

Parent Organization Meeting Agenda

October 18, 2016

Meeting begins at 6:30PM. Childcare and food provided.

Agenda overview

- Welcome
- Alice Birney PTA Business
- Friends of Alice Birney Elementary (FOABE) Business
- Q & A

Alice Birney PTA Business

- **Welcome:** *Indrani Ganguly-Fitzgerald, President*
- **Approval of Last Meeting Minutes:** *Rosaria Diaz, Secretary*
- **Treasurer's Monthly Report:** *Joe De La Garza, Treasurer*
- **Presentation and ratification of bills:** *Joe De La Garza, Treasurer*
- **Events Reports**
 - **Fall Fundraiser for Field Trips** *James Fitzgerald and Naomi Stevens*
 - **Approval of Game Truck**
 - **Bridge Club** *James Fitzgerald*
 - **Star Gazing Party** *Indrani Ganguly-Fitzgerald*
 - **Costume Swap:** *Naomi Stevens*
- **Call for Volunteers and Upcoming events:**
 - **Gulls Game:** *Sarah McLure*
 - **Merchandising:** *John Budlong*
 - **Cone Zone:** *Gerald Delane*
 - **Print communications:** *Lisa Medley*
 - **Website:** *Randall Hollis, Cheryl Katz*
 - **PTA Book fair:** *Cristina Scorza*
 - **PTA Bedtime Stories:** *Indrani Ganguly-Fitzgerald*
 - **Passport to Adventure**
- Q and A
- PTA Meeting Adjournment

FOABE Business

- **Approve August Meeting Minutes:** *Wendy DeCesare, FOABE Secretary*

- **Review and Approve Monthly Financial Reports and 2016/17 Budget:** *Chris Jaccard, FOABE Treasurer*
 - **Changes to Budget for Specials Due to Reorganization – Approval Vote Needed**
- **Fundraising**
 - **Canvassing Committee:** *Kati Bennett and Sarah McLure, Co-Chairs*
 - **Donor Speaker:** *Stephanie Lloyd, Lloyd Realty Group*
 - **Grants Committee:** *Caroline McKeown*
 - **Sponsorship Opportunities:** *Beth Deig*
- **Events**
 - **Birney Night Out – 10/21:** *Shelley Jaccard, Chair*
 - **“Garden Party” on 11/6 during Taste of UH:** *Mindy Swanson or Beth Deig*
- Adjournment of FOABE Meeting

Q&A

Upcoming Events

- 10/21, 28 – Costume Swap – 3:30pm
- 10/21 – Birney Night Out – U-31 – Childcare Provided @ Birney - 6:30-9:30pm
- 10/31 – Costume Parade – 3:00pm – Birney Blacktop
- 11/4 – Parent Workshop – 2:00pm – Auditorium
- 11/4 – Family Friday/Jump Rope for Heart – 2:30pm
- 11/4 – Make Up School Picture Day
- 11/11 – Veteran’s Day Holiday – NO SCHOOL
- 11/11 – Birney Night at the Gulls Game
- 11/15 – School Site Council Meeting – 4:45pm
- 11/15 – Wellness Committee Meeting – 5:30pm – Teacher’s Lounge
- 11/15 –Parent Organization Meeting – 6:30pm – Auditorium
- 11/21 – 25 – THANKSGIVING BREAK

Alice Birney Elementary PTA Meeting Minutes for September 18, 2016

Attendees: Omar Castillo, Cris Scorza, Naomi Stevens, Chris LaZich, Andrew Marino, Beth Marino, Esther Molina, Brent Freeman, Emmi-Kikuchi-Polk, Carol Lord, Diane DeRoberts, Elias Gordon, Cheryl Katz, Caroline McKeown, Betsey Carter, Alexandra Webber, David Shirk, Matt Deig, Sarah Mearon, Kerri Smith, Lisa Freund, Anaestasia Jackson, Tom Steinhardt, Kati Bennett, Ray Rivera, Wendy Decesare, Cindy DeAngelis-Duffy, Sadia Najmi, Brenda Anderson, Jennifer Ayala, John Raybal-Lillegraven, Tracy Dana, Kim Schultz, Courtney Roberts, Zane Mandt, Clara Jaramillo, Artoro Rolland, Jody Darr, Michele Franklin, Kasha Castillo, Victor Flake, Arlene Oyagi, Maribel Gordon, Layla Hains, Niklki Bergstrom, Elise Yungeberg, Paul Sandbo, Ari Himonar, Sarah Hilliard, Kari Stede, Jerry Delane, Cassandra Beal, Lauren Foosaner, Charles Burton, Dawn Burton, Katie Callahan, Cindy De La Garza, Joe De La Garza, Tanya Villalpando, Roman Sanchez, Amanda Lance- Sexton, Brian Sexton, Inga, Kiderra, Lucie Samarkova, Sheila Gray, Nikole Fortier, Matilde Cordoba, Carina Lee, Jaimie Anghel, Rosaria Diaz, Erin Shannon Rosas, James Fitzgerald, Indrani Ganguly- Fitzgerald, Amanda Hammond – Williams, Sarah McLure, Robert Dagnall, Savannah Wallace.

