



# Parent Meeting

Foothill Elementary PTA

26 January 2017

# Meeting minutes from October 13, 2016

## ***Summary:***

- *Approved the August 16, 2016 Minutes.*
- *Released funds per the presented 2016-2017 budget.*
- *Ratified checks 6023-6040 inclusive, as presented.*
- *Adopted the Jan- June 2016 Audit as Presented.*

Need a motion to adopt these October 13 minutes, as presented or as corrected.

# PTA Board

***Need a nominating committee to find our next suite of officers.***

- ***Current 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– 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

**Need 3-5 people to nominate next year's officers. Will confirm at this meeting.**

# 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 \(May 12<sup>th</sup>\)](#)
- [Open House \(May 18<sup>th</sup>\)](#)
- [Field Day \(June 2nd\)](#)
- [Field Trip Scholarships \(June\)](#)

## **Special Programs and Events (Funded by Participants):**

- [Fall Family Fun Night \(October 22<sup>th</sup>\)](#)
- [Fall Musical \(Sept. through Nov. Performances Nov. 18<sup>th</sup> and 19<sup>th</sup>\)](#)
- [Math Team \(Sept. through Mar.\)](#)
- [Robotics Team \(Oct. through April\)](#)
- [Spelling Bee \(January\)](#)
- [Year Book \(May\)](#)

## **Fundraisers:**

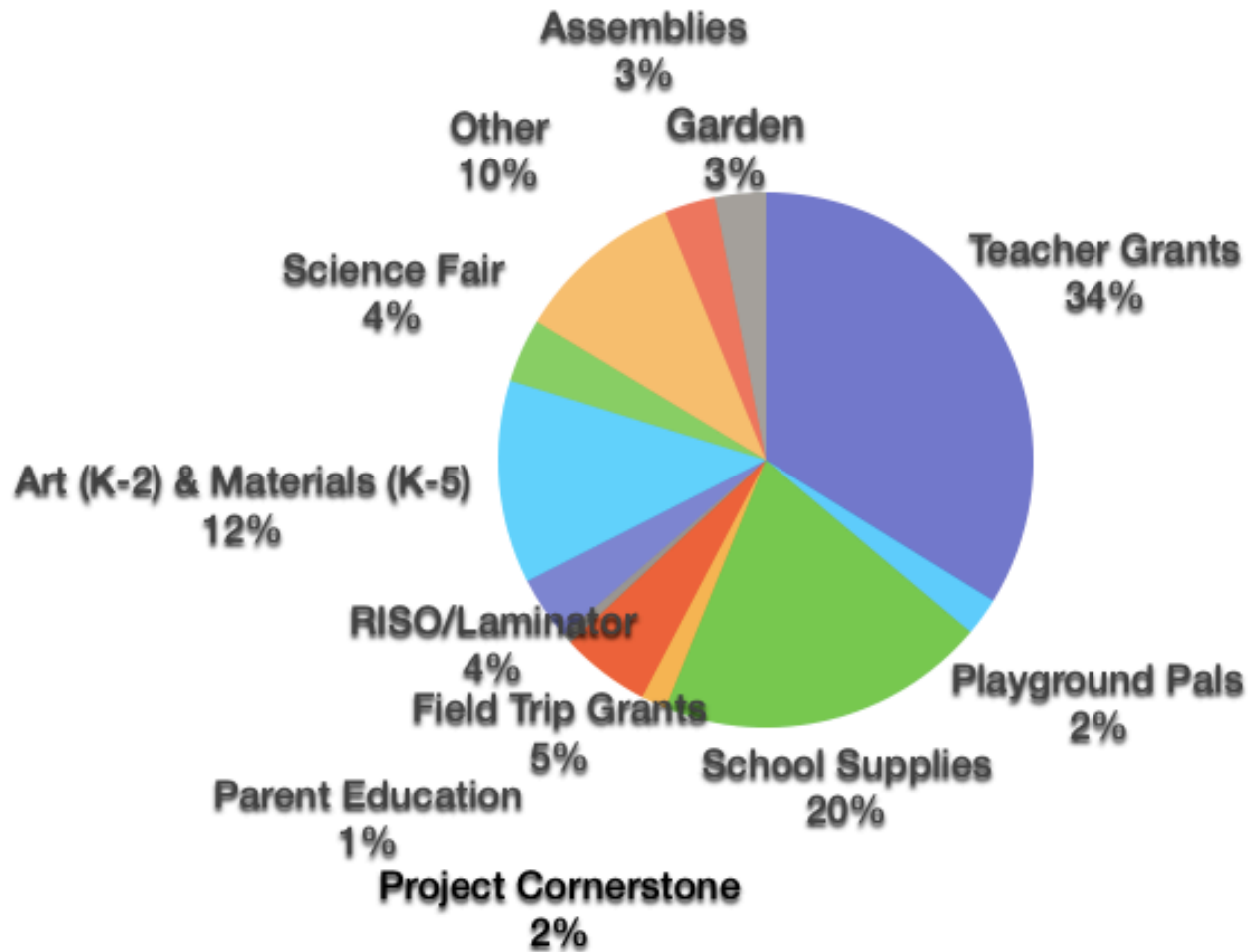
- [Spirit Gear \(New Gear this Year\)](#)
- [Read-A-Thon \(end of September\)](#)
- [Ceramics \(Nov or Mar\)](#)
- [Flowers/Snacks at Events \(Each Event\)](#)
- [Amazon Sales \(Year-round\)](#)
- [Bricks \(May\)](#)

