

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 is overlaid on the upper half of the image.

General Association Meeting

Foothill Elementary PTA
3 Feb 2016

Introductions

Meeting minutes from Aug 28, 2015

Summary:

- *Approved the May 20, 2015 Minutes.*
- *Adopted 2015-2016 Program.*
- *Ratified expenses from the 2014-2015 School Year.*
- *Adopted the 2015-2016 Budget.*
- *Released funds per the presented 2015-2016 budget.*
- *Ratified checks 5929, 5931-5937, and 9001-9003.*
- *Ratified checks 5930 and 5945-5947.*

Need a motion to adopt the Aug 28, 2015 minutes, either as written or as corrected.

Meeting minutes from Oct 7, 2015

Summary:

- *Approved the expenditure of up to \$6000 to buy 6 high-quality body microphones for the use of Foothill students and staff.*

Need a motion to adopt the October 7, 2015 minutes, either as written or as corrected.

Programs 2015-2016

Year-Round Programs:

- *Art Docent (in partnership with SEF)*
- *Assemblies*
- *ABC Readers / Project Cornerstone*
- *Playground Pals Bus Stop*

School-wide Events (Funded through Donations):

- *School Supplies (Aug)*
- *Teacher Grants (Aug and January)*
- *Directory and Finder (September)*
- *Kindness Week (Oct. 19-23)*
- *Book Fair (Oct. 29 - Nov. 6)*
- *Staff Holiday Luncheon (December)*
- *Junior Achievement Day (February)*
- *Science Day (March)*
- *International Night (March)*
- *Variety Show (April)*
- *Bike/Walk to School Week (April 25-29)*
- *Staff Appreciation Week (May 2-6)*
- *Open House (May 26th)*
- *Field Day (June 2nd)*
- *Field Trip Scholarships (June)*

Special Programs and Events (Funded by Participants):

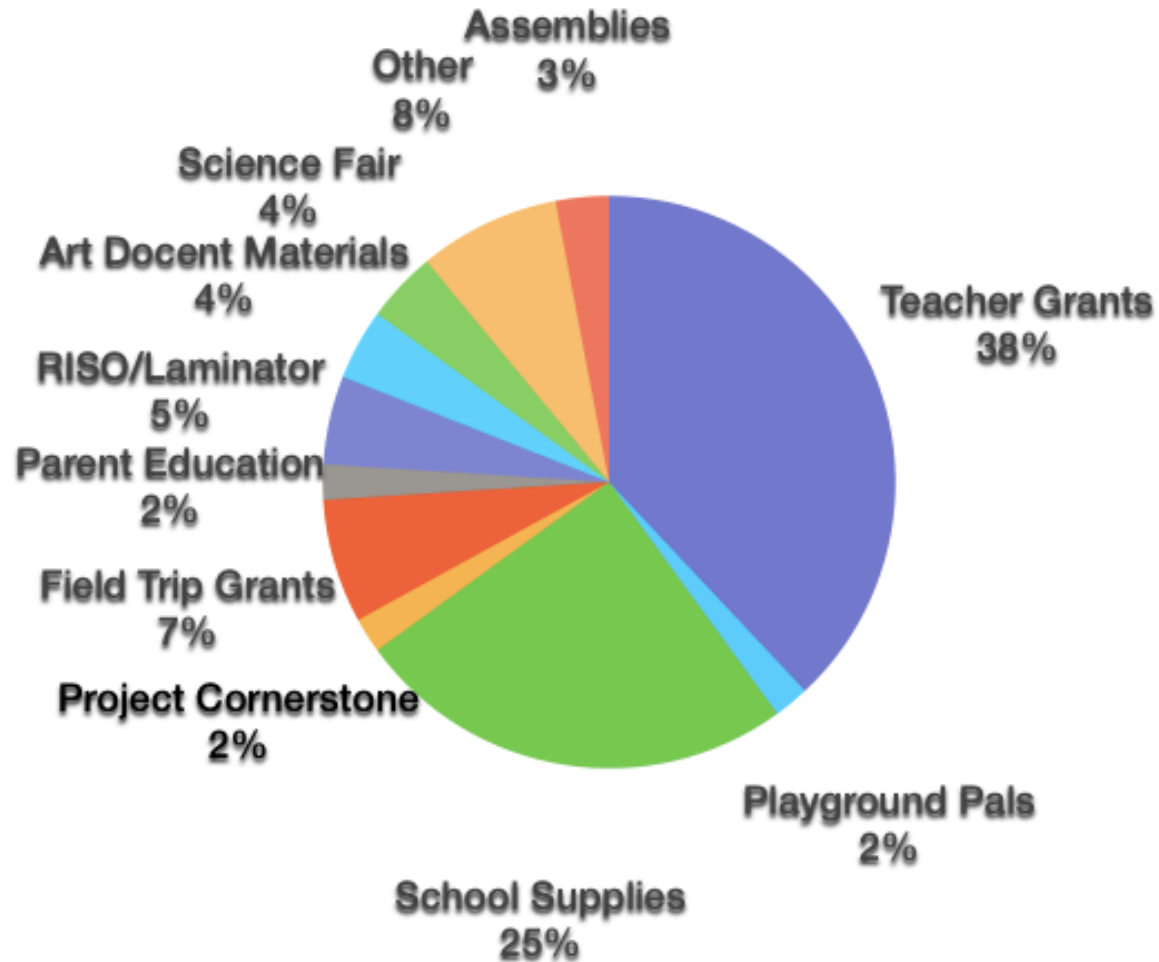
- *Fall Family Fun Night (October 24th)*
- *Fall Musical (Sept. through Nov. Performances Nov. 13th and 14th)*
- *Math Olympiad (Sept. through Mar.)*
- *Robotics Team?*
- *Holiday Parade (Dec. 5)*
- *Spelling Bee (January)*
- *Challenge Success Parent Classes (January)*
- *Year Book (May)*

