

A photograph of two dolphins swimming underwater. The dolphin on the left is smaller and is looking towards the camera. The dolphin on the right is larger and is also looking towards the camera. The water is clear blue, and sunlight is filtering down from the surface, creating a bright, shimmering effect. The text "Parent Meeting" is overlaid in white, and "Foothill Elementary PTA" and "13 October 2016" are overlaid in yellow.

Parent Meeting

Foothill Elementary PTA

13 October 2016

Meeting minutes from August 16, 2016

Summary:

- *Approved the April 28th, 2016 Minutes.*
- *Released funds per the presented 2016-2017 budget.*
- *Ratified checks 6005-6022 inclusive, as presented.*
- *Ratified check 6023, as presented.*
- *Adopted the 2016-2017 Programs as Presented.*

Need a motion to adopt these August 16 minutes, as presented or as corrected.

PTA Board

Summary:

- *Nominating Committee presented the following slate of officers:*
 - President – Denise Zarins
 - Executive Vice President – Misty Davies
 - Secretary – Surya Hotha
 - Treasurer – Debbi Bettinger
 - Auditor – Sharmi Shah
 - Historian – Venkat Ratnam
 - Parliamentarian – Joanne Wang
 - VP Classroom Activities – Shay Bagherian
 - VP Student Programs – Vidya Vineet
 - VP Communications – Bhavana Narayanan
 - Associate VP Communications & Playground Pals Chair – Ruchi Joshi
 - VP Infrastructure – Tony Palma
 - VP Membership -Krupa Natarajan
 - VP Outreach & Family Programs – Yvonne Zivanic
 - Principal Foothill School – Joe Bosco
 - Teacher Representatives – Cheri Barco and Mary Roller
 - Art Docent Chair – JJ Hertz
 - Hospitality Chair – Donnette Teeple
 - Project Cornerstone Chair – Roxanne Enman
 - Webmaster – Julie Grenier
 - SEF Representative – Jenny Dickson

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 (Jan)
- Science Day (March)
- Variety Show (April)
- International Night (April)
- Staff Appreciation Week (May 1-5)
- Open House
- 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)
- Girls on the Run (TBA)
- Math Team (Sept. through Mar.)
- Holiday Parade (Dec. 3)
- [Robotics Team \(Oct. through April\)](#)
- Spelling Bee (January)
- Year Book (May)

Fundraisers:

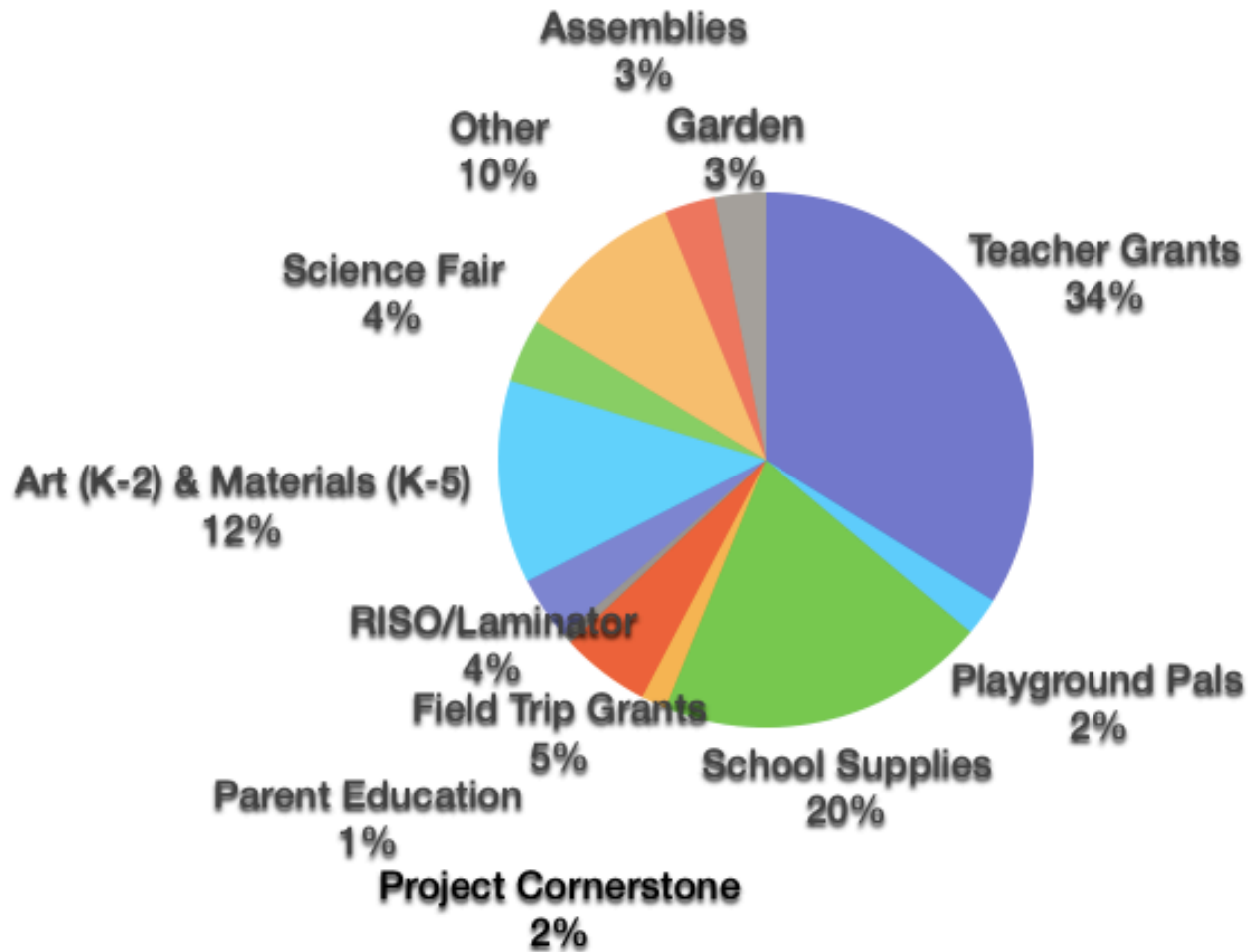
- Spirit Gear (New Gear this Year)
- [Read-A-Thon \(end of September\)](#)
- Ceramics (Nov or Mar)
- Flowers/Snacks at Events (Each Event)
- Amazon Sales (Year-round)
- Bricks (May)

