

An underwater photograph of two dolphins swimming towards the camera. The dolphin on the left is smaller and appears to be a calf, while the one on the right is larger, likely an adult. They are both looking directly at the viewer. The water is clear blue, and sunlight filters down from the surface, creating a bright, shimmering effect. The text "General Association Meeting" is overlaid in white, and "Foothill Elementary PTA" and "20 April 2015" are overlaid in yellow at the bottom.

General Association Meeting

Foothill Elementary PTA

20 April 2015

Introductions

Meeting minutes from January 30, 2015

Summary:

- *Meeting minutes from October 2, 2014 were adopted.*
- *Ratified checks 5857 through 5898.*
- *Amended the 2014-2015 budget.*
- *Released funds per the presented budget.*
- *Confirmed the nominating committee.*

Need a motion to adopt the January 30, 2015 minutes, either as written or as corrected.

Programs 2014-2015

Year-Round Programs:

- *Art Docent*
- *Assemblies*
- *ABC Readers / Project Cornerstone*
- *Playground Pals Bus Stop*

School-wide Events:

- *Book Fair (November 3rd-7th)*
- *Staff Holiday Luncheon (December 11th)*
- *Junior Achievement Day (February 6th)*
- *Science Day (March 10th)*
- *Staff Appreciation Week (May 4th-8th)*
- *Field Day (June)*

Special Programs and Events:

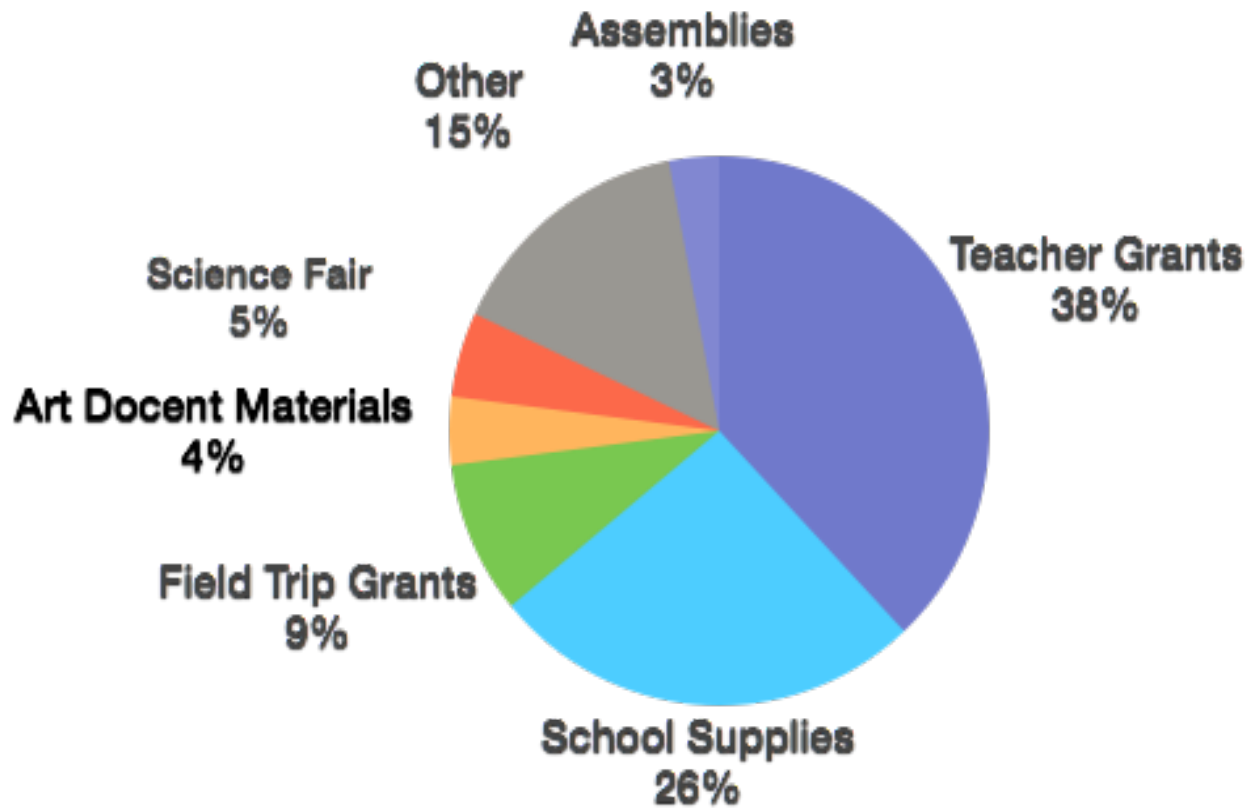
- *Fall Musical (Sept. through Nov. Performances Nov. 14th and 15th)*
- *Fall Family Fun Night (October 18th)*
- *Spelling Bee (January)*
- *Ceramic Gift (planned for December, moved to March)*
- *Math Olympiad (October through April)*
- *Variety Show (April, Performance April 30th)*
- *International Night (May 8th)*
- *Open House (May 20th)*