Ongoing

Complete

Still-to-come

Donations Budget 2015-2016



Budget and Ratifications 2014-2015

5929	SUSD	Science Night + RISO Exp+ Substitute Teacher Exp	2,446.53
5931	Shaghayegh Bagherian	Morning Assembly+Variety show	518.00
5932	Mackin, Michelle	Science Supplies	23.69
5933	Donnette Teeple	Staff Appreciation Luncheon	267.34
5934	Acco Brands USA LLC	Replct of check 5928 that was voided- RISO & Laminator Exp	465.92
5935	Roxanne Enman	Project Cornerstone + Art Docent	677.98
5936	Denise Zarins	Staff Luncheon	144.22
5937	Li Ting	Variety Show Program	97.87
9001	Mackin, Michelle	Exp Re-imb Science supplies	118.41
9002	Misty Davies	pizza party exp Math Olympiad ceremony	453.41
9003	Madhu Gupta	International Night & Project Cornerstone	437.00

Need a motion to ratify checks 5929, and 5931 through 5937 and 9001-9003. This will complete the 2014-2015 fiscal year expenses.

Budget and Ratifications 2015-2016

Foothill Elementary PTA

Financial Report

From July 1, 2015 to August 26, 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
55,800.01	55,800.01	55,800.01
0.00	0.00	0.00
0.00	0.00	0.00
\$ 55,800.01	\$ 55,800.01	\$ 55,800.01

Receipts Not Belonging to the Association

6th District & CAPTA due Income

Membership Pass through Income

Membership passthrough income

Total Receipts Not Belonging to the Association

4.00	4.00	0.00
304.00	304.00	0.00
29.50	29.50	1,190.00
\$ 337.50	\$ 337.50	\$ 1,190.00

Expenses

Budget and Ratifications 2015-2016

Receipts

Administration

Class donations pass through income	200.00	200.00	0.00
Convenience Fee Income	517.85	517.85	1,000.00
eScrip Income	31.60	31.60	0.00

Fundraisers

Amazon Associates	291.84	291.84	650.00
Book Fair	4,418.12	4,418.12	5,000.00
Bricks	0.00	0.00	200.00
Ceramics	0.00	0.00	1,000.00
Company Matching	2,880.96	2,880.96	4,820.00
Flower/Snack Sales	0.00	0.00	1,500.00
Membership Unit Due	68.75	68.75	210.00
PTA Annual Gift	27,531.52	27,531.52	35,000.00
Spelling Bee	0.00	0.00	500.00
Spirit Gear	2,343.70	2,343.70	2,500.00

