

Hawks Education Fund Meeting Minutes

November 10, 2009

Call to Order

Meeting was called to order by Grant Kimura at 7:04pm.

Attendees: Grant Kimura, Cristene Burr, Veronica Medina, Rebel Curd, Suzy Overholtzer, Hanna Ma, Rachael Keegan, Andrea Fredrickson, Simona Zakheim, Sara Maita, Jennifer Masse, Stephanie Demeter and Rachelle Okmin. A quorum was present.

Mission: The mission was read by Sara Maita.

Minutes

Cristene Burr motioned to approve the minutes from the October 13, 2009 meeting. Suzy Overholtzer seconded the motion. The motion was carried.

Board Member Election

Grant Kimura informed the Board that Jill Engen had to step down from her duties as Assistant Treasurer due to personal reasons and would no longer be on the Ed Fund Board. Grant introduced Stephanie Demeter who has been performing the duties of Assistant Treasurer for the past several weeks.

Stephanie Demeter told the Board about herself and her background. Suzy Overholtzer motioned that Stephanie Demeter be elected to the Executive Board position of Assistant Treasurer. The motion was seconded by Jennifer Masse. The motion was carried.

Day on the Green

Rachelle Okmin reported that she is waiting for the permits for the event to be approved by the City of San Ramon before moving forward with the bulk of the planning. There should not be any problem getting the permits, they are just moving through the process for approval. Most committee positions are filled at this time.

Rachelle also reported on the positive response to the raffle at the Fall Carnival. The plan is to sell the raffle tickets for \$25 per ticket. Families who sell four tickets for \$25 each will receive a 5th ticket free. Rachelle is also looking into the possibility of having other schools, organizations, clubs, etc. sell these tickets for a portion of the proceeds. This would be a win-win situation for HH as well as these organizations. The Board agreed that this would be a great way to sell more tickets and relieve the burden on HH families.

Grant Kimura reported on his meeting with the VW Dealership and the commitments they are willing to make and risk they are willing to assume. The 2009 convertible, green VW Beetle is valued at approximately \$30,000. The dealership is willing to sell this vehicle to us for approximately \$25,000. We will not be asked to purchase the vehicle until June, however, the dealership would like to see some deposits made as raffle tickets are sold. The dealership will hold the vehicle until June and will hold the

insurance policy on the vehicle until the raffle winner takes ownership. The Board discussed in depth the feasibility and risk associated with the raffle as well as concepts such as maximum number of tickets to sell, preventing fraud and theft, etc.

Veronica Medina motioned that the Hawks Ed Fund commit to purchase this vehicle (2009 green, convertible VW Beetle) in June for approximately \$25,000 and to make deposits toward this purchase between now and June as raffle tickets are sold. Rebel Curd seconded the motion. The motion was carried.

Financial Report

Rebel Curd summarized the financial statements. Rebel reported that the final numbers for the 360 Registration Drive will come in at \$233,323.62. Rebel also reported that the Fall Carnival made approximately \$6500 in profit.

Rebel reported that the fees associated with using Auction Pay to process credit card payments are too high. She suggested that we use Merchant Services through Quickbooks in the future to cut back on these fees.

Rebel reported that Tax Returns are Due November 15th. We have hired Armanino McKenna to do these returns and he will be filing an extension for us. Also, the audits still need to be closed.

Rebel reported that the Board will need to organize volunteers to get the tax donation forms ready for the HH families. Stephanie Demeter and Rebel Curd will look at Quickbooks to determine the best way to get these letters ready. Once the letters are printed, Simona Zakheim will put them in envelopes and mail them.

Rebel Curd also noted that we need to start looking for a candidate to take over the Treasurer position next year as she will not be returning to the Board. It would be a good idea for this candidate to be identified soon so they can start learning the processes this year.

Classroom Technology Proposal

Hanna Ma reported that Rachael Keegan and Andrea Fredrickson conducted a survey of the teachers to find out the technology priorities. The items that were at the top of the list included student laptops, LCD projectors, document cameras and Smartboards.

Hanna recommended that we purchase LCD projectors for all classrooms that do not currently have them (33 classrooms). This will get all classrooms to the same basic level of technology. Hanna also suggested that we start using the LCD projectors now as "tabletop" units and mount them to the ceilings later as this process will take some time to complete. The LCD projectors cost approximately \$1000 each including extra cables, etc. The LCD projectors are used with computers and as a few classes do not have computers in them, these will need to be purchased as well.