Ongoing

Complete

Still-to-come

Donations Budget 2016-2017



Audit – January 2016 to June 2016



everychild.one voice.

AUDIT REPORT

Date 09/11/2016 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 Bio Basin Way City/Zip Saratoga, CA 95070

Dates covered by this audit January 1, 2016 - June 30, 2016

Check numbers reviewed in this audit 5967-6018

BALANCE ON HAND at time of last audit	<u>12/31/2015</u> (date)	\$	<u>73,342.77</u>
RECEIPTS since last audit		\$	<u>11,018.51</u>
	TOTAL	\$	<u>84,361.28</u>
DISBURSEMENTS since last audit		\$	<u>30,744.32</u>
BALANCE ON HAND	<u>06/30/2016</u> (date)	\$	<u>53,616.96*</u>

BANK RECONCILIATION

Last BANK STATEMENT balance	<u>06/30/2016</u> (date)	\$	<u>53,616.96</u>
DEPOSITS not yet credited (add to balance)		\$	<u>0.00</u>

Audit – January 2016 to June 2016

LAST BANK STATEMENT balance 06/30/2016 (date) \$ 0.00

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

\$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)

_____ \$ _____ # _____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____ # _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ 0.00

BALANCE in checking account 06/30/2016 (date) \$ 53.616.96 *

*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 9/11/2016

Executive Board Adopted 9/22/2016

Association Adopted _____

Auditor's Signature 

Auditor's Printed Name Sharmi Shah

(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.)

Need a motion to
adopt the audit.

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

05/2016

Budget and Ratifications 2016-2017

Foothill Elementary PTA

Financial Report

From July 1, 2016 to October 12, 2016

	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	43.29	43.29	1,000.00
Fundraisers			
Amazon Associates	31.22	31.22	700.00
Book Fair	0.00	0.00	5,000.00
Bricks	0.00	0.00	1,000.00
Ceramics	0.00	0.00	1,000.00
Company Matching	500.00	2360 500.00	3,500.00
Flower/Snack Sales	0.00	0.00	500.00
Membership Unit Due	28.75	28.75	50.00
PTA Annual Gift	24,304.09	29495 24,304.09	46,200.00
ReadATHon	0.00	9459 0.00	5,000.00
Spelling Bee	0.00	200 0.00	800.00
Spirit Gear	1,760.50	1,760.50	2,500.00
Programs			
Directory and Finder	40.00	40.00	150.00
Fall Family Fun Night	300.00	300.00	5,000.00
Math Team	1,800.00	3650 1,800.00	2,200.00
Musical	5,360.00	5,360.00	12,000.00
Robotics Team	1,350.00	5560 1,350.00	1,100.00
School Supplies	160.00	160.00	0.00
Year Book	(40.00)	(40.00)	6,800.00
Total Receipts	\$ 35,819.85	\$ 35,819.85	\$ 94,500.00
Receipts Not Belonging to the Association			
Membership passthrough income	546.25	546.25	1,190.00
Total Receipts Not Belonging to the Association	\$ 546.25	\$ 546.25	\$ 1,190.00

Budget and Ratifications 2016-2017

Expenses

Administration

		Already Released		to be Released/ Ratified
Bank Charge Expense	40.00	100	40.00	100.00
CAPTAEZ, CT fee, tax filing fee	0.00	375	0.00	375.00
Class donations pass through expense	182.00	0	182.00	0.00
Convenience Fee-PayPal	43.59	600	43.59	1,000.00
District Administration Fee	50.00	50	50.00	50.00
Insurance	221.00	250	221.00	250.00
Movie Licensing Expense	0.00	200	0.00	200.00
Office Supply Expense	0.00	25	0.00	25.00