Parent Organization meeting was opened by **Beth Dieg** with the introduction of the President of our Parent Teacher Association, **Indrani Ganguly- Fitzgerald**, and the President of our foundation, **Beth Deig**. Beth introduced Birney parent organization websites, **birneypta.com**, and **friendsofalicebirney.org** and the email lists where each person who signs up can be knowledgeable of all things happening at Birney. Beth also mentioned the robocalls that **Ms Amanda Hammond-Williams, Principal**, will sometimes use to alert parents of very important reminders and events and the Birney Buzz newsletter, which goes home with the kids. Peachjar was also mentioned as a way of getting flyers for school-related events by going to the website and clicking on peachjar.

Meeting opened by **Indrani Ganguly-Fitzgerald, President of Alice Birney PTA** at 6:36 pm

The first PTA Association meeting of the year is opened with the approval of meeting minutes from June 16th 2016, which was the last meeting before the break. No objections and a motion to approve the meeting minutes by **Amanda Hammond-Williams, Principal** is acknowledged.

Indrani Ganguly-Fitzgerald, President talks about the meetings which will be held once a month and the mission of the PTA, its founder, Alice McClellan Birney and the history of the PTA in which she established in order to provide a voice for the most under-represented section of society: our children. The mission of the PTA is to make every child's potential a reality by engaging and empowering families to advocate for all children. The areas of focus of the PTA includes a world class education, arts and culture, health and safety and advocacy for all children. And to create an environment where everybody feels empowered to bring ideas forth. However, our efforts and goals must be aligned so we are all pulling in the same direction to enrich the lives of all children.

The PTA raises funds through passive and active fundraising efforts to be able to host and sponsor assemblies, field trips, classroom supplies, and community events and celebrations. February 21st will mark the celebration of International Mother Language Day, and how it empowers us and gets us in

tune with our own identity. Two bedtime stories have been scheduled this year, Roald Dahl and Dr. Seuss, Star Party is scheduled for October 7th and PTA is working on free after school clubs to make it more accessible to those that can't afford them at cost. Box Tops, Coke Rewards, Ralphs, E-Scrip and Labels for education are another way to raise money for the school.

Financial Reports

Joe De La Garza, Treasurer goes over the budget introduction from the past 4 years and what the figures may look like and what can be raised. Line by line the budget is introduced with all the information present to have complete transparency. The next page is presented as the balance budget and goes over dollars spent and administrative costs. All the money from the budget goes to our children through fundraisers. Catalog sales from last year's fall fundraiser was discussed as a gross of 6,000 dollars. Motion to approve the budget is made by **Sadia Najmi** and **Amanda Hammond-Williams, Principal** seconds that motion. All are in favor of approving the budget.

James Fitzgerald, PTA Liaison, discusses that this was the first year that we conducted a Budget planning meeting prior to our first Association meeting. All money raised went to direct funds. Administrative expenses were very low and all money raised in net can go to funding programs. Program expenses can be raised by using the Coke Rewards program, Box Tops and Ralphs will scan a code online and you can also send those in. Amazon.com has a link on their site that parents can click on to donate money to the school. Tulip Howard will help any parents at the Morning Buzz event to help with the Ralph's site.

Amanda Hammond Williams, Principal discusses that basic school supplies are funded to the school but extra supplies are always appreciated and parents can use the Birney Giving Tree to fulfill any teacher's request for other supplies or they can be directly donated. Friends of Alice Birney Foundation program, Giva-a-Latte contributions are discussed and a motion to approve the minutes is made by Dawn and a second motion is made by Cris and all are in favor of approving the minutes.

