



PTSA Meeting Agenda

Tues, Sept 13, 2016 Cafeteria 6:30PM -

- Approval of minutes, President's report, Principal's report, Treasurer's update, Auditor ratification
 - Student Representative report
 - Approval of new fundraising chair, brief Fundraising & Membership updates
 (online donations through website, Sports Basement, Back-to-School Night, PTSA Teacher Liaison)
 - Approval of calendar and budget of PTSA
 - VP nominations
 - Open discussion including possible restaurant fundraiser & also a Saturday UC-Santa Cruz campus tour/Boardwalk trip (Contact Teresa.Moeller@uscf.edu), Get-Ready-for-College speakers at Oct & Nov PTSA meetings & also a Wallenberg Community Picnic at Crissy Field on Sat, Oct 15 (Contact Susie.Sloan27@yahoo.com.)
 - **TONIGHT's Speakers:** Meet school counselors (Mr. Chan, Ms. Kiss, Ms. G) 10-min intro & talk, then Q&A
 - 7:30PM adjourn
-

PTSA calendar for member approval	10/20/16 Executive board mtg	3/14/17 PTSA mtg (open to all)
8/8/16 Freshman orientation	10/29/16 Enrollment Fair	3/17/17 Community dinner
8/12/16 Teachers' luncheon	11/8/16 PTSA mtg (open to all)	3/23/17 Executive board mtg
8/13/16 Parents' potluck picnic	11/17/16 Executive board mtg	4/11/17 PTSA mtg (open to all)
8/15/16 1st day Coffee kiosk	11/23/16 Alum Basketball	4/20/17 Executive board mtg
8/25/16 Executive board mtg	12/1/16 Executive board mtg	4/21/17 Wallapalooza
9/13/16 PTSA mtg (open to all)	12/14/16 Teachers' luncheon	5/6/17 Freshman orientation
9/22/16 Executive board mtg	1/10/17 PTSA mtg (open to all)	5/9/17 PTSA mtg (open to all)
➔ 9/29/16 Back-to-School Night	1/19/17 Executive board mtg	5/25/17 Executive board mtg
10/11/16 PTSA mtg (open to all)	2/7/17 PTSA mtg (open to all)	5/26/17 Senior family dinner
10/15/16 Wallenberg Picnic	2/23/17 Executive board mtg	

CALL for PARTICIPATION!

- ✓ Come join our PTSA this Tuesday & receive your FREE \$5 Target Gift Card with this year's membership. We'll also be on hand to help you sign up for easy & FREE ways to bring \$ to Wallenberg with eScrip & more.
- ✓ Teacher Ms. Lundy requests parent speakers (during working hours) to talk to AVID students about Career Pathways.

Interested? Contact us at wallenbergPTSA@gmail.com.

CHECKS being cut to:

- #532 \$250 to "Sara Ritchey" for "back to school teacher lunch/pizza" (approved in 2015/2016 and within budget)
- #533 \$75.65 to "Sara Ritchey" for "bulk mailing" (approved in 2015/2016 and within budget)
- #534 \$222.72 to "Teresa Moeller" for bulk mail printing
- #535 \$20.00 to "Dept. of Justice" for raffle application



Minutes from last mtg for approval

Wallenberg PTSA Mtg 5/10/16 Cafeteria 6:30pm

Dinner

1. Welcome and introductions- Meeting called to order at 6:35 pm by Ms Ritchey
 2. Approval of minutes of April 12, 2016 2016 General Membership Meeting M/S/A
 3. President's Report: Sara Phillips-Ritchey
Thank you to all volunteers and members of the outgoing Executive Board. Thank you and congratulations to the graduating seniors and their families. Thank you to all the new PTSA Executive Board members for 2016-2017. Nominee for President: Jeff Morse. Executive Board will appoint the President at next week's BOD meeting.
 4. Student Representative's Report: Aaron Luu & Juan Cerda. Spirit Week concludes this week with Awards Assembly. AP testing is going on currently. Senior celebration will be at Great America on May 23, 2016.
 5. Principal's Report: Mr. Makhijani (Asst Principal)
WTHS has been recognized by CBS Local as the 8th best school for low income students based on Great Schools "Best Bay Area High Schools for Students for Low Income Families". Concern expressed about recent article in The Examiner about student council elections. Community meeting was held in April 28, 2016 and a follow-up will be held on May 17, 2016.
 6. School Site Council- Annie Ogata Final meeting of year will be held May 19, 2016 and Community Meeting May 17, 2016. SSC elections will be held in Oct.
 7. PTSA Treasurer's Report- Albert Lee
Report from 4/1/2016-4/30/2016 \$512.46 deposited this month Balance on hand= \$17,719.32
Final authorizations for: Benches for lobby \$2562.14 Podium/stool \$559.29 M/S/A
Checks for ratification:

