

An underwater photograph of two dolphins swimming towards the camera. The water is clear blue, and sunlight filters down from the surface, creating shimmering patterns on the dolphins' skin. The dolphin on the right is larger and has a prominent dorsal fin. The dolphin on the left is smaller and appears to be a calf.

Parent Meeting

Foothill Elementary PTA

26 April 2017

Meeting minutes from January 26, 2017

Summary:

- *Approved the October 13, 2017 Minutes.*
- *Created Nominating Committee*
- *Ratified changes to 2016-2017 budget*
- *Ratified checks 6041-6073 inclusive, as presented.*

Need a motion to adopt these January 26 minutes, as presented or as corrected.

Meeting minutes from March 24, 2017

Summary:

- *Presented nomination committee reports*

Need a motion to adopt these March 24 minutes, as presented or as corrected.

Programs 2016-2017

Year-Round Programs:

- [Art Docent \(in partnership with SEF\)](#)
- [Assemblies](#)
- [ABC Readers / Project Cornerstone](#)
- [Gardens](#)
- [Maker Space](#)
- [Playground Pals Bus Stop](#)

School-wide Events (Funded through Donations):

- *School Supplies (Aug)*
- *Teacher Grants (Aug and January)*
- *Directory and Finder (September)*
- *Book Fair (Oct. 31 - Nov. 4)*
- *Staff Holiday Luncheon (December)*
- *Kindness Week (March 13-17th)*
- *Science Day (March 24)*
- *Variety Show (April 12th)*
- *Staff Appreciation Week (May 1-5)*
- *International Night (May 12th)*
- *Open House (May 18th)*
- *Field Day (June 2nd)*
- *Field Trip Scholarships (June)*

Special Programs and Events (Funded by Participants):

- *Fall Family Fun Night (October 22th)*
- *Fall Musical (Sept. through Nov. Performances Nov. 18th and 19th)*
- *Math Team (Sept. through Mar.)*
- *Robotics Team (Oct. through April)*
- *Spelling Bee (January)*
- *Year Book (May)*

Fundraisers:

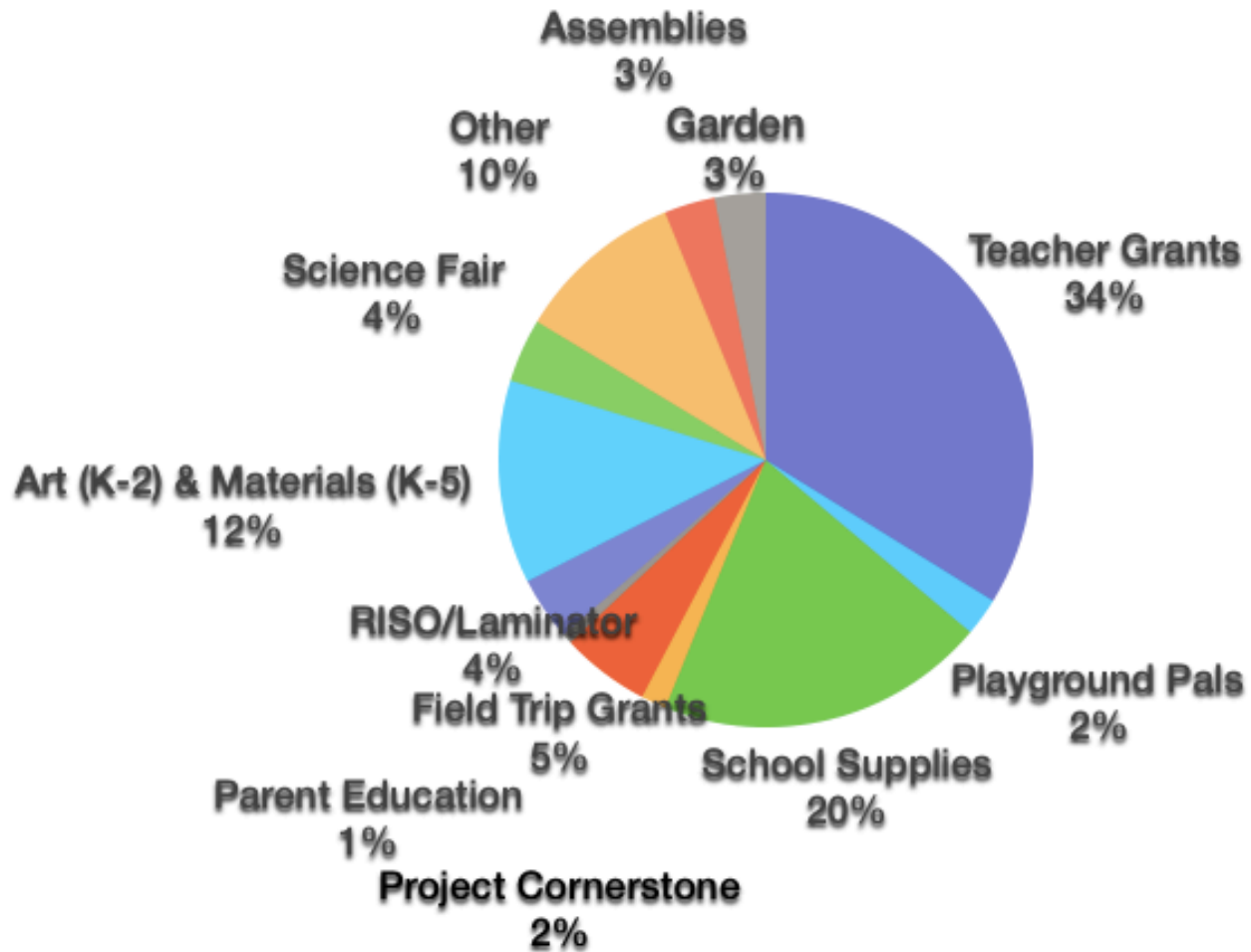
- *Spirit Gear (New Gear this Year)*
- [Read-A-Thon \(end of September\)](#)
- *Ceramics (Nov or Mar)*
- *Flowers/Snacks at Events (Each Event)*
- *Amazon Sales (Year-round)*
- *Bricks (May)*