Events for the year

Indrani Ganguly-Fitzgerald, President, briefly discusses the events that are upcoming, and solicits volunteers who would like to help with Fall Fundraiser. Five volunteers from the floor are accepted. Other upcoming events such as Star Party and Halloween costume swap are mentioned with a call for volunteers for each of the events. Indrani urges us to vote on the Fall Fundraiser Catalog for the year 2016.

Fall Fundraiser Contract

James Fitzgerald, PTA Liaison presents two 2 Fall Fundraiser options with Aspire, who the PTA used last year and Believe for Kids. Aspire is willing to give back gives back 60% to Birney and 40% on food items. Believe for Kids gives only 50% for items and 40% for food items. Average cost of items on the catalog are between \$8-\$10. Both have easy ordering and can ship items on time. The fall fundraiser kicks off September 28th and runs for 2 weeks, until October 12th. Most fundraisers don't come out to do assemblies. They send DVDs and don't send any representatives. The fundraisers must have 100% participation and celebrate the entire school. These items are taken into consideration in order to

choose a Fundraiser for the year. Motion to approve Aspire as the Fall Fundraiser for 2016-17 is made by **Betsy Carter**, and seconded by **Sadia Najmi**.

Betsey Mueller, San Diego Unified Council of PTA is introduced. In closing, **Betsey Carter** urges parents to stay closely united to PTA and to keep coming back. Our mission and goal is for the education of our children and we need to be a united front.

Meeting concluded by **Indrani Ganguly- Fitzgerald, President** at 7:25 pm

	Selected Period	Year to Date	Budget
Cash Balance Forward			
Bank Account MFCU	5,243.88	5,243.88	5,243.88
Savings MFCU	4,870.20	4,870.20	4,870.20
X-Checking Cal Coast CU	0.00	0.00	0.00
X-Savings CCCU	0.00	0.00	0.00
Total Cash Balance Forward	\$ 10,114.08	\$ 10,114.08	\$ 10,114.08
Receipts			
Administration			
Donations - All	0.00	0.00	150.00
Donations - Community	0.00	0.00	250.00
Other Income	60.00	60.00	0.00
Fundraisers			
Box Top for Education	0.00	0.00	500.00
Concessions - Other Events	695.00	695.00	700.00
eScrip	0.00	0.00	300.00
Fall Fundraiser	335.00	335.00	15,800.00
Family Dinner Nights (Restaurants)	314.17	314.17	1,500.00
Fiji Yogurt	0.00	0.00	600.00
Jamba Juice Company	0.00	0.00	600.00
Kroger - Ralphs	112.94	112.94	150.00
Merchandise	973.62	973.62	3,600.00
Original Art Works	0.00	0.00	500.00
Padres	0.00	0.00	1,800.00
Scholastic Book Fair	0.00	0.00	3,600.00
Shoes with Heart	0.00	0.00	600.00
Programs			
Events - Passport to Adventures	0.00	0.00	2,500.00
Total Receipts	\$ 2,490.73	\$ 2,490.73	\$ 33,150.00
Receipts Not Belonging to the Association			
Membership Receipts (pass-through)	600.00	600.00	0.00
Total Receipts Not Belonging to the Association	\$ 600.00	\$ 600.00	\$ 0.00
Expenses			
Administration			
Advertising & Promotion	0.00	0.00	50.00
Bank Charges	0.00	0.00	50.00
Cash Reserves	0.00	0.00	1,800.00
Computer Expense	0.00	0.00	140.00
Council Fees	0.00	0.00	50.00
Governmental Fees	0.00	0.00	25.00
Insurance	0.00	0.00	215.00
Other Expenses - Administration	0.00	0.00	50.00
Postage	0.00	0.00	20.00
PTA Meetings	321.73	321.73	350.00
Supplies	0.00	0.00	100.00
Volunteer Recognition	0.00	0.00	250.00
Fundraisers			
Fall Fundraiser	0.00	0.00	7,150.00
Merchandise	0.00	0.00	2,000.00
San Diego Padres	0.00	0.00	1,200.00
Scholastic Book Fair	0.00	0.00	1,700.00
Programs			
5th Grade Promotions	0.00	0.00	300.00
Attendance Recognition	0.00	0.00	1,200.00

