

Foothill PTO Meeting Minutes

Thursday January 11, 2024; 1.30pm

1. Welcome (William Hamilton)

a. Attendees: Sennen Knauer (principal), William Hamilton (president), JenMcCabe (communications), Jen Mitchell (community), Katie Schneider (Treasurer), Tiffany Gwyther (fundraising), Denise Stoot-Taylor (secretary).

b. Motion to approve December 14, 2023 meetings minutes. All attendees vote in favor and minutes are approved. William adds he found a useful PTO distribution email list address: pto-board@foothillpto.com

2. Officer Reports

a. Fundraising (Tiffany Gwyther)

- Spiritwear shipped on Monday. Potentially using it this year or customize - waiting to hear back. 5k minimum. Do we need that/or is it too high of a minimum for us.
- Booster is per order. Tiffany will reconnect with Booster and look into it. Maybe we can spread it out before the holidays. Katie: The budget for spiritwear is 5k. Might be a risky stretch. William Likes to see the change in sales this year. We sold little, also there was miscommunication about the closing. Last year we did \$2300 in sales (not profit). William says we can maintain inventory if we need to. Lindsey Cynoski did work on looking into different companies in 2021. We then had \$2100 in sales, says Katie. Bad year. Sennen asks what do other PTO's use? We can find out through Katie's friends in the Crestview PTO.
- Bike bonanza is scheduled for May 8th. Someone needs to be chairing this.
- Silent auction ? - there is no interest in such an event.
- CU community - swag from CU- Tiffany will follow up.
- Tiffany connected with Jordan of restaurant Bellota and has set up a tentative date for a fundraiser dine-out on February 7th. She will send out an email. They will give 25% back from dining and take-out. Any type of catering for parent teacher conferences? Belleza is easy for a coffee fundraiser. Shake Shack? Tiffany is working on one in January. JenMcCabe says it depends on how long we need to advertise it. One month, 3 weeks is a good amount of notice. Jen discusses the time frame with a reminder and decides on March 6th. William says planning the rest of the year is helpful.
- Idea for a Blooms & Bake sale (flowers and baking): William said it was initially set for March but maybe we have to move it to April and asks if we have someone to champion it. JenM and Tiffany can lead. We have one liaison, Chiara (4th grade parent), and Tiffany can be the liaison for 1st grade. Great report from incoming fundraiser Tiffany!

b. Community (Jen Mitchell)

- School community nights with the Colorado Rapids? Last year was a single digit event. Also it is later at night as it starts at 7.30PM. William says it is a good idea, low effort, but only for people who like soccer. He suggests picking the date and that George makes sure the link works. JenM will reach out to see what our options are.
- May 8th Bike Bonanza and End of Year party: JenM will ask Sweetcow and talk to Tim Abrahams.
- February parent-teacher conferences - She discusses volunteers for Help at School is set up and volunteers are listed except for Feb 8. William says only drinks are taken care of. Maybe we can ask them to donate gift cards. Sennen says either way, what is easier on parents and Tierney Gerber. What does the staff want? Sennen likes the setup of food as it brings the staff together for connection. JenMcCabe messaging out on Tuesday so we can do 1 targeted message every week. It will still be time. All PTO members can sign up for setup cleaning. Tiffany asks: what about the main dishes? We can all participate but do we need outside food or can parents bring donations. Who pays for it? Food gets donated by parents. It is in the staff appreciation bucket run by Tierney. Katie says we did not spend much yet, so we can spend some money.
- Yearbook: Meg Pearson is taking care of it. Peggy and JenMcCabe are on top of it.
- Staff appreciation committee: JenMcCabe will ask Tierney of any suggestions for emails next Monday. She will add links to Help at School
- Bingo night: is on the calendar for February 9, 2024. Do we want it, asks Jen? William and others agree it will be a nice event. Jen will run it with Lisa Coburn.

c. Treasurer (Katie Schneider):

- FTF financial controls should be in place. Someone needs to oversee the Treasurer and double check the information. She shows everyone the spreadsheets. Total raised with FTF is \$104,446.30 (off by \$4- on the spreadsheet it states: \$104450.30)
- Katie explains the spreadsheet P/L side needs to match bank account holdings: \$167445.71 Katie states we should have a playbook for treasury oversight and check once a quarter that checking account balance matches the Fund the Fox. PTO keeps \$14000 in reserves, what to do with this asks Katie. Denise mentions there is also still the tax penalty that may need to be paid. Good point.
- FTF fundraiser - funds necessary for the school
- Spring fundraiser - funds we can use for the children directed by PTO.
- We are projecting a loss for this year in the budget. The goal of the non-profit is not to carry profit. Short discussion about the non-profit goal. Katie says as long as we have a plan for reinvestment of funds. Having a negative budget is ok for now. We have about 40k left in the PTO after FTF deduction. We are running a carry-over from earlier years.
- Katie suggests keeping 25k in the account unless we have excess money. We may need to discuss at the next meeting (Feb/March) what our plan of action is for next year/or make a two year plan. Sennen explains their budgeting issue and the gap between the

FTF and staffing of the positions that are funded by FTF. Early April is when Sennen has a different funding piece, as they do the budget of the school. Katie says PTO has a simple budget and we do not need more than a month's notice to check the budget 2023-2024. Sennen suggests we can use funds for the 5th grade cabaret and hire Shari if we have funds. William closes the discussion. We will discuss it at the next meeting in Feb or March.

d. Communications (Jen McCabe);

- She will send another email for FTF with the link to our website with the total amount.
- Also she will communicate that spiritwear has shipped. We expect it to be coming in the next week to ease people.
- She will send an email regarding Bingo night on February 9th if it is on.

e. Principal's Report (Sennen Knauer) Happy 2024!

- Sennen reports that the survey will be out on Tuesday. We need to send it before February. Discussion about the survey and what messaging should be part of it.
- FTF position discussion, lunchtime hero.
- 5th Grade continuation, cabaret piece- performance event. Historically a chair and parent volunteers prepare the day. Maybe a 4th grade parent can do it, Chiara may be able to help, and 5th grade parents can enjoy the day. We need an extra person. It is not a PTO event, but provides the budget.
- PEN - Sennen provides information about the Parent Engagement Network. Monica Mount is the current liaison. PEN is having a fundraising luncheon on January 26th, we can all attend.
- Midyear updates were done. Sennen shares several promising statistics f.e. students reading on grade level has gone up from 67% to 79% and other statistics.
- We had opportunity money from Covid and FTF resources. These funds were distributed to families in need over the holidays.
- Sennen shared a great exercise on New Year's resolutions done by the children who have been writing down what is in/out for 2024!
- Also discussion about the rationale for having the day off on January 8 2024 for the teachers to grade students' work and which calendar is followed in this.

g. President's Report (William Hamilton)

- New secretary for next year: Katie Roberts said it may be done by Morgan Scott. Katie will follow up. Denise leaves PTO in May.
- Spirit wear and volunteering has been covered. Help at School: we can discuss how to improve this system.
- NBLL wanted to have us send an email to recruit more baseball enthusiasts. Sennen explains we cannot publicize other organizations that are not vetted by BVSD. It opens the doors to many other organizations. PTO may not want to set precedent for other

coaches and organizations. They could sponsor a table for Bike Bonanza or Bingo night and give out flyers. But they are non-profit so no money for sponsoring. We decided not to send out email for them.

- Budget planning has been discussed.
- William closes the meeting.

3. Conclusion

4. Adjournment

NEXT MEETING: March 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