Grant Kimura reminded the Board that \$15,000 (\$5,000 from last year's Hawkction and \$10,000 budgeted in the Hawks Fund's 2009-2010 budget) has already been budgeted for technology. He recommended that the Board allocate another \$35,000 for a total of \$50,000 for technology purchases. This money can be spent to purchase the LCD

projectors and computers for the classrooms that do not already have them in order to get all classrooms equalized in terms of technology. The remaining dollars can be spent by Hanna Ma toward additional technology that she deems appropriate.

Rebel Curd motioned that a total of \$50,000 be approved for these technology purchases. Suzy Overholtzer seconded the motion. The motion was carried.

Fall Carnival

Grant Kimura commended Paul Covello and Steve Curd for the great job they did with the Carnival this year! The time change was successful and the dunk tank was a great addition. The event made approximately \$6500 in profit and was a great community event.

Rebel Curd noted that we need to be looking for volunteers to chair this committee next year as Paul Covello and Steve Curd will not be chairing it again.

Square 1 Art

Veronica Medina reported that 50% of the students made orders this year and that we received approximately \$16,500 in orders. Although we did not reach our goal of making \$8000 in profit, we did increase our orders from last year. Veronica thought that orders were smaller this year because it seemed as though we just finished Square 1 Art in the Spring, but thinks that sales will be higher next year as we will have a full year until the program is run again.

Hanna Ma selected the winners of the Square 1 Art raffle.

Hawktion

Suzy Overholtzer reported that planning is going well with the Auction. She noted that the auction will look a little different this year and she is working on some exciting items to bid on. Suzy needs sponsors and donations and asked the Board to continue helping with that. The event is on March 13, 2010.

Grant Kimura noted that Suzy is ahead of schedule in the planning process and doing a great job.

Scrip Proposal

Stephanie Demeter introduced a program called Scrip where our school can earn money by selling merchant cards (essentially gift cards) to HH families to use as cash to make everyday purchases. HH will earn a percentage of these purchases. Stephanie went over a proposal where this program would be managed by herself and Veronica Medina for a trial period including the Holidays and January through March. At the end of March she will evaluate the interest in the program and make a proposal on whether to continue it or not.

The Board discussed the proposal in detail. The program is favorable because we are not asking parents to sell anything or spend any dollars they would not normally spend. The parents simply purchase cards in advance and use them to pay for groceries, gas, dining out, etc. The program will be called Hidden Hills Marketplace.

Jennifer Masse motioned that we go ahead with the trial period for Hidden Hills Marketplace. Suzy Overholtzer seconded the motion. The motion was carried.

Principal's Report

Hanna Ma reported that she attended the Community Forum on November 9th, where the futures of our schools were discussed. There is a comprehensive report available online that Hanna invited everyone to read – this should be available on the SRVUSD website.

Hanna also reported that HH is eligible to apply to be a Distinguished School. Only 14 schools in Contra Costa County were invited to apply for this honor. The application highlights two practices at the school that sets it apart from other schools. Hanna is forming a committee of administrators, teachers and parents to work on the application and will be gathering input.

PTA Report

Grant Kimura reported for Jenny Abdelmalek that the Daddy/Daughter Dance is this Friday, November 13th and that Sunday, November 15th is the deadline for Winter Wear orders. Book Club is starting on Wednesday, December 2nd. The Mother/Son Dance is scheduled for Friday, December 4th.

Also, there will be a notice going out in the Friday Folders this week about the PTA going “green.” All flyers will be attached the weekly Hawk Alert.

Adjourn

Meeting was adjourned at 8:57pm.

Next meeting is Tuesday, December 8, 2009 at 7:00pm.

Respectfully submitted by Veronica Medina, November 12, 2009.