Ongoing

Complete

Still-to-come

Donations Budget 2016-2017



Budget and Ratifications 2016-2017

	Selected Period	Year to Date	Budget
Cash Balance Forward			
Foothill School PTA checking account	52,756.86	52,756.86	52,756.86
Cash Box	150.00	150.00	150.00
Checking Account (not in use)	0.00	0.00	0.00
Foothill School PTA checking account	0.00	0.00	0.00
Total Cash Balance Forward	\$ 52,906.86	\$ 52,906.86	\$ 52,906.86
Receipts			
Administration			
Class donations pass through income	182.00	182.00	0.00
Convenience Fee Income	181.34	181.34	1,000.00
Fundraisers			
Amazon Associates	363.70	363.70	700.00
Book Fair	3,835.65	3,835.65	5,000.00
Bricks	0.00	0.00	1,000.00
Ceramics	0.00	0.00	1,000.00
Company Matching	7,274.09	7,274.09	3,500.00
Flower/Snack Sales	0.00	0.00	500.00
Membership Unit Due	37.00	37.00	50.00
PTA Annual Gift	29,824.26	29,824.26	46,200.00
ReadAThon	9,462.00	9,462.00	5,000.00
Spelling Bee	524.91	524.91	800.00
Spirit Gear	2,228.50	2,228.50	2,500.00
Programs			
Directory and Finder	70.00	70.00	150.00
Fall Family Fun Night	4,146.47	4,146.47	5,000.00
Math Team	4,490.03	4,490.03	3,600.00
Musical	14,981.59	14,981.59	12,000.00
Robotics Team	8,060.36	8,060.36	11,100.00
School Supplies	160.00	160.00	0.00
Staff Holiday Lunch	30.00	30.00	0.00
Year Book	(40.00)	(40.00)	6,800.00
Total Receipts	\$ 85,811.90	\$ 85,811.90	\$ 105,900.00

Budget and Ratifications 2016-2017

Expenses

Administration

			Already Released	
Bank Charge Expense	52.00	52.00	100	100.00
CAPTAEZ, CT fee, tax filing fee	454.00	454.00	375	375.00
Class donations pass through expense	316.72	316.72	0	0.00
Convenience Fee-PayPal	182.16	182.16	600	1,000.00
District Administration Fee	50.00	50.00	50	50.00
Insurance	221.00	221.00	250	250.00
Last year expense	158.00	158.00	158	0.00
Movie Licensing Expense	0.00	0.00	200	200.00
Office Supply Expense	0.00	0.00	25	25.00

Fundraisers

Book Fair	3,763.15	3,763.15	5500	5,500.00
Bricks	128.97	128.97	250	250.00
Ceramics	0.00	0.00	600	600.00
Flower/Snack Sales	0.00	0.00	50	50.00
Marketing	269.70	269.70	300	300.00

Will need a motion
on the next slide.

