

Agenda: FFC Meeting May 14, 2025

Attendees: Dora Rowe, Eydie Strouse, Jessica Craig-Huynh, Karthika A., Katarina Mansir, Joe Marsella, Mayuma Caalaman, N. Martinez., Dusty Pedrotti, Sandra Atkinson, Michelle Becker, Kelly Cortese, Kimberly Kennelly, Ely Exner

- I. Call to Order
Call to order by Katarina Mansir at 6:31 p.m.
- II. Approval and/or Correction of April 9, 2025 Draft Minutes
No corrections
Motion to approve – Sandra
Second – Dora
- III. 2025-2026 Preliminary Budget Approval
Katarina shares the proposed budget for 2025-2026, asks everyone to review; and, briefly goes over each line item.

Main change to revenue – add Social Family Event as a line item.

The 2025-2026 Budget projected revenue is \$214,000, with a projected costs around \$193,000

There are no additional questions regarding the proposed budget.

The budget will be finalized at a special FFC Board meeting in August.

***A motion is made to approve the 2024-2025 proposed budget by Sandra Atkinson, and second by Kim Kennelly.**

Motion to approve the 2025-2026 proposed budget passes unanimously; none opposed.

- IV. Administrative & Staff Reports
 - a. Mr. Pedrotti
Family movie night was a huge success with many families attending. Thank you to all the volunteers.

We are on the tail end of state testing with 5th graders yet to take the science test. A meeting was held with 40-50 new families for UTK this week. We are still enrolling students.

Saturday school has been a success. This is a pilot but we've had 7 sessions; looking forward to doing more next year.

Some retirements scheduled at the end of this school year, with new staff joining in the fall.

The school roof is being redone and solar put up. The project will continue through September/October.

Level Up will do summer camp classes on campus as well as SAY.

Will need some help with summer play dates for some of the younger grades

Fourth of July Parade- will send out notice over the summer.

We are very busy with end of the year activities.

b. Faculty Representatives

- i. Ms. Becker – thank you for recognizing the teacher and staff at Dingeman.
- ii. Mr. Joe – Staff would like to thank you for all the things done for Staff Appreciation week and for everything that FFC has done for them this year.
- iii. Principal Pedrotti thanks the FFC for the great job appreciating the teachers and staff.

V. FFC Board Officer Reports

a. Treasurer – Katarina

i. April Financials Review

Katarina shares the financial overview for April 2025:

Financial Overview for April 2025				
Starting Balance as of April 1 (Checking)				\$240,898.42
Ending Balance as of April 30 (checking)				\$250,609.84
Savings account as of April 30 (savings)				\$30,575.07
		Total assets		\$281,184.91
April Deposits				
4/1/2025	ACH	Level Up	After School	\$2,807.25
4/1/2025	ACH	Benevity	Corporate Match	\$31.56

4/7/2025	ACH	PayPal	Yearbook Presale	\$291.56
4/22/2025	Deposit	Parent Donations	Tiger Trot	\$16,365.00
4/22/2025	Deposit	Family Donations	Tiger Trot	\$2,664.20
4/22/2025	Deposit	Scripps Pediatrics	Corporate Sponsor	\$500.00
4/22/2025	Deposit	Tiger Art Academy	Art Show Food Trucks	\$243.57
4/22/2025	Deposit	T-shirt Sales	Spirit gear	\$215.00
4/22/2025	Deposit	Yearbook	Yearbook Presale	\$126.00
4/22/2025	Deposit	Playbill Sponsor	4th/5th Grade Musical	\$100.00
4/22/2025	Deposit	Yard Sign Sales	5th Grade Committee	\$75.00
4/25/25	ACH	PayPal	Yearbook Presale	\$1,211.76
4/28/25	ACH	Qualcomm	Corporate Match	\$207.50
4/28/25	ACH	Venmo		\$493.35
4/30/25	ACH	Benevity	Corporate Match	\$507.10
		Total Deposited		\$25,838.85
April Expenditures				
4/7/2025	Dingeman ASB	Scholarship	5th Grade Field Trip	\$30.00
4/8/2025	LC	Grade Level Grant	3rd	\$348.96
4/9/2025	CF	Classroom	UTK	\$112.00
4/10/2025	CS	Classroom	1st	\$496.42
4/10/2025	BH	GLG	UTK	\$750.00
4/21/2025	AG	Classroom Reimburse	4/5 combo	\$500.00
4/21/2025	MR	Classroom	Kinder	\$499.16
4/21/2025	CH	Classroom Reimburse	UTK	\$12.91
4/21/2025	DW	Classroom Reimburse	3rd Grade	\$132.62
4/21/2025	AB	Classroom Reimburse	1st Grade	\$500.00
4/21/2025	JG	GLG	UTK	\$49.68
4/21/2025	MG	Classroom/GLG	1st	\$725.00
4/21/2025	MD	Library	books and supplies	\$621.74