Ongoing

Complete

Still-to-come

# Donations Budget 2016-2017



# Budget and Ratifications 2016-2017

|  | Selected Period | Year to Date  | Budget        | Financial Report                      |
|--|-----------------|---------------|---------------|---------------------------------------|
| <b>Cash Balance Forward</b>                      |                 |               |               | From July 1, 2016 to January 25, 2017 |
| Foothill School PTA checking account             | 52,756.86       | 52,756.86     |               |                                       |
| Cash Box   | 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  |                                       |
| <b>Receipts</b>                                  |                 |               |               |                                       |
| <b>Administration</b>                            |                 |               |               |                                       |
| Class donations pass through income              | 182.00          | 182.00        | 0.00          |                                       |
| Convenience Fee Income                           | 176.87          | 176.87        | 1,000.00      |                                       |
| <b>Fundraisers</b>                               |                 |               |               |                                       |
| Amazon Associates                                | 133.57          | 133.57        | 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                                 | 4,573.27        | 4,573.27      | 3,500.00      |                                       |
| Flower/Snack Sales                               | 0.00            | 0.00          | 500.00        |                                       |
| Membership Unit Due                              | 36.25           | 36.25         | 50.00         |                                       |
| PTA Annual Gift                                  | 29,474.24       | 29,474.24     | 46,200.00     |                                       |
| ReadATHon  | 9,462.00        | 9,462.00      | 5,000.00      |                                       |
| Spelling Bee                                     | 299.94          | 299.94        | 800.00        |                                       |
| Spirit Gear                                      | 2,145.49        | 2,145.49      | 2,500.00      |                                       |
| <b>Programs</b>                                  |                 |               |               |                                       |
| Directory and Finder                             | 70.00           | 70.00         | 150.00        |                                       |
| Fall Family Fun Night                            | 4,146.47        | 4,146.47      | 5,000.00      |                                       |
| Math Team  | 4,140.03        | 4,140.03      | 3,600.00      |                                       |
| Musical  | 11,897.66       | 11,897.66     | 12,000.00     |                                       |
| Robotics Team                                    | 7,910.35        | 2000 7,910.35 | 11,100.00     |                                       |
| School Supplies                                  | 160.00          | 160.00        | 0.00          |                                       |
| Year Book  | (40.00)         | (40.00)       | 6,800.00      |                                       |
| Total Receipts                                   | \$ 78,603.79    | \$ 78,603.79  | \$ 105,900.00 |                                       |
| <b>Receipts Not Belonging to the Association</b> |                 |               |               |                                       |
| Membership passthrough income                    | 688.75          | 688.75        | 1,190.00      |                                       |
| Total Receipts Not Belonging to the Association  | \$ 688.75       | \$ 688.75     | \$ 1,190.00   |                                       |