Ongoing

Complete

Still-to-come

Budget and Ratifications 2014-2015



Budget and Ratifications 2014-2015

Foothill Elementary PTA

Financial Report

From July 1, 2014 to April 19, 2015

Cash Balance Forward

Foothill School PTA checking account
Cash Box
Checking Account (not in use)

Total Cash Balance Forward

Selected Period	Year to Date	Budget
54,177.48	54,177.48	54,177.48
0.00	0.00	0.00
0.00	0.00	0.00
\$ 54,177.48	\$ 54,177.48	\$ 54,177.48

Net Receipts

Less:

Capital Improvement Fund
Unallocated Reserves

\$ 5,947.58	\$ 5,947.58	\$ 517.00
		0.00
		54,694.48
		\$ 0.00

Estimate of \$10,500 remaining to spend this year

Budget and Ratifications 2014-2015

Receipts

Administration

5th Grade Project Income	420.00	420.00	0.00
Extra Donation Income	1,685.00	1,685.00	0.00
PTA Annual Gift Income	28,398.00	28,398.00	35,000.00
Staff Luncheon Donation Income	100.00	100.00	0.00
Supplies Income	11,808.39	11,808.39	13,200.00

Fundraisers

Book Fair	4,876.18	4,876.18	5,000.00
Bricks	0.00	0.00	200.00
Ceramics	0.00	0.00	1,000.00
Company Matching	4,051.78	4,051.78	4,820.00
Membership Unit Due	227.00	227.00	257.00
Spelling Bee	670.00	670.00	500.00
Spirit Gear	2,065.00	2,065.00	4,500.00

Programs

Activity Night and Join the Fun	0.00	0.00	1,200.00
Extra Directories	230.00	230.00	150.00
Fall Family Fun Night	3,692.87	3,692.87	5,000.00
Math Olympiad	0.00	0.00	1,300.00
Musical	7,565.15	7,565.15	8,000.00
Science Fair	359.03	359.03	350.00
Year Book	22.50	22.50	6,000.00

Total Receipts

\$	66,170.90	\$	66,170.90	\$	86,477.00
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Receipts Not Belonging to the Association

Membership passthrough income	978.00	978.00	1,028.00
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Total Receipts Not Belonging to the Association

\$	978.00	\$	978.00	\$	1,028.00
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Budget and Ratifications 2014-2015

Expenses

Administration

			Released/Ratified	To be released
Bank Charge Expense	14.91	14.91	100	100.00
CAPTAEZ, CT fee, tax filing fee	354.00	354.00	354	350.00
Convenience Fee-PayPal	533.97	533.97	1000	1,000.00
District Administration Fee	0.00	0.00	50	50.00
Insurance	209.00	209.00	250	250.00
Movie Licensing Expense	154.84	154.84		0.00
Office supply Expense	0.00	0.00	75	75.00
PTA Annual Gift Expense	0.00	0.00	400	400.00
Supplies Expense	14,748.66	14,748.66	14811.57	14,000.00

Should be in activity night

Fundraisers

Book Fair	4,859.42	4,859.42	5000	5,000.00
Bricks	0.00	0.00	200	200.00
Ceramics	0.00	0.00	600	600.00
Marketing	126.16	126.16	500	500.00
Spelling Bee	274.35	274.35	500	200.00
Spirit Gear	3,625.10	3,625.10	3625.10	3,500.00

Programs

Activity Night	0.00	0.00	1200	1,200.00
Art Docent	2,238.43	2,238.43	2500	2,500.00