4/21/2025	BM	Classroom Reimburse	UTK	\$269.83
4/23/2025	CD	Classroom Reimburse	2nd	\$387.66
4/23/2025	SL	GLG	3rd	\$183.63
4/23/2025	Dingeman	VAPA	VAPA	\$15,000.00
4/23/2025	Magic Jump Rentals	Spring Carnival	Activities	\$3,700.20
4/24/2025	ES	Yearbook	Yearbook	\$8,281.66
4/24/2025	ES	5th Grade	Photo booth and photog	\$550.00
4/24/2025	DT	Honor Choir	Accompanist	\$585.00
4/28/2025	My Little Carnival	Spring Carnival	activities deposit	\$3,039.90
4/29/2025	MB	Classroom Reimburse	5th Grade	\$186.45
4/29/2025	Tumbles	GLG	Kinder	\$699.60
4/29/2025	DL	Classroom Reimburse	Kinder	\$176.75
4/29/2025	AT	Classroom Reimburse	1st	\$485.61
		Total Expenditures		\$38,324.78

ii. Tiger Trot Budget Amendment

Will circulate amendments via email for everyone to review. Be on the lookout.

b. Auditor – Kim Kennelly

i. 2023-2024 Audit Report

Kim reviewed the 2023-2024 audit she performed through Quickbooks.

Kim's method was to look at all the expenditures and all of the revenue, looking at about 15% of all the transactions. This came to about one of every seven transactions. She also looked at any expenditure over 5% of the total expenditures, checking that all the backup documentation was in Quickbooks.

For Expenditures, all but two tested transactions were recorded in Quickbooks correctly. One involved a banking transaction that did not clear in a timely manner.

For Revenues, Kim reviewed all transactions roughly over \$8400-\$8500 (about 5% of total deposits). All did well except for one transaction.

Kim looked at bank statements as compared to the Quickbook statements for bank statements from July 31, 2023 – June 28, 2024. All correctly matched.

Kim makes the following suggestions for improvement, noting that some of these suggestions have started to be implemented for this year.

- Update payment request form to improve the ease of uploading digital signatures.
- To ensure authorizations are signed appropriately before submitting – almost all were signed properly
- Created a standardized file naming system for backup documentation system to make it easier to know which document goes with what transaction.

Kim shared the appendixes with all of the expenditures that she reviewed. She found that the original form request was missing and one \$13 check did not clear and the check could not be found. For the deposits, those were fine. The only issue was a VENMO deposit that was separated in Quickbooks and not attached; but, the money was there and appropriately documented.

Kim is planning to have the 2025-2025 school year's audit done by the beginning of the school year.

VI. Standing Committee Reports

a. Yearbook – Eydie

375 yearbooks have been ordered

Charging \$50, with cost at \$30

She is planning to deliver the yearbooks to the students tomorrow morning.

She is busy with reconciliation for double orders.

Ordered 17 extra year books and 5th graders given the first opportunity to buy the extras. Will probably have 10 extra available for general purchase; placing those who have approached her already on wait list.

We will switch vendors for next year- have samples now from Tree Ring.

b. STEAM – Gregg/Kelly

No big updates

They are going in only on Wednesdays now unless anyone has any last minute requests for activities; only 1 more event scheduled to happen this year.

Will be winding down the lab and powering down equipment and robots.

Have quite a bit of budget for STEAM left.

3D-printers have been used quite a bit this year.

Let them know if there is a print request for retiring staff mementos.

- c. EAR – Jessica
Wrapping up the program for the year.
The year end celebration for kids was last Friday.
Discussed plans for next year regarding starting earlier.
- d. Family Dinner Nights – Anne
Anne reports the following revenue for the recent Family Dinner Nights:
Yogurt Heaven - \$180
Kabob Shop - \$156
French Oven - \$100
Yanni's upcoming Dinner Night is scheduled for May 27-29.
- e. Cultural – Rola
Excited to announce that there are 21 countries represented on Friday's Carnival hosted by parents, showcasing the rich diversity of our community and fostering cultural appreciation, with a focus on unity and learning and not on politics.

Cultural paper dolls will be displayed at the Carnival as well.

Table set up will start at noon on Friday.

Claudine – lots of high school volunteers but need a boost from parents to cover for them until they arrive.
- f. Box Tops – Mayumi
We have earned \$874.90 so far this year.
- g. Tiger Art Academy – Sandra/Dora
They are filming to redo 4th grade symmetry tree lesson to make it easier to make a symmetrical tree.
Del Mar Fair SD County Fair will accept our arts but it has to be in a specific format and bound a specific way per class. Sandra is going to see if she can figure out how to bind the art pieces together; that would be due on Saturday.
Will return art show pieces next week if this doesn't happen.

VII. Special Committee Reports

- a. Spring Carnival – Claudine could not be here this evening.
The Carnival is scheduled for this Friday, May 16, 2025

High school students and parent volunteers will be helping monitor the games.

Food trucks will be on site, performances, planned and cultural committee will coordinate cultural booths.

- b. Bylaw Review – review will occur over the summer by the committee and the proposed changes to the Bylaws presented in the fall.

VIII. Old Business

Website update – Dora continues to talk to vendors in an effort to gauge which new platform will meet our school's needs. The timeline for completing the website update is pushed out as info from vendors is still being gathered. She is confident that we will have the updated website up by the next school year.

IX. New Business

Assignment of Members at Large, Counsel, and Faculty Representatives is postponed until return of the FFC President.

X. Announcements

The 5th grade party is scheduled for next week. Eydie is asking parents of 4th graders to pay it forward by volunteering to assist.

Thank you to Katarina for stepping up and filling in for Christina

XI. Adjournment: 7:21 p.m.