

## Foothill PTO Meeting Minutes

Thursday September 14, 2023; 1.30pm

### 1. Welcome (William Hamilton)

Attendees: William Hamilton, Sennen Knauer, Grant Morrison, Jen Mitchell, Jen McCabe, Katie Schneider, Denise Stoot, Lisa Rice, Garret Savage (guest)

Everyone is introducing themselves: Grant, VP (2 children at FH) Katie, Treasurer (3 children at FH), Jen Mitchell, Community Officer (2 children at FH), Denise, Secretary (1 child at FH), Jen McCabe Communications (2 at FH, 1 in KG next year), Garret Savage, ex PTO pres/now in SAC/DAC (2 children, one at FH), Kristen, Fundraising (2 children, one at FH), Lisa, Literacy intervention/data analysis (2 at FH), Sennen, former FH parent, Principal Foothill, William-president (2 children).

William announces if the last meeting minutes of last May 2023 are reviewed by all. Minutes are voted on and approved.

### 2. Officer Reports

William starts the meeting discussing officer reports and starts with a fundraising report. Kristen explains the status of the fundraising. She has no numbers yet, but explains what PTO is working on. The Spirit wear store is open online and she will be taking orders through October 1st. Will get an update, next step is when it will make sense to open it up again. William says, maybe two weeks on/two weeks off. Discussion about it not being open all year, but open during small windows and little gaps in between. From a logistically perspective bulk orders are better than continuously order new gear. William say also distribution is easier when done in small windows. The company handles all

We need to track how sales is doing. Katie Schneider says we did \$250 sales in back to school picnic, \$350 in sales total, meet the teacher event, \$125 in sales, not including booster, this is all done through venmo on site. William said we have additional petty cash \$200, so total

Using Booster is helpful so we do not have a lot of money tied to inventory and possibly lose if we were to order in advance. Grant asked why the logo changed? Sennen says it is just the design, not the logo, and we ran two years the same. William said, we lose a bit of money and so this is not fundraising but a community.

Jen Mitchell discusses the Pumpkin fest she is organizing. PTO needs to be there, also we need volunteers, pumpkins and donuts, and cider will need to be sold. We discuss the date that would be best for this event. Event can be done after school or during the parent conferences. It is decided that it will be held October 12-13. Pumpkins will be put in front of the school. About 300 pumpkins in total. We will not do a bingo night this month, due to weather. Time of event is still to be determined by Sennen and jen later.

Dine Outs are discussed. Santos made \$315 last week and next one is Protos. Most families go to quick serve restaurants, not to Santos with kids. Focus should be on dine outs for Quick serve that are somewhat healthy but not sit down, for example shake shack, bird call, noodles. Everyone mentions several options, including the local etc. Most dine outs will be scheduled. Jen McCabe suggests to ask

everyone for their resources, maybe having a database or list with parents that are willing to donate anything. Garret said maybe a Foothill Business Directory, or a survey to go out. It overlaps with the community partnerships. Garret explained that they did not have great success because it was always the same people, but maybe there is space for it. This will need more discussion.

William opens up discussion of Fund the Fox fundraiser. There are letters, and info in the shared drive, we can pull from. Sennen chimes in where the money will be used for, mostly personnel and also supplies. Peggy will send out emails, and PTO will do the same. Sennen also will send out a letter requesting \$300 per student. Katie suggests to Denise that she will send her the info who donates and Denise can send out thank you letters.

Jen Mitchell gives the update on Meet the Parents parties. It is useful to have a book with all the information for the position so that it is more clear for the next officer what is expected. It was a steep learning curve but things are going well. Trisha Martinez is a rockstar helping with a back to school event and she needs to be thanked separately. Due to rain the back to school event had to be rescheduled (and we lost half of our budget in deposit and so Jen had only \$550 to work with). Short discussion about the dates for next year, as last year some were done in October. That would allow for more time to find parents to host. Next year, PTO will be the same officers so it will be easier to get things organized.

Treasurer (Katie Schneider) gives an update on the IRS accounting penalty and budget. We will need to be vigilant with our budget since we have to deal with the IRS situation that we inherited. Jen McCabe gives a report about the communications and the emails that will go out every week by Peggy. Deadline is Thursday afternoon so Peggy can prepare the email on Friday morning for the next week. William and Sennen discuss gifts for Ms. Hoskins.

The Principal's Report discussed the free lunch and relief of financial hardship for families. Also discussed the special education programs, the bilingual program, several new children from Turkey, Ukraine etc, without any english so this is exciting to have such diversity. She discussed the new educators on staff. BVSD needs to try to enroll new children, there is a school district trade show style on October 11th. Lastly the date for the pumpkin fest is discussed.

William Hamilton thanks everyone for their participation and help with all the events. It was a great back to school event with the sprinklers coming on! He will manage the communications of the Fund the Fox fundraising in the meantime. He discusses the bike events, teacher appreciation and the need for volunteers and JenMcCabe will help with coordinating. Heritage event is paused in order to reimagine it maybe into a week or a different format since it is a huge event, and we need to get this organized. Also we need to rethink the spring fundraiser. More to follow next meeting. Then he closes the meeting.

Adjournment

NEXT MEETING: October, 12, 2023; 1.30pm

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