Budget and Ratifications 2016-2017

Spelling Bee	295.00	295.00	500	500.00	
Spirit Gear	12.44	12.44	12.44	0.00	
Programs					
Art Program and Supplies	2,022.15	2,022.15	8000	8,000.00	
Assemblies	0.00	0.00	2000	2,000.00	
Directory and Finder	620.42	620.42	1800	1,800.00	
Enrichment Grant	0.00	0.00	3500	3,500.00	
Fall Family Fun Night	4,465.16	4,465.16	4252.66	2,900.00	to 4465.16
Field Day	0.00	0.00	250	250.00	
First Day Welcome Coffee	0.00	0.00	100	100.00	
Garden	758.96	758.96	2000	2,000.00	
Hospitality	0.00	0.00	100	100.00	
International Night	0.00	0.00	500	500.00	
Kindergarten Splash	0.00	0.00	100	100.00	
Maker Space	4,973.40	4,973.40	12500	12,500.00	
Math Team	2,676.58	2,676.58	5000	5,000.00	
Musical	10,078.08	10,078.08	12000	12,000.00	
Play Ground Pals	1,158.15	1,158.15	1000	1,500.00	500
Principal Discretionary Spending	165.65	165.65	500	500.00	
Project Cornerstone	0.00	0.00	1250	1,000.00	
PTA Meeting	22.50	22.50	200	200.00	
RISO & Laminator	3,016.12	3,016.12	2500	2,500.00	to 3016.12
Robotics Team	7,322.04	7,322.04	11100	11,100.00	
School Supplies	12,909.68	12,909.68	14000	14,000.00	
Science Day & Night	1,050.00	1,050.00	2500	2,500.00	
Staff Appreciation Week	0.00	0.00	500	500.00	
Staff Holiday Lunch	277.01	277.01	300	300.00	
Teacher Grant	21,108.16	21,108.16	22000	22,000.00	
Teacher Substitutes	435.00	435.00	500	500.00	
Variety Show	(146.51)	(146.51)	400	400.00	
Visitation Day	0.00	0.00	80	80.00	
Year Book	0.00	0.00	6000	6,000.00	
Total Expenses	\$ 78,815.69	\$ 78,815.69	\$	123,030.00	

Need a motion to
release these funds
as presented.

Checks Written

Need a motion to ratify checks
6074-6094.

6074	PTAEZ	Invoice #3862 - Yearly Renewal Fee	319.00
6075	Jennifer Lee	Lobster Clay Materials	25.06
6077	Vidya Vineet	Math games & Math Kangaroo Registration	1,508.43
6078	Vidya Vineet	Class of 2016 Buddy Bench Celebration	134.72
6079	SUSD	FFFN Custodian & PTA Substitutes	386.50
6080	Acco Brands USA LLC	Laminator Inv#404797	484.56
6081	Debbi Bettinger	Clay Glaze and Brushes	91.09
6082	Donnette Teeple	Holiday Staff Luncheon	277.01
6083	Karen Smyrl	Balloons	28.10
6084	Jennifer Hertz	Art Docent Reimbursement	213.05
6085	RISO, INC..	RISO Contract Inv#CNIN079362	2,531.56
6086	Julie Orlando	Musical Costumes Reimbursement	120.73
6087	Misty Davies	Maker Space Jan-Feb	574.39
6088	Misty Davies	Robotics Sept-Dec	828.17
6089	Misty Davies	Maker Space Sept-Dec	1,361.84
6090	SUSD	Inv 1617050, 1617051, 1617054	288.38
6091	SUSD	Teacher grants	9,108.16
6092	Jennifer Dickson	Art Materials Reimbursement Jan-Mar	136.13
6093	High Touch High Tech	Inv #1202	750.00
6094	Mad Science of the Bay Area	Go with the Flow Fun Station	300.00

Audit



everychild.onevoice.