#519	\$51.27	Valerie Louie	PTSA Food
#520	\$541.19	WeGoLoGo	Mugs
#521	\$61.75	2 nd District PTA	Dues
#522	\$864.34	WeGoLoGo	Spirit Gear
#523	\$2562.14	School Specialists	Benches
#524	\$559.29	SchoolOutfitters	Podium/stool
#525	\$89.93	Sara Ritchey	Printing and food for frosh orientation
- Proposed budget for FY 2016-2017 presented. M/S/A
 Consideration for funding for prom and graduation to be discussed in new FY.
 Audit Reports- Audits conducted by Edgar Estonina for period 7/1/2015-12/31/2015 completed on 4/23/16.
 For Account # 6180 For Account # 1214 Records complete, accurate and in order. M/S/A
8. Activities Updates:
 Graduation: Graduation will be held at The Herbst Theatre; May 25th 2-3:30 pm
 Family Picnic Potluck 8/13/16
 Back to school staff lunch 8/12/16
 First day of school coffee 8/15/16
 9. Spring Fundraising Dinner Committee Report M/S/A
 10. Recognition and thank you for Ms Ritchey.
 11. Meeting adjourned at 7:50 pm by Ms. Ritchey.

Helen Archer-Duste
Secretary

Minutes approved on _____ -

Wallenberg High School PTSA IRS EIN# 94-2787358	(7/15 to 6/16) 2015-16 Actual	(7/15 to 6/16) 2016 Budgeted	(7/16 to 6/17) 2017 Budgeted	%
Prior Year Fund Balance - 6/30/16	\$ 13,554			
Current Year Inventory	\$ 13,554			
Revenues:				
General Donation	2,347.00	1,830.00	1,920.00	4.9%
Teacher appr. luncheon Donation	1,385.00	650.00	680.00	4.6%
Membership Dues - PTSA	667.00	530.00	560.00	5.7%
Early Membership Drive (2015-2016)	0.00	0.00	0.00	0.0%
	4,399.00	3,010.00	3,160.00	5.0%
Fund raising	2,296.41	1,580.00	1,660.00	5.1%
Escrip	207.10	340.00	340.00	0.0%
Back to School Night - Bake Sales	75.21	30.00	50.00	66.7%
Save Mart Supermarket (Lucky's)	8,047.88	9,200.00	9,200.00	0.0%
International Fundraising Dinner	1,463.97	890.00	930.00	4.5%
Spirit Wear Sale	1,000.00	0.00	1,000.00	
SF Parks- Shared School yard	13,090.57	12,040.00	13,180.00	9.5%
Cancelled/voided check	200			
Receipts Not Belonging To Unit	437.00	240.00	240.00	0.0%
District, State & National PTA	437.00	240.00	240.00	0.0%
memb. Subtotal Current Year				
Revenues Total Available Revenues	18,126.57	15,290.00	16,580.00	8.4%
Operational	216.00	220.00	230.00	4.5%
PTSA Unit Insurance	225.00	230.00	240.00	4.3%
Bulk Mail Renewal/Registration	437.00	210.00	220.00	4.8%
Membership Dues to The 2nd District P	433.85	620.00	500.00	-19.4%
PTSA Supplies, Equipment, Services	447.71	690.00	690.00	0.0%
PTSA Meetings-Hospitality			400.00	
PTSA printing and copying				
	1,759.56	1,970.00	2,280.00	15.7%
Program Expense	0.00	0.00	75.00	
Open House - Refreshments	224.78	270.00	270.00	0.0%
Teachers Welcome Back Lunch	368.00	390.00	410.00	5.1%
Teachers Back to School Night Dinner	75.23	0.00	60.00	
Enrollment Fair - Refreshments	546.19	690.00	590.00	-14.5%
Bulk Mail/Stamps/Labels	0.00	500.00	500.00	0.0%
Grants-Student Activities	420.00	420.00	420.00	0.0%
Thanksgiving Alumni Game	4,121.43	6,000.00	5,000.00	-16.7%
School Supplies/Equipment/Improvem	57.22	0.00	0.00	
Family Engagement	169.28	60.00	60.00	0.0%
9th Grade Orientation - Refreshments	2,182.12	2,700.00	1,000.00	-63.0%
Spirit Wear Inventory	0.00		100.00	
Founder's Day Dinner			100.00	
Activities-Food for sale (Wallapalooza, etc...)	8,164.25	11,030.00	8,585.00	-22.2%
Teacher/Staff Appreciation Lunch:	753.37	770.00	850.00	10.4%
Food/Drinks - Hospitality	970.00	1,200.00	0.00	0.0%
Gifts	1,723.37	1,970.00	850.00	-56.9%
Int'l Potluck	0.00	20.00	50.00	150.0%
Kitchen & Supplies	1,750.84	1,660.00	1,900.00	14.5%
Food & Beverage	20.00	0.00	75.00	
Raffle/Permits/Supplies	557.13	540.00	600.00	11.1%
Kitchen Permit/Fees	2,327.97	2,220.00	2,625.00	18.2%
Graduation	534.18	1,210.00	1,260.00	4.1%
Graduation Food, Flowers/Etc...	541.19	750.00	680.00	-9.3%
Graduation Gift	1,075.37	1,960.00	1,940.00	-1.0%
Unreserved Expense	0.00	320.00	300.00	-6.3%
Total Proposed Uses	15,050.52	19,470.00	16,580.00	-14.8%
Fund Balance - 6/30/15	3,076.05	(4,180.00)	0.00	-100.0%
Balance - 6/30/17	\$13,554			



