

Foothill PTO Meeting Minutes

Thursday November 9, 2023; 1.30pm

Welcome: (William)

Attendees: Sennen Knauer, Principal; William Hamilton, President, Jen Mitchell, Community liaison; Jen McCabe, Communications; Katie Schneider, Treasury; Denise Stoot, secretary;

additional attendees: Katie McGee, mental health advocate ; Katie Roberts , English support teacher, part of Principal Licensure program. Tiffany G. parent, interested in PTO+volunteering

Absent: Grant Morrison (Vice-president)

William opened the meeting. Also does introductions

1. Kristen Bendele is no longer able to serve on the board in the Fundraising position. She is stepping down after two years of savvy fundraising. We need to find someone else to fill the position. William proposes to find someone who would like to do it, if not we share the duties according to the bylaws. If anyone knows someone, this is a good time to come in, as there is no fundraising going on. Kristen will help coach the new person.
 - a. All duties of all roles are listed in the shared drive - everyone can take a look.
 - b. Kristen has no other updates, other than one complaint for Spiritwear about stain. This is taken care of.
 - c. There was a delay for Spiritwear, but it is because of batch ordering and shipping. We need to set expectations that it will take about 1 month before arrival after ordering.

2. Communication: Jen Mc Cabe reports about the dine-out fundraising. There was a mix up, Shake Shack was supposed to do it but did not get the W9 signed. In the email Jen had listed Protos so everyone ordered from Protos, which was great for them. They did lots of business.
 - a. We can do a few more dine outs, Protos is easy and it raises a few hundred dollars. Sweet cow raises just a bit, probably not enough. Shake Shack is good, Torchy's maybe. Family friendly restaurants with a certain price point.
 - b. If Kristen wants to work on it with Jen, or Jen will work on it to set up Shake Shack. Hopefully in December.

3. Community: Jen Mitchell reports.
 - Help-at-School is up and running. We have 13 events listed. Hopefully we have volunteers and we need to work together on that.
 - Katie adds in the last meeting we talked about a survey about the role of the PTO. We should be able to tie in the volunteering. Are the events the PTO organizes still beneficial for the school and what do the parents want in addition. This may help set the direction of our mission. In the survey we can ask if parents are satisfied with what we do and

how we can ask for more engagement from them. A survey may take the emotion out of this and also give clarity about which events are useful, which may not be the best way of using time and resources. William said the covid time cut the habit of volunteering.

- Template survey will be created with events listed. Ideas: replace Bingo or keep it, Pumpkin event was very successful (\$1000 raised), so worthy use of time, maybe a fall harvest picnic event with arts, a bake sale, flower event, halloween costume swap event. Sennen adds if there is a factor of convenience that helps. For the pumpkin event, people were already at the school for parent conferences. Right after school is convenient instead of asking them to come back. This makes for example the Bike Bonanza a success. We can also ask about the diversity, the language they speak, and include that into the survey.
- Pumpkins were donated to families in need.
- Katie ends with saying the survey will make PTO effective and is a way to emotionally connect and have parents add to which events are convenient and fun. And we can ask what they want to help with. We must keep several community events to keep it a vibrant community, says William.
- William will trim it down and we will send a draft survey to the Board.

4. Treasury: Katie Schneider reports

- Katie canceled the cheddar up payment system.
- Thank you emails are being sent out and we review Venmo addresses, the secretary will send thank you emails.
- Fund the Fox stands at \$78448 . Each email brings in about \$2500 - 3000
- One corporate match so far. Maybe more will roll in. Last year's company match was \$6k.
- Last year at this point it was 10k higher. No data available of why we are short of our goal. We had 1-2 small amounts of \$20 or \$50. We got one Grandma check - good to know for next year! 75% paypal, 20% venmo, donor-advised funds, two personal checks.
- Other news: Pumpkin event brought in \$1000. Santo \$300, Sweet cow \$160, Kona Ice, milk caps, still collected by Garret but he wants someone else to do it. Jen McCabe will.
- CPA: No news on the penalty yet - \$7000

5. Community: Jen McCabe

- She will send another wrap-up email about the Fund the Fox.
- Katie suggests a reminder email that states what our current amount is and asks for company matches. And recap at the end of next week.
- Weekly messaging: using PTO meetings
- She will write about the Spirit store and possibly any dine-outs.

