

Foothill Elementary PTO

Minutes of the Board of Directors Meeting
October 13, 2017 at 11:30 a.m.

Attendees Present:

- Emily Andrews, President
- John Duke, VP
- Robin Miller, Co-Treasurer
- Christy Drury, Secretary
- Donna Wynn, Volunteer Coordinator
- Jessica Sutin, Parent, Community
- Alexis Schwartz, Fundraising
- Lisa Schuba, Principal
- Anna DiCorleto, Teacher Rep
- Linda Mounce, Co-Treasurer
- Melanie Bauer, Marketing

Emily opened the meeting -

- Donna made a motion to approve the September Meeting Minutes, Alexis seconded the motion and the motion pass unanimously.

1. President's Report

- a. PTO Newsletter
 - i. Next step is to meet with Nancy + Peggy to discuss how to best handle + get their input
- b. September evening meeting
 - i. Emily thanked everyone for being there
- c. October Evening meeting
 - i. Agenda was discussed
 - ii. Add'l topic was brought up related to passing the budget - to go over all PTO budget items, including process, messaging, communication, etc.
- d. Help At School
 - i. PTO is considering moving towards using Help At School as the online directory for next year (also has volunteer sign up capabilities)
 - ii. Emily to set up a meeting with the company with a group from PTO who will help assess.

2. Treasurer's Report

- a. Fund the Fox update
 - i. FTF has currently raised \$76,382 (54% participation).
 - ii. Approximately \$5,000 short of goal, cuts will need to be made to budget
 - iii. Give to Grow does not seem to impact FTF and may have even picked up some additional donors because of GTG (people that hadn't donated in past).
- b. Budget
 - i. Miscellaneous info
 1. Anticipating an add'l Community Sponsor at the \$2,500 level
 2. Grocery Giveback biggest year was '15-'16 \$5,742, last year \$5,300, increase participation with more marketing, coordinate with Spirit Wear sales in future
 - ii. Need to cut some add'l expenses to balance budget
 1. Summer Reading removed (\$500)
 2. Up Grocery Giveback revenue to \$6,000
 3. Consider switching to a different account system in the future (QB \$500)

4. Can not designate Dine Out proceeds to OLC at this time; Robin will look at the budget to see what current line item we can designate proceeds from Dine-Out events.
 5. Can not offer Mini Grants at this time
 6. Add some add'l Dine Out Events
- iii. Fund the Fox strategies for next year
1. Separate meeting to discuss (Robin to send out invite)

3. Committee Reports

- a. Marketing
 - i. New banner coming for Grocery Giveback (Melanie to remove both old ones)
 - ii. Box Tops contest successful
 1. Postage was \$10 (Melanie to get reimbursed)
 2. How can we communicate information with teachers + staff for more awareness?
 - iii. Melanie to do a blog post on upcoming Heritage Night
- b. Fundraising
 - i. Give to Grow update
 1. Narrowed down to 3 potential spaces (License No.1, The Studio, BCC)
 2. November 2nd is next meeting to decide location
 3. Event will be Thursday, March 8th, 7p
 4. Linda confirmed PTO has necessary insurance coverage
 5. SLT to decide what money will go towards
 - ii. Dine Outs
 1. Other ideas for upcoming events included Illegal Pete's (50%), Mod Market (50%), Sweet Cow dine out month?
 2. Start scheduling more (up to 1/ month)
 3. Reach out to Proto's for an upcoming night
 - iii. Book Fair starts Nov. 8th and will open prior to Heritage Night at 5p
 - iv. Payback Books - nothing new to report
- c. Community
 - i. Heritage Night
 1. 11/8/17 at 5:30
 2. Will be put on Foothill website events section
 - ii. Community Foxes
 1. Coat Drive going on now thru the end of November
 2. Jessica to send Melanie info to promote
 - iii. Harvest of Hope food drive
 1. Jessica to reach out to them to see when a good time would be
 - iv. Pennies for Patients - on hold for now
- d. Volunteers
 - i. Book Fair (11/7/17 - 11/16/17)
 1. Jonathan + committee are all set
 - ii. Walk to School
 1. went well, thank Laurel, chair
 - iii. Received 2 new volunteers via online form
 - iv. Need a chair for the Bike Rodeo
 1. Donna to reach out to CJ Gauss + Josh Fiester
 - v. Talent Show
 1. Proposed date is 2/9/17 during the school day
 2. Christy to send in Master Calendar request (DONE)
 3. Donna to let Chairs (Amy, Sherri, Terra) know date
 - vi. Website needs to be updated with current needs (Donna to send info to Melanie)
 - vii. Shari Polis dance - is she going to do it this year? She'd like to be paid + Emily know of an art grant thru the COB.
 - viii. 5th Grade graduation gift suggestion by Melanie - repaint the mural outside of the KG doors by playground
 - ix. Fingerprinting - can PTO offer a fingerprinting event for Volunteers?

4. Teacher Report

- a. Staff would like clarification on how the PTO budget is decided and how money gets allocated to the different items. What is the process?
 - i. Could we break out the staffing allocation further with more detail?
 - ii. Could we provide process to teachers so they are aware?
 - iii. Can we send budget to them to review?
 - iv. The process for how SLT decisions are disseminated to the rest of the school is unclear -- ask Principal Schuba for clarification at next meeting.

5. Principal's Report

- a. PTO Newsletter - Nancy could come in ½ hour early one day to meet with PTO + Peggy to discuss.
- b. PTO let Principal Schuba know that Dine Out proceeds could not be designated to OLC at this point.
- c. SAC is working on UIP, growth + data results

6. Unfinished Business

- a. Yearbook
 - i. Yearbook committee will draft a policy regarding scholarships and would like to have a meeting with 5th grade teachers to discuss policy for ensuring all 5th graders have a yearbook.
 - ii. Still in need of a few classroom photographer volunteers

7. New Business

- a. Survey for parents
 - i. Purpose and what to include to be discussed at a separate meeting (meeting to be combined with FTF wrap up meeting)
- b. Ilce was communicating with spanish speaking families about FTF participation
- c. Excess Spirit Wear is being given out thru Ilce
- d. Christy to write thank you's to Mary Lantz, Laurel Stelzer