Classroom Supplies Grade 1	0.00	0.00	500.00
Classroom Supplies Grade 2	0.00	0.00	500.00
Classroom Supplies Grade 3	0.00	0.00	500.00
Classroom Supplies Grade 4	0.00	0.00	500.00
Classroom Supplies Grade 5	265.30	265.30	500.00
Classroom Supplies Grade K	0.00	0.00	500.00
Educational Assemblies	0.00	0.00	1,000.00
Events - Family: Bedtime Stories, Star Party, Talent Show, Movie Nights	331.96	331.96	1,500.00
Events - Passport to Adventures	0.00	0.00	2,500.00
Field Trips Grade 1	0.00	0.00	1,200.00
Field Trips Grade 2	0.00	0.00	1,200.00
Field Trips Grade 3	0.00	0.00	1,200.00
Field Trips Grade 4	0.00	0.00	1,200.00
Field Trips Grade 5	595.00	595.00	1,200.00
Field Trips Grade K	0.00	0.00	2,000.00
Teacher Appreciation	0.00	0.00	500.00
Total Expenses	\$ 1,513.99	\$ 1,513.99	\$ 33,150.00
Net Receipts	\$ 1,576.74	\$ 1,576.74	\$ 0.00
Less:			
Carry Over Funds			0.00
Unallocated Reserves			10,114.08
			\$ 0.00
Cash Balance	\$ 11,690.82	\$ 11,690.82	

Checks Written

1217	Sarah Mearon	Pizza for PTA meeting	225.67
1218	Betsy Carter	Lemonade	96.06
1220	Eugene Lyons	5th Grade Supplies	29.97
1221	USS Midway Museum	Field Trip	595.00
1222	School Datebooks	5th Grade Supplies	235.33
1223	Nikole Fortier	Star Ptary Food - Pizza	290.14
1224	Sarah McLure	Star Party food	18.11
1225	Aryn Famiglietti	Star Party Supplies	23.71

Signature

Date

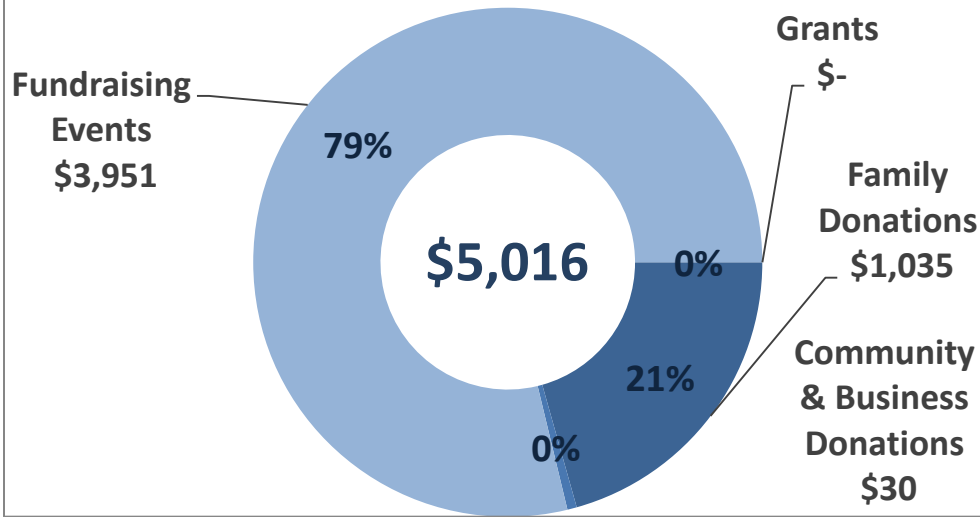
Other business	<p>FOABE INFORMATION – Beth Deig</p> <ul style="list-style-type: none"> • The mission of FOABE is funding the IB program. Formed in 2011 as a nonprofit to support the continuation of the IB program at Birney. 9 board members. • Presented the outlets utilized at Birney for communicating: Ms Amanda – robocalls, emails, & Birney Buzz. Weekly EBlast, FOABE emails & website, PTA emails & website, PeachJar. • Thermometer posted to show progress toward our fundraising goal. <p>COMMITTEES & VOLUNTEER PACKET – Tulip Howard</p> <ul style="list-style-type: none"> • Discussed volunteer packet and points of contact for the various committees. Still need volunteers for some committees. 	
Adjourn	Meeting adjourn at 7:55 pm	Motion by C. Jaccard/W. DeCesare
Next Meeting	October 18, 2016 – 6:30pm – Auditorium	