Programs

Activity Night	0.00	0.00	1,200.00
Challenge Success Parent Class	0.00	0.00	2,000.00
Directory and Finder	240.00	240.00	150.00
Fall Family Fun Night	4,898.46	4,898.46	2,500.00
Math Team	0.00	0.00	1,300.00
Musical	7,538.23	7,538.23	8,000.00
Robotics Team	0.00	0.00	1,100.00
School Supplies	10,343.45	10,343.45	13,200.00
Year Book	718.63	718.63	6,800.00

Total Receipts	\$ 62,023.11	\$ 62,023.11	\$ 88,630.00
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Budget and Ratifications 2015-2016

Expenses

Administration

			Already Released	To Be Released or Ratified
Bank Charge Expense	14.50	14.50	100	100.00
CAPTAEZ, CT fee, tax filing fee	50 to District Admin 404.00	404.00	375	375.00
Class donations pass through expense	200.00	200.00		0.00
Convenience Fee-PayPal	522.79	522.79	1000	1,000.00
District Administration Fee	0.00	0.00		50.00
Insurance	216.00	216.00	250	250.00
Last year expense	(179.77)	(179.77)		0.00
Movie Licensing Expense	0.00	0.00	200	200.00
Office Supply Expense	0.00	0.00	75	75.00

Fundraisers

Book Fair	4,393.04	4,393.04	5000	5,000.00
Bricks	0.00	0.00		50.00
Flower/Snack Sales	0.00	0.00	400	400.00
Join the Fun	(207.35)	(207.35)		0.00
Marketing	0.00	0.00	400	400.00
Spelling Bee	136.00	136.00	500	500.00
Spirit Gear	717.74	717.74	900	900.00

Programs

Art Docent	343.36	343.36	2000	2,000.00
Assemblies	0.00	0.00	1200	1,800.00
Bike/Walk to School Week	0.00	0.00		500.00
Capital Improvement	0.00	0.00	6000	6,000.00
Challenge Success Parent Class	0.00	0.00		2,000.00
Directory and Finder	1,590.34	1,590.34	1800	1,800.00
Enrichment Grant	0.00	0.00		4,000.00
Fall Family Fun Night	2,853.86	2,853.86	2500	2,500.00
Field Day	0.00	0.00		250.00
First Day Welcome Coffee	0.00	0.00	100	100.00
International Night	0.00	0.00		500.00
Junior Achievement	0.00	0.00		500.00
Kindergarten Splash	0.00	0.00	100	100.00

Need a motion to ratify all
expenses (this page and next)
and release the funds in red.

Budget and Ratifications 2015-2016

Math Team	6000 goes in	109.00	109.00	1300	1,300.00	
Musical	capital	8,447.00	8,447.00	8000	8,000.00	
Parent Education	expense	0.00	0.00	750	1,500.00	750
Play Ground Pals		945.69	945.69	1000	1,500.00	500
Principal Discretionary Spending		171.09	171.09	500	500.00	
Project Cornerstone		0.00	0.00	1000	1,000.00	
PTA Meeting		77.00	77.00	200	200.00	
RISO & Laminator		(465.92)	(465.92)		2,700.00	2200
Robotics Team		0.00	0.00	1100	1,100.00	
School Supplies		13,411.77	13,411.77	14000	14,000.00	
Science Day & Night		0.00	0.00	2500	2,500.00	
Staff Appreciation Week		0.00	0.00		500.00	500
Staff Holiday Lunch		0.00	0.00	300	300.00	
Teacher Grant		11,000.00	11,000.00	20350	20,350.00	
Teacher Substitutes		154.00	154.00	200	400.00	200
Variety Show		0.00	0.00		400.00	400
Visitation Day		0.00	0.00		80.00	80
Year Book		0.00	0.00		6,000.00	6000
Total Expenses		\$ 44,854.14	\$ 44,854.14	\$ 94,280.00		18153.86
Expenses Not Belonging to the Association						
Membership Pass through expense		295.75	295.75		1,190.00	
Total Expenses Not Belonging to the Association		\$ 295.75	\$ 295.75	\$ 1,190.00		
let Receipts		\$ 17,210.72	\$ 17,210.72	\$ (5,650.00)		

Need a motion to ratify all
expenses (last page and this)
and release the funds in red.