Fundraisers

Book Fair	0.00	5500	0.00	5,500.00
Bricks	128.97	250	128.97	250.00
Ceramics	0.00	600	0.00	600.00
Flower/Snack Sales	0.00	50	0.00	50.00
Marketing	269.70	300	269.70	300.00
Spelling Bee	145.00	500	145.00	500.00
Spirit Gear	12.44		12.44	0.00

Programs

Art Program and Supplies	0.00	6000	0.00	8,000.00
Assemblies	0.00	2000	0.00	2,000.00
Directory and Finder	0.00	1800	0.00	1,800.00
Enrichment Grant	0.00		0.00	3,500.00
Fall Family Fun Night	1,063.50	2900	1,063.50	2,900.00
Field Day	0.00	250	0.00	250.00
First Day Welcome Coffee	0.00	100	0.00	100.00
Garden	758.96	2000	758.96	2,000.00
Hospitality	0.00	100	0.00	100.00

Will need a motion
on the next slide.

Budget and Ratifications 2016-2017

International Night	0.00		0.00	500.00	
Kindergarten Splash	0.00	100	0.00	100.00	
Maker Space	959.42	3000	959.42	read-a-thon 3,000.00	*9500
Math Team	0.00	1400	0.00	73 kids \$4-5K 1,400.00	*3600
Musical	4,896.98	12000	4,896.98		
Play Ground Pals	0.00	1000	0.00		* items to
Principal Discretionary Spending	137.55	500	137.55		remain
Project Cornerstone	0.00	750	0.00		under
PTA Meeting	0.00	200	0.00		donations
RISO & Laminator	0.00		0.00		
Robotics Team	4,961.35	1100	4,961.35	82 kids \$11-12K 1,100.00	*10000
School Supplies	12,909.68	14000	12,909.68		
Science Day & Night	0.00	1000	0.00		
Staff Appreciation Week	0.00		0.00		
Staff Holiday Lunch	0.00	300	0.00		
Teacher Grant	12,000.00	12000	12,000.00		
Teacher Substitutes	0.00		0.00		
Variety Show	(146.51)		(146.51)		
Visitation Day	0.00		0.00		
Year Book	0.00		0.00		
Total Expenses	\$ 38,633.63	\$ 38,633.63	\$ 99,930.00		
Expenses Not Belonging to the Association					
Membership Pass through expense	679.25	679.25	1,190.00		
Total Expenses Not Belonging to the Association	\$ 679.25	\$ 679.25	\$ 1,190.00		
Net Receipts	\$ (2,946.78)	\$ (2,946.78)	\$ (5,430.00)		

Need a motion to
release these funds
as presented.

Checks Written

Checks Written

6023	Fun Services	Deposit for Fall Family Fun Night	600.00
6024	Misa Miyahara	First Day Packet	269.70
6025	Connie WEBER	Musical - royalty, materials, video license, shipping	914.00
6026	Misty DAVIES	2016 Bricks	128.97
6027	Pro Signs	Musical banner	207.98
6028	California Theater Center	Musical	850.00
6029	Jill Kaminski	Poster print, language and cooperative games	137.55
6031	SUSD	Teacher Grant	12,000.00
6032	Donnette Teeple	Garden Reimbursement	470.42
6033	California Theater Center	Payment 1 for Foothill Musical	2,925.00
6034	SUSD	\$45.50 for Rm5, \$136.50 for Rm6 from btsn checks incorrectly written to PTA	182.00
6035	Margery Tonna	Spirit Gear reimbursement for discontinued merchandise	12.44
6036	Sixth District PTA	143 new memberships, \$50 district admin fee, \$221 insurance	950.25
6037	Misty Davies	FFFN Astro Jump Human Foosball	463.50
6038	Misty Davies	Garden wall	288.54
6039	Misty Davies	Spelling Bee Registration	145.00
6040	Misty Davies	Robotics Club - registrations and robots	4,961.35

Need a motion to ratify checks 6024-6040.

Announcements

Next parent meeting: January

- Tonight, 4pm: Fab Lab Night
- October 22nd, 4pm: Fall Family Fun Night
- Oct. 31st- Nov. 4th: Book Fair
- Nov 2nd: Picture Retakes
- Nov 5th, 10am: Community Garden Day
- Nov 9th (Tentative): Fab Lab Night
- Nov 18th-19th: Alice in Wonderland
- Nov 23rd-25th: Thanksgiving Holiday
- Dec 3rd: Holiday Parade
- Dec TBD: Staff Holiday Luncheon
- Dec TBD: Caroling with SEF
- Dec 22nd-Jan 8th: December Recess
- Jan 14th: Spelling Bee