Upcoming Events

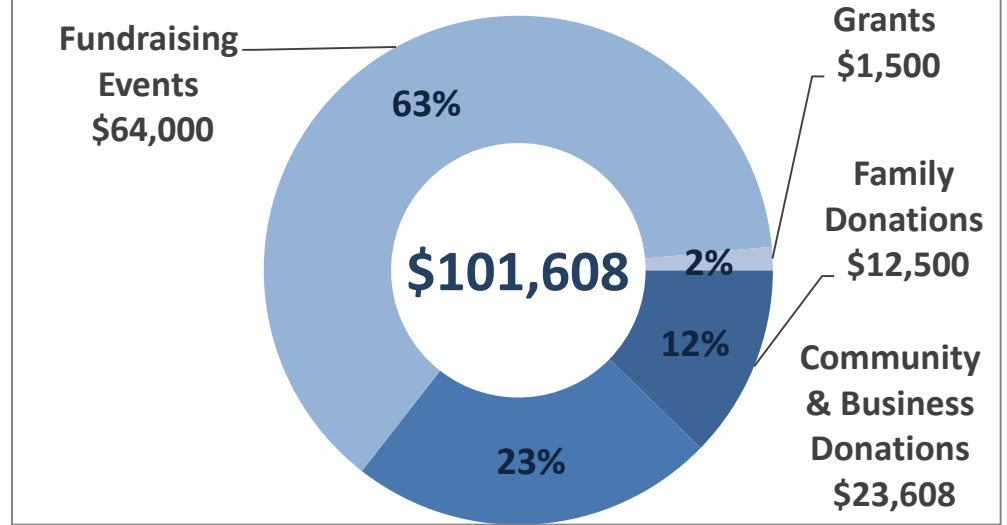
- 9/28 – Fall Fundraiser Kickoff Assemblies
- 9/29 – Back to School Night
- 10/7 – Multi-Cultural Potluck - 2pm
- 10/7 – Family Friday – Peace Sign on Playground – 2:30pm
- 10/7 – Star Party – 6pm
- 10/7, 14, 21, 28 – Costume Swap – 3:30pm
- 10/14 – School Picture Day
- 10/18 – Next Parent Organization Meeting – 6:30pm - Auditorium
- 10/21 – Birney Night Out – U-31 – Childcare Provided @ Birney - 6:30-9:30pm

