

**Dingeman Family Faculty Connection General Membership Board Meeting
May 10, 2023
Via Zoom**

I. Call to order

Call to order by Cathryn McFearin on Wednesday, May 10, 2023, at 6:32 p.m.

Welcome everyone to our final FFC meeting of the school year. Thanks for being here. First order of business is to approve last meeting's minutes.

II. Approval of last meeting's minutes

*Motion to approve the 4/12/23 meeting minutes – Jessica Craig-Huynh
Second – Christina Liu and Joe Marsella
Motion to approve the 4/12/23 meeting minutes passed unanimously.

III. Board Reports

1. President - Cathryn McFearin

Cathryn wants keep it short because we have a lot of business to attend to, but wants to give a huge thank you to everyone. She is so proud of all that we got done this year and so thankful for all the time and hard work so many put in to make things happen.

2. Vice President - Christina Liu

The Bylaws committee reviewed the Bylaws and found a few things that needed amending, post Covid. We sent out the notice of proposed revisions, emailed on 4/26, posted on website, printed and placed in front office and posted on social media. We gave 2 weeks notice of all the amendments.

*Motion to amend the Bylaws and incorporate all amendments set forth in Exhibit D to the Dingeman Elementary Family-Faculty Connection Bylaws – Angie Couvrette
Second – Katarina Mansir
Motion to amend the Bylaws and incorporate all amendments set forth in Exhibit D to the Dingeman Elementary Family-Faculty Connection Bylaws passed unanimously.

Per the amendments to the Bylaws, we have included another position for a faculty representative, to be divided as follows: grades pre-K through Kinder, grades 1-3 and grades 4-5.

Principal Dusty Pedrotti appoints the following faculty representatives:
Grades: Pre-K – Kinder: Mr. Joe Marsella

Grades 1-3: Ms. Amy Boezele
Grades 4-5: Mrs. Michelle Becker

*Motion to approve the principal appointed Faculty Representatives for the 2023-2024 school year – Katarina Mansir

Second – Anthony Eusubio

Motion to approve the principal appointed Faculty Representatives for the 2023-2024 school year passed unanimously.

Per the Bylaws, the President of the Board selects persons to fill the Members at Large positions.

President Cathryn McFearin appoints Indu Ramachandran and Karthika Ramesh as Members at Large for the 2023-2024 school year.

*Motion to approve the FFC president appointed Members at Large for the 2023-2024 school year – Katarina Mansir

Second – Christina Liu

Motion to approve the FFC president appointed Members at Large for the 2023-2024 school year passed unanimously.

3. Treasurer – Katarina Mansir

Financial Overview as of 4/28/2023

Checking Account Balance:	\$224,386.28
Savings Account Balance:	\$30,562.97
Total:	\$254,949.25

Katarina shared her screen and reviewed deposits in the amount of \$27,742.81 and expenses in the amount of \$9,529.67.

Katarina also shared her screen and reviewed the 2023-2024 budget overview. The budget committee met last week and prepared a proposed budget. Projected expenditures of \$193,090.00 and projected revenue of \$168,100.00. She points out that things might change but the budget was made based on the current income/expenses and the final budget will be voted on and approved at the next FFC meeting at the end of August/early September.

*Motion to approve the 2023-2024 [Proposed] Budget – Christina Liu

Second – Jessica Craig-Huynh

Motion to approve the 2023-2024 [Proposed] Budget passed unanimously.

4. Auditor – Hooban Forsman

Hooban thanks everyone for having her and admits this is a very overdue auditor report. She is presenting 2 audits and she followed the procedure that Mia and Helen set up. The fiscal year is July-June, so she went through both years of all transactions recorded in Quickbooks. She got all the expense transactions and revenue transactions, sorted by date and then sampled about 15 percent, every 7th transaction. I also sampled every transaction where the dollar value was over 5 percent of the money. If needed, she will put on a drive and send to the board.

In addition, she checked supporting documents, and that reimbursement forms were filled out correctly, and that receipts were attached or easy to find. These were the 2 years during the pandemic so everything had changed. We went from having paper receipts to everything being digital and scanned. She looked for signatures, receipts and checked against bank statements, made sure it had cleared in a timely manner, and checked all the bank reconciliation reports on Quickbooks to make sure they matched the bank statements. The accounts were reconciled.

