



Fox Hollow PTO Meeting September 18, 2023 8:15 AM

MISSION STATEMENT

The Fox Hollow PTO exists to build strong relationships between parents, teachers, and students, to provide essential funding to help enrich all students' academic experience, while creating a strong school community through social events and activities.

Attendance: Jill Armayor, Jackie Buchanan, Sara Olmsted, Candace Tompkins, Bonnie Weeber, Lisa Dieckman, Mike Page, Ashley Gray, Melissa Smith, Angel St. Pierre

PTO President – Jackie

Approval of 8/4 meeting minutes – approved.

Reiterate voting members (PTO Board members only), and by-laws reminders.

Hospitality

- Staff luncheon went really well.
- **Stock the Fridge Week** (Fall Conferences)
 - 10/30-11/2
 - Signup genius
- **Teacher Dinner** (Fall Conferences)
 - Reminder that PTO is not doing the Fall Dinner
- **Veterans Day Tea 11/9**
 - Ashley and Angel putting together over fall break
 - Hold in cafeteria
 - Megan Miller helping out
- **Staff Favorite Things List**
 - Working with Angel to get any new staff members and preschool staff to fill out the list and add to website

Social Events

- **Trunk or Treat 10/27**
 - Collecting Candy starting 10/11-10/25
 - Classroom with most candy gets a Pizza or Sundae Party – Ashley prefers grade level prize.
 - Hoping to alleviate additional purchases of candy with funds from the PTO
 - Must label each bag with teacher's name/grade level (with a sharpie)

- \$ Donation option available – every \$15 equals 1 bag of candy
- Possibility of soliciting Traveling Tom's Coffee Truck (in addition to pizza)
 - serve hot beverages like coffee and hot chocolate
 - [Travelin Toms Coffee Truck | Coffee travels to you](#)
 - To look into and see if they have minimum purchase amounts.
 - Would there be a cost to PTO? Ashley commented they had to pay a set amount and no non-caffeinated options (would this be popular at night?).
- Weather issue – it can go in gym as backup
- **Creating a Signup Genius** to encompass all events for the rest of the year for volunteers
 - **Use NHS volunteers again**

Communications

- **Student Directory**
 - Michelle Capdeville is currently working on our PTO Directory
 - Goal is to have Directory distributed electronically on the last day before Fall Break if that works for Ashley (yes) Will check in with Donna to see if this is possible as she needs the Excel file from her
 - Jennifer Kim is working to collect ads from our sponsors for placement in the directory
 - Michelle will send Art flyer to 5th grade teachers this week to send out to families - artwork submission due date 9/25
 - Ashley, would you be able to ask staff to vote on the art contest winner? Ashley needs by 10/9
- **Yearbook**
 - Yearbooks sold 2022-2023: 195
 - PTO fundraiser 2022-2023: \$602.49
 - Pre-k will now be included in the yearbook
 - 2023-2024 Soft cover yearbooks will cost \$27 (includes PTO \$3.99 fundraiser)
 - 2023-2024 Hardcover yearbooks will cost \$38.36 (includes PTO \$3.99 fundraiser)
- **Photography**
 - Corey Sullivan will need photo help during PTO events and asked if anyone creates a sign up to please include photography help on that sign up
 - Jackie – if someone is taking pictures for the yearbook, do we need waivers on kids?
 - Kids still need waivers. Ashley doesn't check and kids aren't stickered for all parties. PTO needs to check
- **HOA Newsletter (October)**
 - Fox Hollow Spirit Night at Howdy's Ice Cream 3-8PM
 - 10/16-10/20 No School - Fall Break
 - 10/27 Trunk or Treat 5:15-6:45pm (5pm ILC)
 - 10/30-11/2 Stock the Fridge for Teacher Conference Week
 - Book Fair
 - No Dogs/Safety & Crosswalks
 - Free Ways to Support FHE: PTO website Support FHE link

- Stay up to date with latest news: PTO Website link, PTO Facebook, PTO Instagram
- **Fox Files PTO Content**
 - Reminder: If you have any PTO content you would like Ashley to share with FHE Staff, please email foxbollowcommunicationsvp@gmail.com by Thursday night
- **Proposed Email Procedures Process**
 - In an effort to reduce the amount of emails Ashley (and front office) received from PTO, we have been brainstorming ideas to discuss with PTO and Ashley.

