

Foothill Elementary PTO

Minutes of the Board of Directors Meeting
September 14, 2017 at 11:30 a.m.

Attendees Present:

- Emily Andrews, President
- 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
- Maria Bloomfield, volunteer/parent

Emily opened the meeting -

- Introduced Lisa Peterson, the new school counselor at Foothill, who will be working on social/emotional learning for all kids.
- Thanked everyone for all that had been happening around Fund the Fox over the last month.
- Introduced Anna DiCorleto, the new PTO Teacher Rep.
- Donna made a motion to approve the August Meeting Minutes and the motion was seconded and passed unanimously.

1. Committee Reports

a. Marketing (Melanie)

- i. We are up to 4 Community Partner sponsors.
- ii. Some suggestions were made for additional sponsors
- iii. Box Tops week (9/24/17) will have a classroom contest for most collected (there is a list of products that have Box Tops on our website) and will be announced on morning announcements and info sent to teachers
- iv. Working on a new banner for grocery giveback with Dayna, do a push for the program after FTF + Payback Books has finished
- v. Reminder to add suggestions to the social media calendar (1st grade meet the parent party)

b. Volunteers (Donna)

- i. Chairs Needed
 1. Trip Tracker, Picture Day, Hearing/Vision, 5th Grade Graduation
 2. How can we make sure that MSA is fully "socialized"?
 3. Who can coordinate signups on MSA (**Melanie to ask Christy V.**)
 4. Melanie to use MSA for Teacher Appreciation sign ups next month
- ii. Discussed having an Open House for volunteers (could be done in conjunction with MSA training and fingerprinting)
- iii. Could we have communication go through teachers for volunteer needs?
- iv. Compostable goods for upcoming parent parties has been coordinated
- v. Melanie + Donna to discuss updating website for volunteers

c. Community (Jessica)

- i. Heritage Night (Robin, Maria, Cherine, Amy) scheduled for Nov. 8th
 1. Find a teacher rep to help out (Cavanaugh?)

2. Put request for volunteers in eblast
3. Coordinate a craft (Mrs. Whitman)?
4. Master Calendar request made
- ii. Outside School Project
 1. Get student + teacher input for what project to pick
 2. What is the One Book One Foothill selection this year?
 3. Possibly an after school event?
- d. Fundraising (Alexis)
 - i. Chipotle Dine Out event
 1. Made \$420.95
 2. Feedback was for more dine out events
 3. John suggested Pot Belly
 4. Next one at Kitchen Next Door 12/4/17
 - ii. Give to Grow
 1. Alexis met with Kevin + Nicole and they are moving ahead with a Spring event
 2. March 8th is the proposed date, whole school invited
 3. Location TBD (Rayback, Champion's Club at CU, CU Museum of History, License 1 at Boulderado)
 4. Auction will be part of it
 5. Ticket price TBD \$25-40/person
 6. Money to go towards math (SLT input/approval?)
 7. Next meeting is 9/26/17
 8. Can PTO assist with deposit for location? Yes, but need a rough estimate ahead of time
 9. Will PTO assist with marketing? Yes
 10. Who will write thank you notes? PTO will work with event planners to coordinate thank you letters. Systems will be put in place to ensure confidentiality regarding donations, and also accounting that reflects tax deductions (ticket prices and auction items will not necessarily be tax deductible).
 11. Linda to check insurance policy
- e. Treasurer's (Robin + Linda)
 - i. Spirit Wear - old spirit wear has made \$1,300 and new has made \$1,200 so far this year
 - ii. Fund the Fox - at \$52,000 with 35% participation (discussed just using the % participation in upcoming marketing)
 - iii. Subscription Policies
 1. PTO pays for several math + reading app subscriptions (**Robin please share this info with Lisa + Annie so they can track**)
 2. Budget is \$9,400, so far we are \$991 under budget, but there could be more invoices coming
 - iv. Fundraising Budget
 1. Doesn't exist now, do we need one? Try \$500 for this year
- f. Principal's Report
 - i. Communication Protocols
 1. Eblast items go through Emily
 2. Stand alone emails
 - a. Office tries to only send 4/month
 - b. Emails need to fit into the categories of Safety, Community Events, School Improvement
 - c. Emily to send any requests for stand alone emails to Lisa to approve and then send to Peggy, with one week notice.
 3. Emily to be contact to email teachers directly
 - ii. Give to Grow
 1. Use the remaining \$6,700 to pay for subs for ½ day teacher collaboration on the new Foss Kits.

- iii. **Maker Space moving to computer lab in library (Mr. Warshaw requested another COW to replace computer lab computers - dependant on how much is raised from FTF).**
 - iv. **Finances - simplified school's accounting processes for this year, getting teachers Pro Cards (tax exempt)**
 - v. **Class Awards - are they ok? Full Bead jar, box tops competition, etc. Some ideas included extra recess, pj day, a full bead jar so class can choose the award, etc.**
 - vi. **No money in budget for a copy person this year (suggested using some of the front desk volunteers or other parent volunteers for prep + copying/laminating)**
 - vii. **Lisa will discuss with the SLT at the October meeting how the PTO can provide support for new teachers/teachers who changed grade levels and/or classrooms.**
- g. New Business**
- i. **Thank you notes needed**
 - 1. **Parent Party hosts (grade level parents to write)**
 - 2. **Sports for All (Christy)**
 - ii. **Night Meeting agenda discussed**
 - iii. **Anna to ask teachers if they have a class photographer volunteer for yearbook**
 - iv. **Request was made that Mrs. Cavanaugh's and Mrs. Summerfield's afternoon classes are let out at the front of the building to avoid being trampled by 4th and 5th graders that are running around the building down the sidewalk by those doors. Melanie to email Lisa.**
 - v. **Mini Grants - are we going to offer them this year? Depends on FTF results.**