Foothill Elementary PTO

Minutes of the Board of Directors Meeting
November 15, 2017 at 3:15 p.m.

Attendees Present:

- Emily Andrews, President
- John Duke, VP
- Robin Miller, Co-Treasurer
- Christy Drury, Secretary
- Donna Wynn, Volunteer Coordinator
- Alexis Schwartz, Fundraising
- Lisa Schuba, Principal
- Anna DiCorleto, Teacher Rep
- Melanie Bauer, Marketing
- Maria Bloomfield, volunteer/parent
- Holli Hoskins, 3rd grade teacher
- Mr. E, Music teacher
- Shelley Rohl, teacher
- Barbara Bogner, 1st grade teacher

Emily opened the meeting and introductions were made.

- Robin made a motion to approve the October Meeting Minutes and the motion was seconded by Alexis and passed unanimously.

1. **President's Report**

    - Volunteer Fingerprinting :
        - Other schools are offering on site at school to make it easier for volunteers to get it done.
        - Foothill front office has asked us to hold off on offering until next year (in conjunction with Meet the Teacher, Back to School night, etc.)
    - Trip Tracker :
        - Numbers down this year
        - Foothill would like to register all of the ELD families (Ilce would do reports)
        - Emily meeting with Peter Hurst to discuss
        - Can we get scanner back?
    - Help at School :
        - Front office is supportive of switching to this new platform for volunteers and school directory (next year).
        - Start using for Volunteer recruiting right away
    - Recruiting for PTO Next Year :
        - Some potential board members - Mike Strife, Garrett Savage (and his wife)
        - Executive Board to meet in December to discuss current roles and open roles
    - School Food Policy :
        - New BVSD policy to be sent out to families in an upcoming eblast or stand alone email.
        - Tessa Hale volunteered to present at the January evening PTO meeting (1/25/18) - Emily confirming with Tessa
        - Exemptions allowed for certain events
    - Upcoming PTO Meeting schedules changes
        - Childcare not readily available for after school meeting times, easier for evening meetings
        - Discussed having a variety of times for the remaining school year

- Discussed having the lunch time meetings in the Staff Lounge (more room and staff could easily participate)
- Proposed Schedule for remainder of year (Christy to update Calendar with Annie)
  - Tuesday, December 14, 11:30 in Staff Lounge
  - Wednesday, January 10th or Thursday, January 11th (doodle poll coming), 3:15 in Library
  - Thursday, January 25, 6:00 in Library (schedule childcare)
  - Thursday, February 8, 11:30 in Staff Lounge
  - Thursday, March 8, 3:15 in Library (Budget Meeting - will be longer than normal meetings) (schedule childcare)
  - Thursday, April 12, 11:30 in Staff Lounge
  - Thursday, April 26, 6:00 in Library (Joint annual meeting with SAC, present budget, vote in new slate of officers) (schedule childcare)
  - May meeting date/time TBD

2. Principal's Report

- Principal Schuba thanked the Teachers for all their hard work lately with report cards, conferences, heritage night
- Heritage Night – was a wonderful event and nice to have a committee of volunteers to run it
- SAC will be asked by DAC what the budget priorities for Foothill are for next year (innovation + Prof. Dev. was last year), SLT has been asked for input
- IReady tests will be done again before the December break
- Next staff meeting 11/30/17
- Give to Grow campaign - where are we with vision, what do we still need?
  - All staff will be asked to complete a survey and work in small groups, results will go back to SLT
  - SLT will make recommendation for this year's campaign (it will not necessarily curriculum based)
  - PTO/SAC parents and others may submit survey response as well
  - Principal Schuba to put together talking points for staff to explain why Foothill has 2 campaigns (one for more tangible items vs. mainly staffing needs)
  - Holli Hoskins was interested to hear what ideas parents might have
  - Principal Schuba, Holli Hoskins, and PTO members have expressed an interest in putting together information about the Foss Kits that includes feedback from teachers, students, etc to share with parents before the new campaign is publicized

3. Treasurer's Report

- $22,500 currently in the bank ($7k is remaining from last year's Give to Grow campaign that will be spent on teacher training days)
- Fund the Fox is currently at $80,137 (56% participation)
- Important to increase participation for next year
- Grocery cards
  - Sold 22 from stand alone email
  - Anna will forward the stand alone email to staff
- Heritage Night
  - Went well
  - Didn't spend whole budget (one music act didn't show up)
  - Committee will debrief and offer suggestions for next year
- Mr. Warshaw requested big folding tables for the school
- Hopefully in January we can open up some mini grants for teachers
- Bring Bingo fundraiser back?
- Payback books – 135 sold, $1450 raised

4. Fundraising

- Finalizing location for Give to Grow Event (March 8th)
  - Hoping to get License 1 at Boulderado
  - Working on list of auction items

- Dine Outs
    - Lark Burger – staff appreciation evening (free items)
        - Jan/Feb on a Tues or Wed evening
        - Sent a tasting menu gift card
    - Proto's - $450 raised!
    - Kitchen Next Door – Monday 12/4, register ahead of time
    - Mod Market – looking into (they do 50%)
    - Noodles, Sweet Cow – no response yet

5. **Marketing**

- PTO emails – only 1 unsubscribe, 50% open rates, positive response
- Add staff email addresses to PTO email list
- Tech Thursday email/blog post about Amazon Smile program

6. **Community**

- Working on a Food Drive Event
    - Mr. Warshaw coordinated a food drive with EFAA last year and EFAA also came and set up a mock food bank/pantry in the library. Emily will ask Mr. Warshaw if we can do this again this year.
- Pennies for Patients

7. **Volunteers**

- Talent Show Committee met and needs to debrief Donna on the details
- Bike Bash chair still needed (Garrett Savage was suggested)

Other Notes :

- PTO School Year Calendar - to be developed at the end of the school year/over summer and shared with Foothill families at the beginning of the school year.
- Fund the Fox Survey - are we still planning on doing this?
- Great Education to speak at January night meeting? Emily will reach out to this organization after we know more about the time needed to discuss the school food policy.

NEXT MEETING - Tuesday, December 14, 2017
11:30 - Staff Lounge