PROPOSED CHANGE: **PTO approvals** for Ashley would go on one shared Google Doc (or Google Sheet) where Ashley (and front office) could regularly check and approve/comment in the document.

- Examples of Possible Approvals to go on the Google Doc:
 - PTO Content for monthly HOA Newsletter
 - Drafts for various PTO Marketing/Advertising Flyers (Running to the Max, Funds for Excellence, Food for Friends, Spirit Nights, PTO Social Events...etc.)
 - PTO Event signup drafts
 - Signage to be placed on school property (sponsors/events/fundraising)
 - PTO sponsorship letters from PTO on behalf of Fox Hollow
 - Information to be viewed on PTO Social Media platforms
 - PTO information to display on marquee
 - PTO information to go out via text to FHE families
 -

PROPOSED CHANGE: **PTO emails other than approvals** could be emailed to Ashley as normal **OR** be sent by VPs and above (if Ashley prefers). PTO chairs would have to go through their VP who would then email Ashley.

- Emails other than approvals and requests would include:
 - Informational PTO emails that do not require a response from Ashley. (Treasurer's Report, Fundraising Updates, Social Event update...etc.)
 - Urgent emails
 - Compiled PTO content for Fox Files (weekly)
 - Sara's Fox Hollow PTO newsletter draft and changes (weekly)
- Ashley: When emailing you, should PTO always CC Angel and Melissa? Yes

Sponsorships

- We have 6 year long sponsors and about 6 quarterly sponsors totaling about \$7,600, goal to get 3 more quarterly sponsors. Goal \$8,800 for the year
 1. Banner going up today
- Math-a-thon – looking for educational sponsors

Donor	Sponsorship Package	Period
David Armayor Group	Yearly	All
Wolf Law	Yearly	All
Lubo's Pizza	Yearly	All
Kumon	Yearly	All
CottageCare (Emily Cooley)	Yearly	All
Village Orthodontics	Yearly	All
Spark	Quarterly	1st
Stable Reading	Quarterly	1st
Z Ultimate Self Defense (Katie Houtkooper)	Quarterly	1st
Z Ultimate Self Defense (Katie Houtkooper)	Quarterly	2nd
The Coder School (Andrew Pedersen)	Quarterly	2nd
Oxford Mortgage LLC	Quarterly	4th

- Sponsors logos are saved here: [2023-2024 Sponsorship Logos - Google Drive](#)

Fundraising

- **Running to the Max 9/21**
 - Signup Genius – we need volunteers! Don't have enough.
 - Prizes – establish dates with the school for the No Pop Quiz, Pizza and Foam Party as well as presentation of Trophies.
 - Formatted so classes compete against each other.
 - Trophies for class with most laps, best spirit, fundraising. Trophies are kept in classroom all year long and collected for the next year.
 - Drawings – Jill and Jackie can do a video where we do the drawings and the teachers can show it in their classrooms
 - Collecting money until September 29
 - Prizes will be handed out first week of October
 - Tshirts handed out this week to those who signed up. Those who haven't, tshirt will be in hall by size
 - Dinger will be here about 730/745 – go through hall, like at parade. Have him for ½ hour.
 - Dinger w/ “Great Day to be a Fox”
 - Donations are down
 - Maybe go for grade level instead of classrooms
 - Prizes weren't approved for when the Fox went through the school to promote RTTM – slap bracelets are like weapons and not ok.
 - Ashley and Melissa will come up with ideas how to incentivize with idea like ‘pie to face’ and “mummy the principal”
- **Spirit Wear**
 - Brought Kaitlynn Wetmore's vision of a Spirtwear Cart to life
 - Location move around to black top or at grade exit doors
 - Cart donated and put together by PTO members for the School
 - Cart will be in front of School on each first Friday of the month as well as School Events
- **School Toolbox**