FOABE Income and Expenses

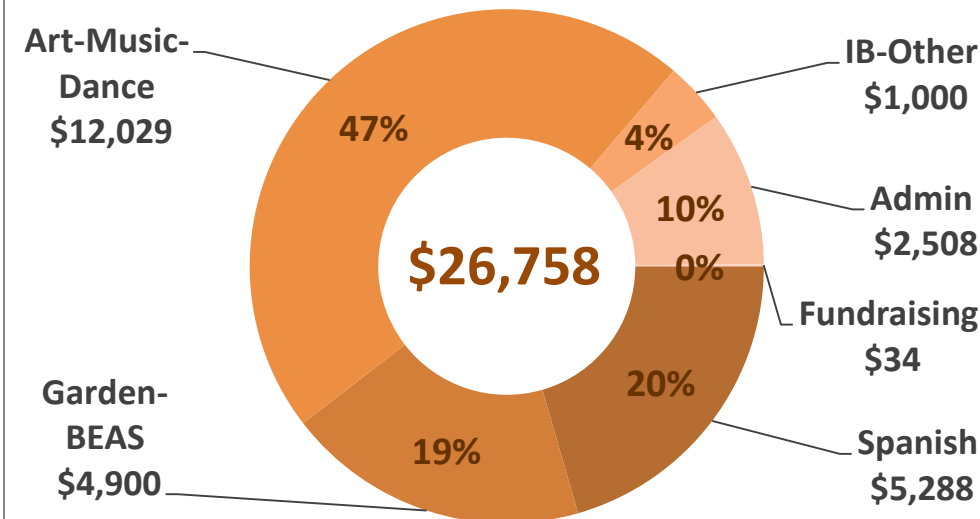
Funds Raised 7/1 to 9/30/2016



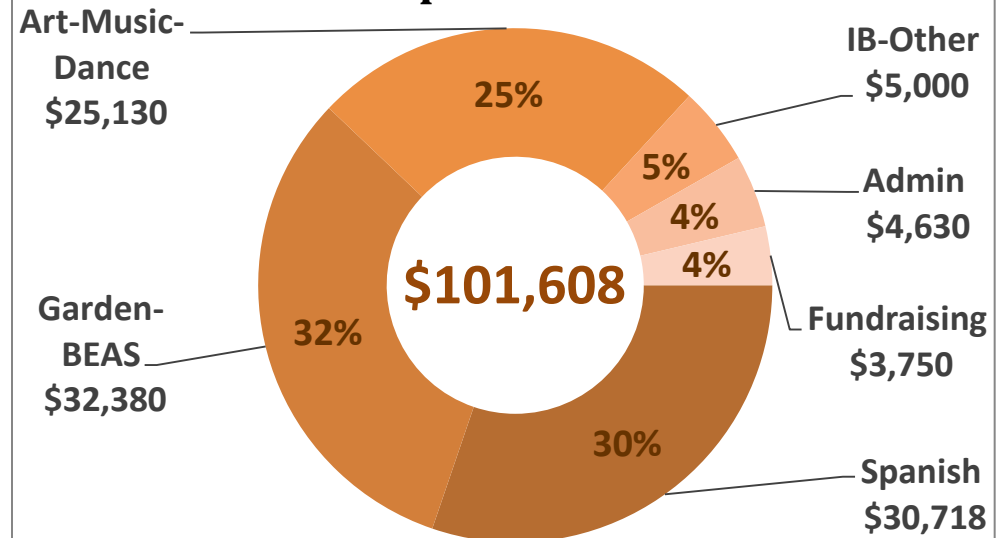
Fundraising Goals for 2016-17



Expenses 7/1 to 9/30/2016

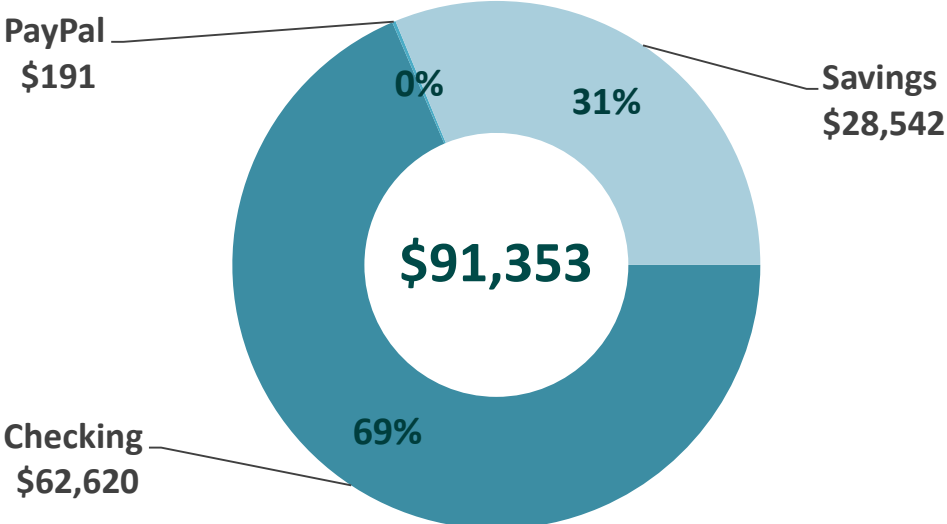


Planned Expenses for 2016-17

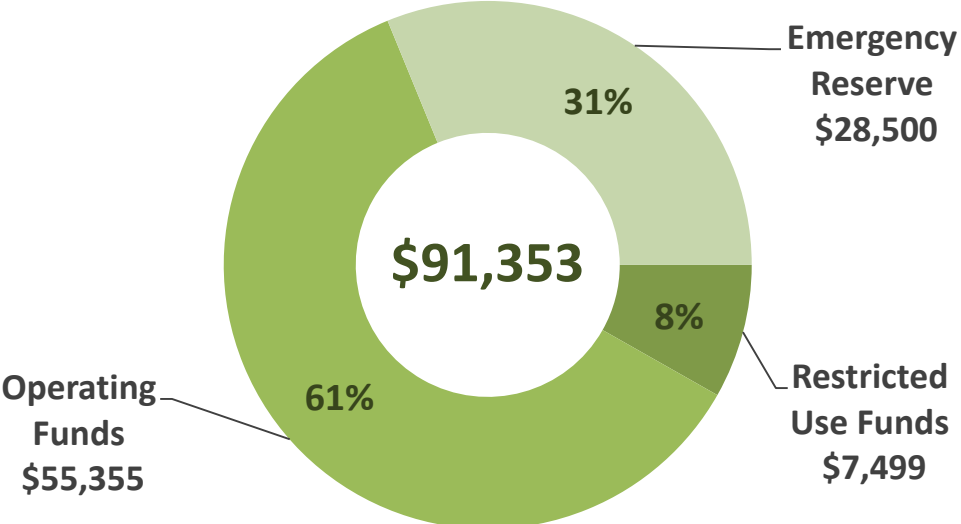


FOABE Assets

Account Balances as of 9/30/2016



Funds Availability as of 9/30/2016



	<u>Selected Period</u>	<u>Year to Date</u>	<u>Budget</u>
Cash Balance Forward			
MFCU Checking	62,254.57	84,110.41	84,110.41
MFCU Savings	28,539.82	28,534.98	28,534.98
PayPal Account	856.92	442.38	442.38
x_Chase Checking	0.00	0.00	0.00
Total Cash Balance Forward	\$ 91,651.31	\$ 113,087.77	\$ 113,087.77
Receipts			
Administration			
Donations - Administration	310.00	360.00	3,500.00
Donations - Community	0.00	30.00	15,283.00
Interest Income	2.35	7.19	50.00
Fundraisers			
Amazon Smile	0.00	44.63	0.00
Amazon Store Front	155.83	335.15	1,500.00
Big Give	0.00	0.00	23,000.00
BNO-1 (Birney Night Out)	0.00	0.00	4,000.00
BNO-2 (Birney Night Out)	0.00	0.00	4,000.00
Monthly Contributions (Give a Latte)	245.00	675.00	3,000.00
Pride Parking	0.00	3,571.50	3,500.00
