happy with the event.
- **Room Parents Update**
  - Trying to have a zoom meeting with room parents

- Teacher by teacher experience
- Hit and miss on room parent volunteers and their engagement
- Expectations needed - 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? Going well thus far but we'd like to add to this going forward.

**c. Communication (Jen McCabe):**

- **What announcements do we need over the next 4 weeks:**
  - Dine Out Date in November
  - Thank you to Pumpkin Patch & volunteers
  - 10/17 Fund The Fox update & another at the end of the month
  - Next Bingo is 11/8
- **Newsletter Deadline**
  - Newsletter comes out on Tuesday mornings. Peggy writes it on Friday mornings and then she works on other things on Monday mornings so we really need things in no later than like 9am on Friday mornings for the following week.
- **Teacher liaison**
  - Dr. Hubbard and Annie need to reconnect with Lisa Rice on this.

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

- **Spirit Wear Competition** – Dr. Hubbard is still talking with Ms. B and working through this. Will email PTO Board before next meeting with an update.
- **Fox Mascot Name** – 5<sup>th</sup> grade is going to interview the Fox and then each classroom is going to put in 3 or 4 suggestions and then staff will pare down to about 3 names and then everyone votes and name is announced on October 28<sup>th</sup> morning announcements.
- **When is next Bingo?** – November 8<sup>th</sup>, Lisa or William – likely indoors due to unknown weather.

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

- Review School Calendar To Be Ahead of All Events
  - Heritage Night Update
  - Need to Make Decisions on Dates for Bike Bonanza, End of Year Picnic, 75<sup>th</sup> Anniversary, Cabaret & what these events entail
- New Leads For Large Events Update from Tiffany and Jen
- Cabaret Cost – Need to vote if PTO is paying for all of this, some of this or none of this.

3. Conclusion

4. Adjournment

NEXT MEETING: Thursday, November 14th, 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