Budget and Ratifications 2015-2016

5948	Denise Zarins	Kindergarten Splash	162.57
5949	Jill Kaminski	School Counseling Supplies/Materials	121.09
5950	Stephanie Visaya	Labor for Rm1-Pre K mural	50.00
5952	SUSD	Classroom donation reimbursement from Foothill PTA	200.00
5953	California Theater Center	2015 Fall Musical	800.00
5954	Sixth District PTA	Membership pass through expense	29.00
5957	Sixth District PTA	Liability insurance	216.00
5958	Sixth District PTA	Out-of-council admin fee	50.00
5959	Sixth District PTA	2015-2016 Membership Dues	930.50
5960	Attorney General's Registry of Charitable Trusts	Tax filing fee	25.00
5961	Ruchi JOSHI	PPBS caps and banners reimbursement	355.16
5962	SUSD	Substitute teachers	154.00
5963	Ruchi JOSHI	PPBS Tickets and Volunteers Banners	77.03
5964	Ruchi JOSHI	FFFN Banners	159.58
5965	Franchise Tax Board	Form 199 Filing Fee	10.00
5966	Scholastic		4,393.04
5967	Patsons	Foothill 2015 Directory	790.34
5968	Tegnelink	Foothill 2015 Directory Design	800.00
5969	PTAEZ	Foothill 2015 PTAEZ Renewal	319.00
5970	Misty DAVIES	Math Olympiad Registration Reimbursement	218.00
5971	Misty DAVIES	Scripps registration reimbursement	136.00
5972	Jennifer Hertz	Tissue paper reimbursement	34.83
5973	Kalpana RAMAKRISHNAN	Fall Family Fun Night Reimbursement	2,494.28

Budget and Ratifications 2015-2016

	NAME	DESCRIPTION	AMOUNT
5974	Connie WEBER	Musical concessions reimbursement	104.79
5975	Sia MARKS	Musical reimbursement	133.71
5976	Shay BAGHERIAN	Musical concessions reimbursement	122.27
5977	Josephine LIU	PPBS reimbursement	309.11
5978	Josephine LIU	PPBS reimbursement	204.39
5979	SUSD	Inv# 1516020, 1516022, and 1516029	6,268.99
5980	Andrea Kline	Musical reimbursement	110.86
5981	Andrea Kline	musical reimbursement	30.77
5982	Musical Theater International	Inv # 983698, Publicity Package	50.00
5983	Andrea Kline	Musical banners reimbursement	199.55
5985	Linda BINNS	Art docent reimbursement	8.96
5986	Andrea Kline	Musical programs reimbursement	173.62
5987	Denise ZARINS	Spirit gear reimbursement	555.17

Need a motion to ratify checks 5948-5987 inclusive, as presented here.

Audit for 2014-2015



AUDIT REPORT

Date 10/15/2015 Fiscal Year 2014-2015
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 7/1/14 - 6/30/15

Check numbers reviewed in this audit 5857-5937, 9001-9003

BALANCE ON HAND at time of last audit 6/30/2014 (date) \$ 54,177.48

RECEIPTS since last audit \$ 69,583.21

TOTAL \$ 123760.69

DISBURSEMENTS since last audit \$ 68,074.05

BALANCE ON HAND 6/30/2015 (date) \$ 55,686.64 *

BANK RECONCILIATION

Last BANK STATEMENT balance 6/30/2014 (date) \$ 57,048.80

DEPOSITS not yet credited (add to balance) \$ 0

\$ _____ \$ _____ \$ _____

Audit for 2014-2015

BANK RECONCILIATION

Last **BANK STATEMENT** balance 6/30/2014 (date) \$ 57,048.80

DEPOSITS not yet credited (add to balance) \$ 0

\$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)

#5924 \$ 637.45 #5928 \$465.92 #5855 \$54.08

#5923 \$30.00 #5953 \$29.00 #5930 \$36.71

TOTAL outstanding checks (subtract from balance) \$ 1362.16

BALANCE in checking account 6/30/2015 (date) \$ 55686.64 *

*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/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 10/15/2015 Auditor's Signature 

Audit adopted _____

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
A separate audit form must be completed for each bank account.

Need a motion to adopt this audit.

Audit for 2014-2015

BANK RECONCILIATION

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Submit separate report of explanation and recommendations to executive board.
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Need a motion to adopt this audit.