Should have a \$154.84 MLPC Expense

Budget and Ratifications 2014-2015

International Night		0	500	500	
Assemblies	1,050.00	1,050.00	1500	1,500.00	
Directory and Finder	1,645.11	1,645.11	1800	1,800.00	
End of Year Celebration	0.00	0.00	250	250.00	
Enrichment Grant	0.00	0.00	5000	5,000.00	
Fall Family Fun Night	1,446.33	1,446.33	5500	5,500.00	
Fifth Grade Program	850.00	850.00	850	0.00	
First Day Welcome Coffee	0.00	0.00	100	100.00	
Giving From the Hearts	0.00	0.00	130	130.00	
Junior Achievement	0.00	0.00	500	500.00	
Kindergarten Splash	35.42	35.42	100	100.00	
Math Olympiad	232.00	232.00	1300	1,300.00	
Musical	3,381.74	3,381.74	5500	5,500.00	
Pin Wheel for Peace	0.00	0.00		125.00	
Play Ground Pals	1,174.75	1,174.75	1000	1,000.00	200
Principal Discretionary Spending	100.00	100.00	500	500.00	
Project Corner Stone	0.00	0.00	750	750.00	
PTA Meeting	92.72	92.72	200	200.00	
RISO & Laminator	0.00	0.00	2400	2,400.00	
Room Parent Signup	0.00	0.00	100	100.00	
Science Fair	1,846.12	1,846.12	2500	2,500.00	
Staff Appreciation Day	0.00	0.00	500	500.00	
Staff Holiday Lunch	244.29	244.29	300	300.00	
Teacher Grant	21,100.00	21,100.00	21000	21,100.00	250
Teacher Substitutes	0.00	0.00	400	400.00	
Variety Show	0.00	0.00	400	400.00	
Visitation Day	0.00	0.00	80	80.00	
Year Book	0.00	0.00	4000	4,000.00	
total Expenses	\$ 60,337.32	\$ 60,337.32	\$	85,960.00	

Need a motion to release these funds.

Need to move receipts here

Budget and Ratifications 2014-2015

01/30/2015	CHECK	5899	Andrea Kline, 3 Expense reports related to musical	384.86
01/30/2015	CHECK	5900	Sarah Okuno, Exp report for Musical	52.59
01/30/2015	CHECK	5901	Panchapakesan, Shankari, Exp report re-imb for Musical	51.23
01/30/2015	CHECK	5902	Sonal Christie, Musical re-imb	88.58
01/30/2015	CHECK	5903	Jennifer Hertz, 3 Exp reports for Art Docent	652.83
01/30/2015	CHECK	5904	Woodside Priory School, Sound Equipment rental for Musical	500.00
01/30/2015	CHECK	5905	Miyo Yarrington, Paint exp for musical	43.97
01/30/2015	CHECK	5906	Shaghayegh Bagherian, For Wildlife assembly	450.00
01/30/2015	CHECK	5907	SUSD, Invoice 1415045 for 8 clay bags for Art Docent	58.80
02/09/2015	CHECK	5908	SUSD, Remaining balance in Teachers' grant	11,100.00
02/22/2015	CHECK	5909	Schmahl Science Workshops	500.00
03/05/2015	CHECK	5910	Theatre Works, Invoice # 259233-Oskar & the last straw	600.00
03/05/2015	CHECK	5911	Donnette Teeple, Staff Holiday Luncheon Exp re-imb	244.29
04/03/2015	CHECK	5913	Liu, Josephine, PPBS Expenses - Craft Supplies via 2 expense reports	232.16
04/03/2015	CHECK	5914	Misty Davies, Science Fair Exp- Refreshments & payment to Schmahl workshops	721.19
04/14/2015	CHECK	5915	Youth Science Institute, Science Day	550.00
04/14/2015	CHECK	5916	Ruchi Joshi, Spelling Bee Expense	274.35
04/14/2015	CHECK	5917	Karen Smyrl, Expense Re-imbursement - PPBS Expense	100.29
04/14/2015	CHECK	5918	Liu, Josephine, Exp report - PPBS	176.84

Need a motion to ratify checks 5899 through 5918 inclusive.

Appointment of Secretary

- Need a motion to accept the appointment of Sunghee Park as the secretary for the remainder of the school year.