# Budget and Ratifications 2016-2017

| Expenses                             |          | Best     |          | Already  | To Be             |
|--------------------------------------|----------|----------|----------|----------|-------------------|
| Administration                       |          | Estimate |          | Released | Released/Ratified |
| Bank Charge Expense                  | 46.00    |          | 46.00    | 100      | 100.00            |
| CAPTAEZ, CT fee, tax filing fee      | 135.00   | 225      | 135.00   | 375      | 375.00            |
| Class donations pass through expense | 182.00   |          | 182.00   | 0        | 0.00              |
| Convenience Fee-PayPal               | 177.63   | 400      | 177.63   | 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   |          | 0.00              |
| Movie Licensing Expense              | 0.00     |          | 0.00     | 200      | 200.00            |
| Office Supply Expense                | 0.00     | 25       | 0.00     | 25       | 25.00             |
| <b>Fundraisers</b>                   |          |          |          |          |                   |
| Book Fair                            | 3,763.15 |          | 3,763.15 | 5500     | 5,500.00          |
| Bricks                               | 128.97   | 125      | 128.97   | 250      | 250.00            |
| Ceramics                             | 0.00     |          | 0.00     | 600      | 600.00            |
| Flower/Snack Sales                   | 0.00     | 50       | 0.00     | 50       | 50.00             |
| Marketing                            | 269.70   |          | 269.70   | 300      | 300.00            |
| Spelling Bee                         | 145.00   |          | 145.00   | 500      | 500.00            |
| Spirit Gear                          | 12.44    |          | 12.44    | 12.44    | 0.00              |

Will need a motion  
on the next slide.



| Programs   | Parent Education | 150          |          |              |       | 200            |
|--|------------------|--------------|----------|--------------|-------|----------------|
| Art Program and Supplies                         |                  | 1,530.50     | 6500     | 1,530.50     | 6000  | 8,000.00       |
| Assemblies                                       |                  | 0.00         | 2000     | 0.00         | 2000  | 2,000.00       |
| Directory and Finder                             |                  | 620.42       | 1100     | 620.42       | 1800  | 1,800.00       |
| Enrichment Grant                                 |                  | 0.00         | 2900     | 0.00         |       | 3,500.00       |
| Fall Family Fun Night                            |                  | 4,252.66     |          | 4,252.66     | 2900  | 2,900.00       |
| Field Day  |                  | 0.00         | 250      | 0.00         | 250   | 250.00         |
| First Day Welcome Coffee                         |                  | 0.00         |          | 0.00         | 100   | 100.00         |
| Garden   |                  | 758.96       | 1200     | 758.96       | 2000  | 2,000.00       |
| Hospitality                                      |                  | 0.00         | 100      | 0.00         | 100   | 100.00         |
| International Night                              |                  | 0.00         | 500      | 0.00         |       | 500.00         |
| Kindergarten Splash                              |                  | 0.00         |          | 0.00         | 100   | 100.00         |
| Maker Space                                      |                  | 959.42       | 8000     | 959.42       | 12500 | 12,500.00      |
| Math Team  |                  | 1,168.15     | 3000     | 1,168.15     | 5000  | 5,000.00       |
| Musical  |                  | 9,932.29     |          | 9,932.29     | 12000 | 12,000.00      |
| Play Ground Pals                                 |                  | 1,158.15     | 500      | 1,158.15     | 1000  | 1,500.00       |
| Principal Discretionary Spending                 |                  | 137.55       | 350      | 137.55       | 500   | 500.00         |
| Project Cornerstone                              |                  | 0.00         | 2250     | 0.00         | 750   | 1,000.00       |
| PTA Meeting                                      |                  | 22.50        | 75       | 22.50        | 200   | 200.00         |
| RISO & Laminator                                 |                  | 0.00         | 2500     | 0.00         | 2500  | 2,500.00       |
| Robotics Team                                    |                  | 6,339.68     | 3000     | 6,339.68     | 11100 | 11,100.00      |
| School Supplies                                  |                  | 12,909.68    |          | 12,909.68    | 14000 | 14,000.00      |
| Science Day & Night                              |                  | 0.00         | 2500     | 0.00         | 1000  | 2,500.00       |
| Staff Appreciation Week                          |                  | 0.00         | 500      | 0.00         |       | 500.00         |
| Staff Holiday Lunch                              |                  | 0.00         | 300      | 0.00         | 300   | 300.00         |
| Teacher Grant                                    |                  | 12,000.00    | 6450     | 12,000.00    | 12000 | 22,000.00      |
| Teacher Substitutes                              |                  | 174.00       | 500      | 174.00       |       | 500.00         |
| Variety Show                                     |                  | (146.51)     | 400      | (146.51)     |       | 400.00         |
| Visitation Day                                   |                  | 0.00         | 80       | 0.00         |       | 80.00          |
| Year Book  |                  | 0.00         | net zero | 0.00         |       | 6,000.00       |
| Total Expenses                                   |                  | \$ 57,106.34 |          | \$ 57,106.34 |       | \$ 123,030.00  |
| <b>Expenses Not Belonging to the Association</b> |                  |              |          |              |       |                |
| 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                                     |                  | \$ 21,506.95 | \$ 35805 | 21,506.95    |       | \$ (17,130.00) |

Need a motion to  
release these funds  
as presented.