- District had a \$50 cap on what we were allowed to charge
 - We sold 127 kits and our fundraising amount was \$473
 - Michelle Capdeville will run again.
 - Melissa comments – headphones were not included and not intuitive when checking out.
- **Spirit Nights**
 - Howdy's is on October 6th, 3-8 PM
 - Panda Express is on November 17th
 - This is a **nationwide** fundraiser and 28% comes back to the school!
 - All day long
 - Make sure you tell friends and family even from afar
- **Loyalty Programs – Mike Page**
 - Box Tops
 - Do they still allow us to turn in physical, cut out box tops? Waiting for response
 - Milk Caps for Moooolah
 - to build a box or 2 for milk cap drop offs
 - Caps were overflowing and need to be turned in.
 - American Furniture Warehouse – check should be coming around now.

Community & Wellness

- **PTO Sponsored Education Projects**
 - Bug Hunt boxes have been replenished
 - Grow Light project ready to go (as you can see)
- **Garden**
 - **Grants**
 - Colorado Garden Foundation - Submitted grant for Round 1. Hope to make cut for Round 2. Applying to obtain musical instruments for \$14,400.
 - CCSF Educator Grant Application X2
 - \$1,200 Mrs. McKenna, we are applying for the Starter Nature Motor Sensory Pathway
 - \$1,200 Mrs. Morris' application adds the Daisy hopscotch stencil (which creates the Premium Kit) and 2 Premium kit paint sets
 - **Donations**
 - Garage Sale donations \$725, pending employee matching \$1,175 for a total of \$1,900
 - Terracycle funds donation \$2,000
 - Working with district vendor to see options for recycled message board and installation (complete TerraCycle funds) - waiting for proposal
 - Other Misc donations \$625
 - **Harvesting**
 - Darcy will be getting a sign up genius out (this week) for harvest options for teachers

- Garden didn't do as well due to excess rain and hail. Sunflowers were replanted 3x. Not enough sun/heat. May only have 4 for harvest. May have more from Darcy in October
- Other seed options - pumpkin, marigolds, Zinnias
- **Maintenance**
 - Have contacted district multiple times to have the garden fence put back in and check excess water by the tulip garden. They should be out Thursday for water...not sure about fence
- **Food for Friends**
 - September 19th, members of CCSD Parents' Council and the CCSD Board of Education will be ONSITE (from 7:40a - 8:10a) to collect donations
 - Sign-up genius went out to teachers to sign up class to put together bags. Starts October 13
 - Working with district to stock pantry if it gets low

Jackie

Went over Treasurer numbers

Do we need \$76,000 for TAs again – Ashley won't know until Spring.

Budget needs to be voted on at PTO General Meeting tonight

- **Other Business**

- How do we address parent concerns about raising money to supplement TAs when we are losing specials?

Ashley's response:

21/22 SY – 540 kids

23/24 SY – 453 kids

Funding (from district) based off how many people we have.

Lower numbers than what was projected for Kindergartners.

58 in Kindergarten

Intervention was 1.5 last year to 1.0 this year

District pays Assistant principal.

Numbers – PE and Art are at 1.0

Music at .85 (most schools at this number .75)

STEM at .5 and .5 Library

The only reason we could do that is because PTO is funding the schools Paras. STEM would have been cut 100% .

\$24,000 from school budget (Max) for staffing.

K-2 get a modified STEM schedule of 1-2 days during what would have been their normal

Ashley and Melissa don't feel a school wide email addressing the staffing changes would have been personal enough. Said they address the changes Fox Tales in August and teachers sent STEM changes in their emails (for K-2) at the beginning of school year.