Proposed Bylaws Changes

SECTION 4.

Each member of the association shall pay annual dues of five dollar(s) ~~and~~ cents (\$ 5.00) per member (also means per capita) to the association.

***a. Such annual dues shall include the portion of two dollars and twenty-five cents (\$2.25) per member payable to the National PTA.

***b. Such annual dues shall include the portion of ~~one dollar and twenty-five cents (\$1.25)~~ **two dollars \$2.00** per member payable to the California State PTA.

d. *Each out-of-council association shall forward to the district per capita dues of* four dollar(s) ~~and~~ seventy five cents (~~\$4.00~~ **\$4.75**) annually.

e. The remainder shall constitute the local portion of each member's dues and shall remain in this association.

Need a motion to adopt this audit.

Proposed Bylaws Changes

- c. The nominating committee shall be composed of ~~five~~^{three} (~~5~~³) member(s), with ~~two~~ (~~2~~) alternate(s), all of whom shall be members of this association. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairman.

SECTION 8.

Officers shall serve for a term of one (1) year or until their successors are elected. (In the event that no successor is elected, the position is declared vacant. Vacant positions must be filled by the executive board-elect or executive board, per Article V, Section 11 and Section 12). No officer shall be eligible to the same office for more than ~~two~~^{four} consecutive terms or hold more than one elected or appointed office. Officers shall assume their duties on July 1 ~~{exact date, recommended to coincide with fiscal year}~~. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

SECTION 3.

The *additional* vice president(s) shall act as aide(s) to the president *and executive vice president* and shall, *in their designated order*, perform the duties of the president in the absence or disability of that officer to act.

The first vice president shall serve as ~~Room Parent Coordination~~ Classroom Activities.

The second vice president shall serve as ~~Students Programs~~ Student Programs.

The third vice president shall serve as ~~Marketing~~ Communications.

The fourth vice president shall serve as Membership.

The fifth vice president shall serve as Infrastructure.

The sixth vice president shall serve as ~~Community Outreach~~ Family Programs.

~~{Additional duties of each vice president shall be placed in the Standing Rules.}~~

Proposed Bylaws Changes

SECTION 7.

***a. This association shall establish a quorum for the transaction of business in any meeting of the executive board.

**b. Nine ⁹
~~Eight~~ (~~8~~) {number} member(s) shall constitute a quorum. (See p. iii for quorum instructions.)

SECTION 3.

The term of office for chairmen shall be one year or until successors have been appointed. A chairman may serve an additional term if appointed by the president, approved by the executive board and ratified by the association. ~~No chairman shall be eligible to the same chairmanship for more than two~~

~~9. The standing committees of this association include [list all committees that function all year] (see Article VIII, Section 1 (p. 14)):~~ **Art Docent, Hospitality, Project Cornerstone, Website**

Need a motion to adopt these bylaws changes.

Nominating Committee for 2016-2017

Shawna Ballard – Parliamentarian and Chair

Denise Zarins

Ms. Waite-Lopez

Shawna has the power to appoint up to two other members of the committee. If you are interested in serving on this committee and/or on serving as an officer of the PTA board for next year, please talk to any committee member.

Need a motion to install this nominating committee

Announcements

Next parent meeting: March, to introduce nominated PTA Board officers

International Night is March 18th

Science Day and Night is March 24th

Speaker Bio

Susan Stone, BSE Parent Coach and Child Development Specialist -- A parenting coach, motivational speaker, and certified special education teacher, Susan specializes in effective parent-child communication, behavior management, helping families navigate through divorce, remarriage, and step-parenting. Over the years, she has operated home-based preschools, run crisis hotlines for parents and teens, and managed a domestic violence treatment program for batterers. She has presented dozens of parenting workshops at Parents Place, including but not limited to: "Tantrum Taming for Toddlers and Twos," "Connecting with Your Child Every Day," "Setting Limits – Raising Responsible Children through Choices and Consequences", "Balancing School and Extra-Curricular Activities", Raising Resilient Children", "The Romance of Risk" and "Break Free of TV: Fun and Educational Activities for Children and Parents". She is the author of "Real Parents, Real Kids, Real Talk". Susan received her bachelor's degree in education from Illinois State University.