One thing she found was that we have 2 accounts – checking and savings – the checking is used, savings is just back-up. She notes that there should be no transactions in the savings account, but it should still be reconciled. It should be reconciled to show that it hasn't been touched and is still sitting there.

Katarina acknowledged the only transaction in the savings account is a small amount of interest being earned. Katarina went through and reconciled the entire checking year for 2022-2023, and from that point it has been done every month.

In summary of her audit, all the bank records/back-up documents match the bank statement. All the Quickbook entries that she sampled matched the bank statement, with one exception. There was a small deposit that she found in Quickbooks but couldn't find any of the bank reconciliation. The one deposit is probably included in another lump deposit. Because it is entered separately in Quickbooks, it shows up as a different transaction. Because the balances match, she knows the money has gone into the account, she just can't find when and where. In the future, make sure the exact amount deposited in the bank, shows on Quickbooks. That info will be in her report and she will have a few appendices.

She did also find numerous or missing/incomplete back-up documents. There were cases where the signature was missing, or the amount said \$0 but it was really \$500. She attributes it to the change in paper trail vs. digital. She is hopeful that will get resolved as time goes on. This will also be listed on the report if they had missing or incomplete docs.

Hooban makes the following recommendations - the auditor should not hold a chair position where they deal with the finances because of the conflict of interest. She also recommends being tighter on back-up paperwork, so that there doesn't have to be so much effort put in to tracking the back-up documents down. She notes that there were a few discrepancies, but she was able to find the back-up paperwork to reconcile.

This concludes her audit of the 2020-2021 and 2021-2022 school years.

5. Principal – Dusty Pedrotti

Mr. Pedrotti starts with his gratitude, because he knows how much work goes into all of the FFC's efforts, and how much time and energy goes into stuff behind the scenes. He knows the staff was very appreciative of staff appreciation week. The luncheon was super successful, and the food was yummy and the photo booth was a lot of fun.

We currently have 650 enrolled for the morning academic program, Mrs. Miller has been attending weekly meetings, doing a lot of work, working on staffing, and getting everything ready for the summer school program, so stay tuned for more info

Mr. Pedrotti reports that state testing started for grades 3-5, and students were nervous coming in the first day but teachers put in a lot of work into making sure it wasn't too stressful. We have little testing blocks each morning and make it a small part of their day until they move on to the regular routine. Mr. Pedrotti thanks the FFC for sponsoring the testing treats to have during or at the end of their testing.

Christina Liu - she really appreciated that the teachers had the younger students write notes of encouragement to the older students. She expresses her thanks as a parent and knows that it meant so much to all the kids that were testing. Mr. Pedrotti recognizes these efforts do have an impact on the students.

Mr. Pedrotti and Mrs. Miller are working on the next year's calendar in an effort to not have so many events fall together at the same time.

6. Staff – Mr. Joe Marsella and Ms. Becker

Mrs. Becker – agrees that all the staff was so appreciative and loves that we can all get together as a team. She gives thanks and expresses that she loves being the teacher representative.

Mr. Joe – seconds what Mrs. Becker said and admits he mostly talks to the Kindergarten teachers, but they all expressed their gratitude for teacher appreciation week – gives a big thank you, and notes it is very appreciated.

Cathryn McFearin – expresses her gratitude to Mr. Joe and Mrs. Becker for their commitment and time participating as the faculty representatives.

IV. Committee Reports

1. EAR - Jessica Craig-Huynh

Jessica starts by expressing her gratitude to the teachers and staff and volunteers. She really appreciates everything and is thankful for how hard everyone worked this past year. We are planning on reading with students through May 31 and will have an end of year celebration for all students who have participated in the program. The vision is for Mr. Pedrotti to help hand out certificates, and we will have other things to gift like books and bookmarks.

Overall, it was a good year, we tried out different things and were able to accomplish a lot. In total, we worked with 47 students in grades 1-5. Most settings were one-on-one, but a couple volunteers worked with groups. It all started with one big training at the beginning of the year in September, but as we recruited more volunteers, we had smaller trainings of 4 or more.

Jessica gives a thank you to Mrs. Becker for recruiting a couple of her friends to volunteer and support the program and also to all of the EAR volunteers. She is especially grateful to those who took on a leadership position and helped coordinate at the grade level or directly with teachers. She is also happy to report that she got good feedback from the teachers who were happy with the reading growth they saw in their students and the confidence it builds in them. She is excited to see the program continue to grow and evolve.