AUDIT REPORT

Date 04/25/2017 Fiscal Year 2016
Name of Unit Foothill Elementary PTA IRS EI Number 94-6171942
Council Out of Council District PTA 6th
Bank Name Wells Fargo Account # 1608940
Bank Address 14428 Big Basin Way City/Zip Saratoga, CA 95070

Dates covered by this audit July 1, 2016 - December 31, 2016

Check numbers reviewed in this audit 6019-6073

BALANCE ON HAND at time of last audit <u>07/01/2016</u> (date)	\$ <u>53,616.96</u>
RECEIPTS since last audit	\$ <u>79,711.24</u>
TOTAL	\$ <u>133,328.20</u>
DISBURSEMENTS since last audit	\$ <u>61,221.38</u>
BALANCE ON HAND <u>12/31/2016</u> (date)	\$ <u>72,106.82*</u>

Audit

Need a motion adopt this audit

BANK RECONCILIATION

Last **BANK STATEMENT** balance 12/31/2016 (date) \$ 73,700.41

DEPOSITS not yet credited (**add to balance**) \$ 0.00

\$ _____ \$ _____ \$ **Text** _____

CHECKS OUTSTANDING (List check number and amount)

6020 \$ 146.51 # 6026 \$ 128.97 # 6043 \$ 142.84

6065 \$ 22.50 # 6067 \$ 265.35 # 6068 \$ 620.42 # 6070 \$ 267.00

TOTAL outstanding checks (**subtract from balance**) \$ 1,593.59

BALANCE in checking account 12/31/2016 (date) \$ 72,106.82 *

*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Foothill Elementary PTA
PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed April 25, 2017

Executive Board Adopted _____

Association Adopted _____

Auditor's Signature 

Auditor's Printed Name Sharmi Shah

Chair Positions Next Year

Accepting volunteers

2017-2018 FOOTHILL COMMITTEES

- Assembly Liaison - Amy Williams
- Book Fair Committee - Sumangala Prasad, Chen-Chen Wu & Bhavana Narayana
- Clay & Art Docent Committee - OPEN
- Fall Family Fun Night Committee - OPEN
- Fall Musical Committee - OPEN
- Field Day Committee - OPEN
- Garden Docent Committee - OPEN
- International Night Committee - OPEN
- Maker Space Committee - OPEN
- Math Team Committee - Vidya Vineet, Misty Davies & Mabel Lau
- Open House Committee - OPEN
- Parent Education Night Committee - OPEN
- Robotics Committee - OPEN
- Spelling Bee Committee - Vidya Vineet & Misty Davies
- Science Day/Fair Committee - Misty Davies, Venkat Ratnam & Vidya Vineet
- Staff Appreciation Committee - OPEN
- Variety Show Committee - OPEN
- Yearbook Committee - OPEN

All board positions are OPEN until confirmations at the next parent meeting on April 26th 6pm. All committees are OPEN to JOIN!

2017-2018 Board Elections

2017-2018 FOOTHILL PTA BOARD NOMINATIONS

President - Misty Davies

Vice-President - Denise Zarins

VP of Classroom Activities - Sharmi Shah

VP of Student Programs - Vidya Vineet

VP of Communications - Bhavana Narayanan

VP of Membership - Krupa Natarajan

VP of Infrastructure - Tony Palma

VP of Family Programs - **OPEN**

Historian - Venkat Ratnam

Secretary - Surya Hotha

Treasurer - Debbi Bettinger/Co-Treasurer - **OPEN**

Parliamentarian - Joanne Wang

Auditor - John Thodiyil

*SEF Representative - Bhavana Narayanan

Web Master - Julie Greiner

Hospitality Chair - Donnette Teeple

Project Cornerstone Chair - Roxanne Enman/Co-Chair - **OPEN**

Art Docent Chair - Margery Tonna

Volunteer Coordinator - **OPEN**

Need further nominations
from the floor, and
elections.

Release of Funds for 2017-2018

Release of funds over summer:	
school supplies	13000
membership drive	400
art docent	1200
hospitality	500
musical	4500
office supplies	100
directory and finder	1800
fall family fun night	1000
teacher grants	12000
garden	100
math team	1000
	35600

Need a motion for authorization to spend these funds between now and October 2017.

Announcements

Next parent meeting: Thursday, June 1st 8:40am -- To present next year programs. Roberta Zarea to talk about new sex education standards.

- Friday, May 12th: International Night
- Thursday, May 18th: Open House
- Thursday, June 1st: Parent PTA Meeting
- Thursday, June 8th: Field Day