Run for the Green	0.00	0.00	28,000.00
Programs			
Art/Music/Dance	0.00	0.00	500.00
Garden	0.00	0.00	500.00
Spanish	0.00	0.00	500.00
Total Receipts	\$ 713.18	\$ 5,023.47	\$ 87,333.00
Expenses			
Administration			
Advertising & Promotion	0.00	0.00	1,500.00
Bank Charges	0.00	2.12	50.00
Bank Charges - NSF	0.00	0.00	25.00
Childcare	0.00	0.00	400.00
Computer Expense	0.00	631.50	750.00
Conferences/IB Training for Teachers	0.00	0.00	5,000.00
Insurance	0.00	(805.00)	805.00
Non-Program Expense (Use of Grants from Others)	0.00	3,631.28	0.00
Operating Expenses	0.00	0.00	400.00
Other Expenses	0.00	0.00	400.00
PayPal Fees - Administration	2.50	2.50	50.00
Postage	0.00	0.00	100.00
Supplies	0.00	45.14	150.00
Fundraisers			
Big Give	0.00	0.00	500.00
BNO-1 (Birney Night Out)	0.00	0.00	400.00
BNO-2 (Birney Night Out)	0.00	0.00	400.00
Monthly Contributions (Give a Latte)	8.69	24.15	100.00
Pride Parking	0.00	10.00	350.00
Run for the Green	0.00	0.00	2,000.00
Programs			
Art/Music/Dance	0.00	12,028.75	25,130.00
Class Size Reduction/Other	1,000.00	1,000.00	0.00
Garden	0.00	4,900.00	32,380.00
Spanish	0.00	5,287.50	30,718.00
Total Expenses	\$ 1,011.19	\$ 26,757.94	\$ 101,608.00