1250  
(for assembly)

1500

500

10000

500

400

80

6000



# Checks Written

|      |  |  |          |
|------|--|--|----------|
| 6041 | Scholastic                                       | Foothill Elementary School Fall Book Fair                  | 3,763.15 |
| 6042 | Patrick D'Anna                                   | Fall Family Fun Night Ticket Reimbursement                 | 25.00    |
| 6044 | Saratoga Union School District                   | Clay, Sub Teachers, Buddy Bench                            | 1,405.55 |
| 6045 | Jennifer Hertz                                   | Art docent reimbursement                                   | 114.34   |
| 6046 | Jennifer Hertz                                   | Art docent reimbursement                                   | 975.22   |
| 6047 | Fun Services                                     | Foothill Fall Family Fun Night                             | 1,398.09 |
| 6048 | Misty Davies                                     | Wonder Workshop Reimbursement                              | 902.84   |
| 6049 | Vidya Vineet                                     | Math Team Manipulatives and Games Reimbursement            | 821.89   |
| 6050 | Misa Miyahara                                    | AMC Theater reimbursement                                  | 364.00   |
| 6051 | Yvonne Zivanic                                   | FFFN Party City Supplies Reimbursement                     | 78.00    |
| 6052 | Yvonne Zivanic                                   | Cheshire Cat Costume Reimbursement                         | 108.72   |
| 6053 | Pro Signs  | Foothill Fall Family Fun Night Lawn Signs - Invoice #21642 | 309.94   |
| 6054 | All Star Showgrams                               | Foothill Fall Family Fun Night                             | 400.00   |
| 6055 | Soundworks                                       | Foothill Fall Family Fun Night - Inv#3370                  | 300.00   |
| 6056 | Brothers Stong & Co.                             | Foothill Fall Family Fun Night - Inv#100                   | 300.00   |
| 6057 | Sixth District PTA                               | 2015 Outstanding Membership Passthrough                    | 133.00   |
| 6058 | Attorney General's Registry of Charitable Trusts | 2015 RRF Payment   | 25.00    |
| 6059 | Franchise Tax Board                              | 2015 Tax Filing Fee  | 10.00    |
| 6060 | Attorney General's Registry of Charitable Trusts | 2011 RRF   | 25.00    |
| 6061 | Debbi Bettinger                                  | 2010 & 2011 Tax Return PDFs                                | 100.00   |
| 6062 | California Theater Center                        | Foothill Musical Final Payment                             | 2,925.00 |
| 6063 | Vidya Vineet                                     | math team games  | 346.26   |
| 6064 | Jennifer Hertz                                   | Glaze for clay   | 224.70   |
| 6065 | Debbi Bettinger                                  | Tax Return Mailing/Certified Mailing Fees                  | 22.50    |
| 6066 | Riot Norcal                                      | Foothill Musical Posters                                   | 431.30   |
| 6067 | Pro Signs  | Foothill Musical Lawn Signs                                | 265.35   |
| 6068 | Patsons  | Foothill Directory   | 620.42   |
| 6069 | Punita Bhagi                                     | Musical T-Shirts   | 483.83   |
| 6070 | Kelly FRANGIEH                                   | Musical Snack Bar  | 267.00   |
| 6071 | Connie Weber                                     | Musical  | 277.46   |
| 6072 | Yvonne Zivanic                                   | FFFN Balloons and Musical Misc                             | 290.78   |
| 6073 | Jennifer Dickson                                 | Art Program and Supplies                                   | 142.84   |

Need a motion to ratify checks  
6041-6073.

# Announcements

Next parent meeting: March -- To present new officer nominations

- **This Saturday, 10am:** MakerSpace Build Day
- Thursday, Feb 9th, 4:30 pm: Fab Lab Night
- Friday, Feb 10<sup>th</sup>: Science Fair Proposals Due
- Saturday, Feb 11<sup>th</sup>, 11am: Community Garden Day
- Friday, Feb 17<sup>th</sup>: Variety Show Applications Due
- March 13-17<sup>th</sup>: Kindness Week
- March 18<sup>th</sup>: Student 2 Student Conference
- Friday, March 24<sup>th</sup>: Science Day & Night
- Wednesday, April 12th: Variety Show
- Friday, May 12th: International Night