Hidden Hills Hawks Education Fund
Budget vs. Actuals: FY 09/10 Budget - FY10 P&L
 July 2009 - June 2010

	Jul 2009	Aug 2009	Sep 2009	DRAFT Oct 2009	DRAFT Total	Annual Budget
	Actual	Actual	Actual	Actual	Actual	
Income						
CORD Funds						
Corporate Matching		7,549.94	12,917.00	10,090.00	30,556.94	50,000.00
eScrip	676.72	741.32	604.92	629.79	2,652.75	10,000.00
Total CORD Funds	\$ 676.72	\$ 8,291.26	\$ 13,521.92	\$ 10,719.79	\$ 33,209.69	\$ 60,000.00
Event Income						
Auction						
Auction Proceeds					0.00	25,000.00
Prior Year Auction Income			0.00	193.00	193.00	
Total Auction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 193.00	\$ 193.00	\$ 25,000.00
Day on the Green					0.00	20,000.00
Fall Carnival					0.00	
Fall Carnival - Food					0.00	2,000.00
Fall Carnival - Food Sales				3,400.00	3,400.00	
Fall Carnival - Sponsors				550.00	550.00	1,000.00
Fall Carnival - Tickets				10,063.02	10,063.02	
Fall Carnival - Wristbands					0.00	12,000.00
Total Fall Carnival	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,013.02	\$ 14,013.02	\$ 15,000.00
Jog-A-Thon					0.00	10,000.00
Registration Donations					0.00	245,000.00
Registration - 1st Child		187,346.62	6,604.00	160.00	194,110.62	
Registration - Add'l Child		35,091.00	1,736.00	-600.00	36,227.00	
Registration - Incremental Donations		2,986.00			2,986.00	
Total Registration Donations	\$ 0.00	\$ 225,423.62	\$ 8,340.00	\$ 440.00	\$ 233,323.62	\$ 245,000.00
Square 1 Art Income				239.50	239.50	8,000.00
Tile Project					0.00	3,000.00
Total Event Income	\$ 0.00	\$ 225,423.62	\$ 8,340.00	\$ 14,005.52	\$ 247,769.14	\$ 326,000.00
Registration Pass-Through's						108,000.00
Chorus		8,960.00	770.00	70.00	9,800.00	
Chorus T-Shirt		1,168.00	128.00	96.00	1,392.00	
Field Trips					0.00	
1st Grade		13,345.00	85.00		13,430.00	
2nd Grade		12,155.00	0.00		12,155.00	
3rd Grade		12,155.00	85.00	85.00	12,325.00	
4th Grade		13,600.00			13,600.00	
5th Grade		8,755.00			8,755.00	
Kindergarten		11,560.00		170.00	11,730.00	
Total Field Trips	\$ 0.00	\$ 71,570.00	\$ 170.00	\$ 255.00	\$ 71,995.00	\$ 0.00
Instrumental Music-Band		22,600.00	2,200.00	0.00	24,800.00	
Library		2,730.00	15.00		2,745.00	
Total Registration Pass-Through's	\$ 0.00	\$ 107,028.00	\$ 3,283.00	\$ 421.00	\$ 110,732.00	\$ 108,000.00
Total Income	\$ 676.72	\$ 340,742.88	\$ 25,144.92	\$ 25,146.31	\$ 391,710.83	\$ 494,000.00

Hidden Hills Hawks Education Fund
Budget vs. Actuals: FY 09/10 Budget - FY10 P&L
 July 2009 - June 2010