Net Receipts	\$ (298.01)	\$ (21,734.47)	\$ (14,275.00)
Less:			
Emergency Reserve			28,500.00
Garden Supplies/Equipment			4,116.09
IB Materials			2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016			0.00
Zurich University Hosting			500.00
Unallocated Reserves			62,814.18
			\$ 0.00
Cash Balance	\$ 91,353.30	\$ 91,353.30	
Change to Fund Balance	1,000.00	4,631.28	
Change to Kaiser Staff Lounge/Kitchen Grant 2016	0.00	(3,631.28)	
Change to Zurich University Hosting	(1,000.00)	(1,000.00)	
Adjusted Cash Balance	\$ 91,353.30	\$ 91,353.30	

Checks Written

270	Alice Birney Elementary	Reading program lunch, offset Zurich Hosting reserve.	1,000.00
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Signature

Date

Date	Type	Number	Description	Amount	Totals
x_Chase Checking					
Balance On Hand 9/1/2016					\$ 0.00
Total Deposits					\$ 0.00
Total Disbursements					\$ 0.00
Balance On Hand 9/30/2016					\$ 0.00
MFCU Checking					
Balance On Hand 9/1/2016					\$ 62,254.57
Deposited Income					
09/20/2016	DEPOSIT		Deposit check	\$ 210.00	
09/29/2016	DEPOSIT		Amazon Store Front ACH	155.83	
				TOTAL	\$ 365.83
Adjustments/Transfers					
09/09/2016	ADJUSTMENT	171	Transfer from PayPal to MFCU Checking; initiated 9/8/16	\$ 1,000.00	
				TOTAL	\$ 1,000.00
Total Deposits					\$ 1,365.83
Checks					
09/16/2016	CHECK	270	Alice Birney Elementary, Reading program lunch, offset Zurich Hosting reserve.	\$ 1,000.00	
				TOTAL	\$ 1,000.00
Total Disbursements					\$ 1,000.00
Balance On Hand 9/30/2016					\$ 62,620.40
MFCU Savings					
Balance On Hand 9/1/2016					\$ 28,539.82
Adjustments/Transfers					
09/30/2016	ADJUSTMENT	172	Bank Interest Payment	\$ 2.35	
				TOTAL	\$ 2.35
Total Deposits					\$ 2.35
Total Disbursements					\$ 0.00

Date	Type	Number	Description	Amount	Totals
Balance On Hand 9/30/2016					\$ 28,542.17
PayPal Account					
Balance On Hand 9/1/2016					\$ 856.92
Deposited Income					
09/30/2016	DEPOSIT		PayPal summary deposit	\$ 345.00	
				TOTAL	<u>\$ 345.00</u>
Total Deposits					\$ 345.00
Adjustments/Transfers					
09/09/2016	ADJUSTMENT	171	Transfer from PayPal to MFCU Checking; initiated 9/8/16	\$ 1,000.00	
09/30/2016	ADJUSTMENT	173	Reduce gross PayPal deposit by fees	11.19	
				TOTAL	<u>\$ 1,011.19</u>
Total Disbursements					\$ 1,011.19
Balance On Hand 9/30/2016					\$ 190.73
Other Information					

Category	Type	Balance
Assets		
Accounts Receivable	Asset	\$ 0.00
Cash Box	Asset	0.00
Fixed Assets	Asset	0.00
Inventory	Asset	0.00
Investments	Asset	0.00
MFCU Checking	Bank	62,620.40
MFCU Savings	Bank	28,542.17
PayPal (Old Asset Account)	Asset	0.00
PayPal Account	Bank	190.73
Undeposited Funds	Asset	0.00
x_Chase Checking	Bank	0.00
Total Assets		\$ 91,353.30
Liabilities		
Accounts Payable	Liability	\$ 0.00
Sales Tax Payable	Liability	0.00
Total Liabilities		\$ 0.00
Fund Balance		
Emergency Reserve	Carry-Over/Restricted	\$ 28,500.00
Fund Balance	Carry-Over/Restricted	77,089.18
Garden Supplies/Equipment	Carry-Over/Restricted	4,116.09
IB Materials	Carry-Over/Restricted	2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016	Carry-Over/Restricted	0.00
Zurich University Hosting	Carry-Over/Restricted	500.00
Change in Fund Balance		(21,734.47)
Total Fund Balance		\$ 91,353.30
Total Liabilities and Fund Balance		\$ 91,353.30