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COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

Activity Details

Name of activity **GRADUATIONHERBST THEA** Date held **5/25/16** Time **AFTERNOON**
Location **HERBST THEATRE** Approved by PTA membership on: **9/8/15** Presented in cooperation with **RWTHS**
Goals **SUPPORT GRADUATION EXPERIENCE FOR STUDENTS & PARENTS STUDENTS**
Money to be used for **GIFTS DECORATIONS, REFRESHMENTS**

Committee Details

Chairman **SARA RITCHEY, PATTY MYERS** Secretary _____ Members (including students) **VALERIE LOUIE, HELEN ARCHER DUSTE**
Consultants **MELBA LEW**

Meetings

Date(s) meetings were held: **FLUID BUT FREQUENT**

Financial Details

Proposed budgeted income \$ **(2)A** (3) _____ (4)A Actual income \$ _____
Proposed budgeted expense \$ **\$1960** Actual expense \$ **1097**

Net income \$ _____

Volunteer Details

Number of volunteers needed to conduct activity adequately: **5** Total volunteer hours: **30**

Recommendations

Do again Do NOT do again Do again, but modify (explain in #11 below)

Report Details. Attach any detailed information as requested.

- 1. Was insurance company contacted prior to planning? Yes No
Was extra coverage required? Yes No
Cost? _____
- 2. Was the Insurance and Loss Prevention Guide reviewed prior to event? Yes No
- 3. Was a written contract required? Yes No
Association approval? Yes No Signed by president and one elected officer? Yes No
- 4. Was the timing of the activity appropriate? Yes No
If not, suggest more appropriate date(s): _____
- 5. Attach a detailed timeline to report.
- 6. Were there any special requirements? Explain: _____ Yes No
- 7. How was activity publicized? **SOCIAL MEDIA**
Attach any articles or fliers _____
- 8. Specify equipment needs: _____
- 9. Special contacts/contact information (Speakers, judges, service providers): **0**
- 10. Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
- 11. Additional comments: **BREAK DOWN COST:150 MUGS \$563.75_FOOD/DECOR \$534.18 TOTAL \$1097.93**

NOTE California State PTA suggests that any fundraiser be audited immediately if a large amount of monies was raised.

PARENT/STUDENT SUGGESTIONS: Graduation committee should include parents & students. Students MUST have tickets at least the day before. Some families were not able to go in because they could not find their student. Very sad. Will call for people arriving seperately. System foer distributing extra tickets, Information MUST be posted to school loop. So much confusion about so many things. Need to know basic stuff like no flowers or balloons, time, date, # of tickets. Need better system for holding flowers, Need moe Blue & White, with tickets for flowers. Someones flowers were stolen, security? Make gowns all one color- stop gender segregation. Speaker was over political, did not speak to students graduation, achievements or future. Let students have voice in speaker selection.

Budget dropped because venue does not allow food. Next year may rise

Prepared by _____ Report due 30 days after activity. Date _____