	Jul 2009	Aug 2009	Sep 2009	DRAFT Oct 2009	DRAFT Total	Annual Budget
	Actual	Actual	Actual	Actual	Actual	
Expenses						
Administrative Expenses						
Admin. - Copy Center		567.00	346.18		913.18	8,800.00
Bad Debts					0.00	500.00
Bookkeeping Fees					0.00	4,650.00
Data Entry					0.00	1,000.00
General and Administrative	326.03	1,013.02	82.40	400.00	1,821.45	3,300.00
Total Administrative Expenses	\$ 326.03	\$ 1,580.02	\$ 428.58	\$ 400.00	\$ 2,734.63	\$ 18,250.00
Bank Charges						
Credit Card Fees	25.00	25.00			50.00	
Other Bank Charges			34.95	37.95	72.90	300.00
Total Bank Charges	\$ 25.00	\$ 25.00	\$ 34.95	\$ 37.95	\$ 122.90	\$ 300.00
Educational Supplies						
Art					0.00	2,500.00
Classroom Supplies		1,806.03	4,008.88	19,227.56	25,042.47	54,000.00
Computer Lab					0.00	4,500.00
Principal Allotment			123.41		123.41	1,000.00
School Equipment and Funding					0.00	15,000.00
Science Labs				341.99	341.99	4,500.00
Special Education					0.00	900.00
Start-up Classroom Libraries					0.00	1,600.00
Total Educational Supplies	\$ 0.00	\$ 1,806.03	\$ 4,132.29	\$ 19,569.55	\$ 25,507.87	\$ 84,000.00
Event Expenses						
360 Registration Drive						
Registration - Credit Card Fees		5,500.26	510.99	64.00	6,075.25	
Registration Printing, Supplies and Labor (babys)		660.31	19.43		679.74	
Total 360 Registration Drive	\$ 0.00	\$ 6,160.57	\$ 530.42	\$ 64.00	\$ 6,754.99	\$ 0.00
Auction						
Food & Beverage - Attendees		1,000.00			1,000.00	
Other Exp - Event		20.00			20.00	
Prof Svcs Auctioneer Fee			300.00		300.00	
Prof Svcs Music / Entertainment					0.00	
Total Auction	\$ 0.00	\$ 1,020.00	\$ 300.00	\$ 0.00	\$ 1,320.00	\$ 0.00
Day on the Green						
Entertainment Expense			2,250.00		2,250.00	
Insurance			175.00		175.00	
Permit fees			250.00		250.00	
Total Day on the Green	\$ 0.00	\$ 0.00	\$ 2,675.00	\$ 0.00	\$ 2,675.00	\$ 0.00
Fall Carnival						
Fall Carnival - Advertising/Promotional				50.49	50.49	500.00
Fall Carnival - Decorations and Prizes			2,508.27	503.00	3,011.27	2,000.00
Fall Carnival - Food				854.26	854.26	2,000.00
Fall Carnival - Rentals			1,864.00	401.10	2,265.10	3,000.00
Other Carnival Expenses			175.00	163.11	338.11	500.00
Total Fall Carnival	\$ 0.00	\$ 0.00	\$ 4,547.27	\$ 1,971.96	\$ 6,519.23	\$ 8,000.00
Total Event Expenses	\$ 0.00	\$ 7,180.57	\$ 8,052.69	\$ 2,035.96	\$ 17,269.22	\$ 8,000.00
Other Payroll						
Office Support (Payroll)				1,806.16	1,806.16	
Total Other Payroll	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,806.16	\$ 1,806.16	\$ 0.00

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	Jul 2009	Aug 2009	Sep 2009	DRAFT Oct 2009	DRAFT Total	Annual Budget
	Actual	Actual	Actual	Actual	Actual	
Pass-Through's.						108,000.00
Chorus				477.64	477.64	
Chorus T-shirts			2,054.52		2,054.52	
Field Trips		71,940.00			71,940.00	
Total Pass-Through's.	\$ 0.00	\$ 71,940.00	\$ 2,054.52	\$ 477.64	\$ 74,472.16	\$ 108,000.00
Teachers and Paraeducators Payroll						
Classroom Aides				10,553.53	10,553.53	60,872.00
Computer Lab Aides				996.53	996.53	4,087.00
Computer Teachers					0.00	33,403.00
Contingency Payroll					0.00	17,222.00
Library Media Coordinator				3,832.62	3,832.62	20,280.00
PE Aides					0.00	13,980.00
PE Teacher					0.00	4,593.00
Science Lab Aides				1,520.28	1,520.28	14,061.00
Vocal Music Teachers					0.00	67,475.00
Total Teachers and Paraeducators Payroll	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,902.96	\$ 16,902.96	\$ 235,973.00
Uncategorized Expense					0.00	21,477.00
Total Expenses	\$ 351.03	\$ 82,531.62	\$ 14,703.03	\$ 41,230.22	\$ 138,815.90	\$ 476,000.00
Net Operating Income	\$ 325.69	\$ 258,211.26	\$ 10,441.89	\$ 16,083.91	\$ 252,894.93	\$ 18,000.00
Other Income						
Interest Earned	151.13	166.53	187.84	182.34	687.84	3,000.00
Total Other Income	\$ 151.13	\$ 166.53	\$ 187.84	\$ 182.34	\$ 687.84	\$ 3,000.00
Net Other Income	\$ 151.13	\$ 166.53	\$ 187.84	\$ 182.34	\$ 687.84	\$ 3,000.00
Net Income	\$ 476.82	\$ 258,377.79	\$ 10,629.73	\$ 15,901.57	\$ 253,582.77	\$ 21,000.00

Tuesday, Nov 10, 2009 06:23:01 PM GMT-8 - Accrual Basis