Discussion about the talent show -yes or no. Parents can help but Shari Polis charges for it as it is a lot of time commitment to produce. PTO stands to include every child but it

would be too long. Alternative would be a true show with auditions, a prepared fully parent run event. It takes a lot of person- power. We also have a 5th grade sketch.

- Discussion about spring fundraiser. Fun run is suggested as a spring fundraiser. Do we need a spring fundraiser? The spring fundraiser is money for the PTO to spend. Last year soccer goals were purchased. 5th grade would like some additional soccer/volley balls as they fight over the few that are there. Our last fundraiser received a lot of complaints. Although very professional we had to give 50% to this organization. Sennen says we need a powerful message that the Fund the Fox goal needs to be reached. Also if we know what the PTO needs, we can raise money with events. Bake sale, tulips. Flower sale. etc/ Auction is too time consuming.
- It is nice to have funds for landscaping or new sports equipment, but without a fundraising Chair this will be hard to do. Jen will incorporate this in an email that there will not be a spring fundraiser. But good messaging will be if people know what it is for. Transparency helps to bring in the money, and parents are more likely to participate.

6. Principal's update: Sennen Knauer

- Staff updates; Ms. Hoskins will return November 30 for half days, and full time in January. Molly Kirk has been subbing, please thank her when you see her, she is outstanding.
- Monthly SAC meeting: next Thursday. She refers to Lisa Rice for the Teacher report, listed below.
- 4 Open enrollment events for this season and 3 in-person day-time tours. Today we hosted the Kindergarten group. Everyone will be able to enroll. Foothills is the biggest elementary school.
- Pre-K will not start until next year, but Mapleton has a pre-K.

7. Teacher report; Lisa Rice

- Working on grade level literacy data, which child needs more support etc. for internal purposes.
- Bookfair will be held next week.
- There are cozy corners in the school for children who need a break or to calm down. Every space has corners to reconnect and feel grounded. The kids love it, it helps with social and emotional regulation.

Motion to move the December 7 meeting to December 14, 2023 (William will be on vacation) is passed.

8. President's report: William

- Starts with thanking everyone for the last meeting, and Jen for stepping into his role. Discussed Fund the Fox thermometer. Bobby Martinex is making it - is not ready yet.
- Roles and Responsibilities PTO - are to be found in the shared drive. (incl bylaws, planning documents, calendar)
- Jen wants to get the volunteering coordination cleared up and asks about a parent liaison within the PTO. Is it part of the Vice President's duty to also be the parent volunteer coordinator? A liaison can recruit other volunteers as he/she will know the parents better. Discussion about who's responsible for this and if there is a way to streamline this. The help at school, vendors, printing vouchers etc. lots of things that need to be done.
- Jen asks about how to find the information and if there is a PTO calendar while also bringing up the fact that little information gets shared and she wants to know how to get this more organized.
- Katie chimes in saying the beginning of the year was heavy with tasks. We need help in the heavy duty months, or else it all piles up or someone may get overworked. JenMc Cabe proposes that the best way is to agree if we use personal email during the week or all on PTO server email.
- Going forward we all carefully check emails and coordinate who can pick what up. William will take the lead on this.
- Discussion about a project plan, with dates, so we have an overview for the year. But biggest pain point is the missing volunteer coordinator. Jen Mitchell says parents may not even know. Grant, Jen, William and whoever wants will sit down and start working on crafting a plan for committees.. We can all ask someone but Grant can take the lead.
- William finishes up with the last items, Original Works. Parent Night out, we discuss this plan, and we can ask the parents on PNO!! Great plan.
- Meg Pierson of the Yearbook projects needs help and more responsiveness from PTO would be welcome.
- End of year party: We need a committee and we need a budget. Jen says we may combine bike bonanza, because that has a budget.
- Next time we need our survey ready, we can ask parents all the questions we have. This will help with volunteer recruitment as well. "You tell us what you want, now we need your help." Jen proposes a tiered approach towards parents. Energy will be more in flow. Short discussion about how best to approach a liaison. William says we will discuss this later.
- William brings up the last point, the DPC meeting; preventative work with respect to bullying. William ends the meeting.

Adjournment of Meeting.

NEXT MEETING: December 14, 2024; 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