Nominating Committee- Report

*President – **Misty Davies*** – Work closely with the Principal, Executive Board, Committee Chairs and other parents to lead the PTA organization's activities during the school year. Lead the association's meetings. Sign all contracts entered into on behalf of PTA. Maintain contact with district, state and national PTA.

*Executive Vice President – **Denise Zarins*** – Assist the President, as needed. Attend and run meetings on President's behalf, if needed.

1st VP-Classroom Activities – OPEN Recruit, train and coordinate classroom Room Parents. Serve as primary communication point from PTA Board & Committees to classroom parents.

2nd VP-Student Programs – OPEN Oversee programs that involve student participation, and enrich their learning experience directly. Recruit and supervise Chairpersons to coordinate these programs. Oversee budgeting for, scheduling of, and execution of the PTA sponsored programs. Review program plans to ensure that they do not take up too much class time. Seek approval from PTA President and Principal for any changes to PTA program.

Nominating Committee

3rd VP-Communications -Bhavana Narayanan and Rushi Joshi – Communicate PTA and School programs in the most effective way possible through banners, first day packets, slideshows, marquis, enews, website, Thursday folders etc. Work closely with School Staff, Principal, and PTA Board & Committee Chairs to help them formulate marketing plans for events and programs. Oversee Hospitality Committee events.

4th VP-Membership -OPEN Develop campaigns to recruit PTA members and raise funds to support PTA programs. Oversee process to create the Foothill Directory.

5th VP-Infrastructure – John Thomas - Oversee PTA supported school facility programs and projects including parking lot drop-off program, multi-purpose room sound system, education/demonstration gardens, & capital improvement projects. Participate as a standing member of the PTA capital improvements committee. Coordinate with the Sheriff, School and SUSD emergency preparedness committees.

6th VP-Family Programs -Madhu Gupta - Help build a strong close-knit school and local community so that we may partner in raising our children to become responsible citizens. Oversee committees for Family Cultural Events, Activity Nights, Parent Education, and Community Outreach events. Enlist the participation of parents, students and community members in the education process and establish collaborative relationships focused on positive impacts. Facilitate communication with other local community groups including but not limited to SUSD, District Schools, and the City of Saratoga.

Nominating Committee

Secretary - OPEN Record minutes of PTA Executive Board and General Association meetings and present minutes for approval at the following Executive Board or General Association meeting. Record and distribute action-items at monthly Executive Board meetings. Create and moderate web group for Executive Board electronic communication. Prepare and update Executive Board Roster. Track attendance at Board and General Association meetings. Maintain up-to-date hard copy records of agendas, minutes & financial reports and provide materials when requested to the auditor. Maintain a public record of all General Association Meetings.

Treasurer – OPEN Act as custodian of all PTA funds. Participate on Budget Committee. Receive and disperse monies. Pay authorized bills promptly, provide financial report for each PTA meeting.

Auditor – Sreela Venkataratnam – Perform semiannual audits of PTA Treasurer's records and prepares written report for the PTA Executive Board and the PTA Sixth District. Present findings of each audit at subsequent PTA meetings.

Parliamentarian – Shawna Ballard – Ensure that the PTA Meeting Management and Rules of Order are followed at all meetings. Review the meeting structure at start of each meeting. Ensure PTA meetings flow and do not get bogged down. Review and update By Laws every 2 years. Assist the President in preparing for meetings if requested.

Nominating Committee

Historian – Venkat Ratnam – Oversee the maintenance of the records of the PTA. Maintain on-line program plans for each PTA Board Position and Committee. Help ensure that chairpersons do not have to “recreate the wheel” each year. Ensure that programs are documented in a timely fashion. Track Volunteer Hours and Prepare Annual Historian Report to submit to the Sixth District PTA.

Web Master – Julie Grenier – Maintain school web-site, ensure information posted is relevant, valid and complete. Coordinate with VP-Marketing, “Foothill Reminders” Chairperson, Secretary and office staff. Participate on Communications Committee.

SEF Representative – Annette Narayanan – Act as Liaison between SEF and school. Attend SEF and school PTA meetings. Speak about SEF at New Parent Orientation and Welcome meetings. Deliver SEF materials, hang banners, deliver school donation checks, and support SEF school activities, such as the annual art show.

Call for nominations from the floor.

Announcements

Next meeting: May 20th, Library –
Elections!