Cathryn McFearnin – gives a big thank you Jessica and everyone on here who participates in the EAR program.

2. Art Corps - Lisa Shadburn

Lisa is not in attendance. Cathryn reports that the art show is tomorrow night, May 11, from 5-7 and knows that all the preparations have been going really well. It will be a great showcase of all the students' art and hard work. She also encourages everyone to come out for Family Dinner Night at Flippin' Pizza after the event. 25% of all proceeds from the event will go to the FFC to help fund the programs for the school.

3. STEAM - Karthika Arunachalam

Karthika gives thanks to Mrs. Miller who got approval for an app the STEAM program needed. The classrooms are wrapping up all the lessons. She is going to update the Ozo-bots and Spheros after Memorial Day so that they are set.

She has been working on a STEAM survey with Cathryn and it will hopefully be sent out later this week. She has had interest from a few teachers to introduce the 3-D printers but she is slightly hesitant because she doesn't know much about them. She will take help from anyone who has experience with them.

Karthika has one last reimbursement to submit and will wrap up the year with a STEAM close-out meeting.

Katarina shares that the kids really enjoyed all of the different devices and thanks Karthika for getting everything going this year.

Karthika adds that the Noetic math results will be out next week and the Math Olympiad certificates will also be distributed soon.

4. Spring Carnival - Claudine Ricanor

Claudine is happy to report that everything is moving along. Planning is going well. More communications and volunteer requests will be coming. She currently has 18-20 cultural stations – both a combo of parent volunteers and local organizations. There will be lots of student performances so she is still working out the program, ticket sells, and other various elements. Things are moving quickly, as the event approaches, but she is confident we will have a good time. It is a lot of work, but fingers crossed we will have good success, like in the past years. She is still looking for more volunteers and encourages others to participate.

Christina Liu asks for clarification about the cultural ambassadors and the level of commitment – do they have to be present or they can prepare the stuff and hand off to her?

Claudine explains that she is looking for parent volunteers or those interested to set up a table/booth to showcase their country/culture, so that the attendees can learn about it. Tables and chairs will be provided. It can be as simple as being present and talking to the attendees. The display is up to them, but the goal is to educate those attending about their country/culture, and they can do it in various ways – poster boards, costumes, music, visual displays, etc. The idea is to encourage the students to go around with their passport and stop at each station to get a stamp or small prize while they learn about the various countries/cultures.

V. Old Business

Katarina gives thanks to Angie and Jeff for working on a reimbursement form and hopes to continue to streamline the paperwork.

Christina gave a quick recap of Family Art night. She gives a huge shout-out to Joanne, her committee co-chair, who wrapped up the final family art night in April. The committee started with interest in October and finished by holding 4 family art night events, hosting approximately 135 attendees each time, and making it a successful effort of working on over 500 art projects together. Both Joanne and her got great feedback from participants and they were happy to be able to accommodate nearly everyone by hosting on different week nights. They appreciated all the generous donations and recommendations. She thanks the volunteers who helped and Mr. Pedrotti for being there.

VI. New Business

Christina adds there will be a volunteer appreciation social on Monday, June 12 in the MPR. Please join us if you volunteered in any capacity over the year – come be appreciated. There is an RSVP that will go out over the weekend.

Meeting adjourned at 7:38 p.m.

Attendants:

Ivy Lam
Christina Liu
Arthur Liu
Joe Marsella
Dusty Pedrotti
Jessica Craig-Huynh
Hon Lam
Kelly Cortese
Greg Cortese
Katarina Mansir
Heidi Jhung
Karthika Arunachalam
Vanessa Samulis
Kris Lee
N. Martinez
Marian Eusebio
Anthony Eusebio
Donald Jhung
Cathryn McFearin
Nathan Baird
Ramesh Arunachalam
Angie Couvrette
Jeff Couvrette
Michelle Becker
Melissa Gonzalez
Ashley Grobosky
Israel Martinez
Deb Shin Ahn
Phil Ahn

After vote
Lisa Shadburn
Marie Lee
Linnea Miller

Deb
Ashely Nover
Chie Yamashiro
Hooban Forsman
Eunice Manzano
Indu
Joanne