

PTA COUNCIL MEETINGS 7:00PM – 9:00PM
SMFC SCHOOL DISTRICT OFFICE 1170 CHESS DRIVE, FOSTER CITY, CA 94404

ASSOCIATION MEETINGS - Third Monday

August 20	7:00pm – 9:00pm	Association Meeting <ul style="list-style-type: none"> - Approve 2018-19 PTA Council Budget - Approve 2018-19 PTA Council Calendar - Treasurer's Report: Release funds, Ratify checks, etc. - Parcel Tax vote
September 10	6:00pm – 9:00pm	17th District PTA's Workshop for all Officers Ponderosa School, 295 Ponderosa Road, South San Francisco
September 24	5:00pm – 7:00pm	"Get to Know You" Gathering – Daniela's house 1794 Hamlet St, San Mateo, CA 94403
October 24	7:00pm – 9:00pm	PTA Member Education Night
October 26	6:00pm – 8:30pm	SMFC Special Needs PTA presents Halloween Movie Night Transfiguration Hall 3900 Alameda De Las Pulgas San Mateo, CA 94403
November 19	7:00pm – 9:00pm	SMFC Special Needs PTA Committee Meeting
December 7	6:00pm – 8:30pm	SMFC Special Needs PTA presents Holiday Craft Fair Transfiguration Hall 3900 Alameda De Las Pulgas San Mateo, CA 94403
January 14	7:00pm – 9:00pm	Association Meeting <ul style="list-style-type: none"> - Elect Nominating Committee
January 28	7:00pm - 9:00pm	SMFC Special Needs PTA Committee Meeting
February 28	6:00pm – 8:30pm	PTA Member Education Night Park School at 161 Clark Drive, San Mateo, CA, 94402
March 18	7:00pm – 9:00pm	Association Meeting <ul style="list-style-type: none"> - Elections
April 22	7:00pm – 9:00pm	SMFC Special Needs PTA Committee Meeting
May 6	11:30am – 2:00pm	Founders' Day Luncheon and Board Installation with Executive Board meeting if needed.
May 13	7:00pm – 9:00pm	Association Meeting <ul style="list-style-type: none"> - LCAP Draft Review and Feedback
May 20	7:00pm – 9:00pm	SMFC Special Needs PTA Committee Meeting
June 3	5:00pm – 9:00pm	17th District PTA's Workshop for all Officers Bayside STEM Academy
June 17	7:00pm – 9:00pm	Association Meeting <ul style="list-style-type: none"> - Appreciation - Welcome New Board Members - Approve Budget (so that payments can be made over summer)

2018 - 2019
CALENDAR
SAN MATEO-FOSTER CITY PTA COUNCIL

It's about OUR kids!

PTA COUNCIL MEETINGS **7:00PM – 9:00PM**
SMFC SCHOOL DISTRICT OFFICE **1170 CHESS DRIVE, FOSTER CITY, CA 94404**

EXECUTIVE BOARD MEETINGS
First Monday – Teleconference optional

September 17	7:00pm – 9:00pm	Executive Board Meeting
November 5	7:00pm – 9:00pm	Executive Board Meeting
February 4	7:00pm – 9:00pm	Executive Board Meeting
May 6	11:30pm – 12:00pm	Executive Board Meeting <i>(if needed, during Founders' Day Luncheon)</i>

EXECUTIVE COMMITTEE MEETINGS
First Monday - Teleconference optional

August 5	2:00pm – 9:00pm	Executive Committee Meeting
October 1	7:00pm – 9:00pm	Executive Committee Meeting
December 3	7:00pm – 9:00pm	Executive Committee Meeting
March 4	7:00pm – 9:00pm	Executive Committee Meeting
June 10?	7:00pm – 9:00pm	Executive Committee Meeting

PTA COUNCIL MEETINGS

7:00PM – 9:00PM

SMFC SCHOOL DISTRICT OFFICE

1170 CHESS DRIVE, FOSTER CITY, CA 94404

Who comes to what meeting?

Association Meetings (quorum: 16 voting members representing 10 Associations) – Officers of the Council, Chairpeople of Committees, Presidents of the Associations or their Representatives, the Superintendent of Schools or their Representative *

Executive Board Meetings (quorum: 5 voting members) – Officers of the Council, Chairpeople of Committees and Presidents of the Associations or their Representatives

Executive Committee Meetings (quorum: 3 voting members) – Officers of the Council

SMFC Special Needs PTA Committee Meeting – Open to all PTA members in the school district

*) Per our Bylaws we do not include additional representatives from each Association beyond the Presidents or their representative.

Who does what?

Association

- Approve the year's proposed calendar, programs and budget (at first meeting)
- Ratify payment of council bills within limits of budget.
- Ratify payment of other unbudgeted council bills up to a total \$1,000.
- Elect next year's board

Executive Board

- Transact all business between meetings
- Authorize payment of council bills within limits of budget.
- Authorize payment of other unbudgeted council bills up to a total of \$1,000.
- Create committees as deemed necessary
- Fill Board vacancies

Executive Committee

- Same as Executive Board

Special Needs Committee

- Meetings and events to support and strengthen the special needs community in the SMFC School District

PTA COUNCIL MEETINGS
SMFC SCHOOL DISTRICT OFFICE

7:00PM – 9:00PM
1170 CHESS DRIVE, FOSTER CITY, CA 94404

IMPORTANT DUE DATES

September 1	ITEMS DUE TO OFFICE OF THE ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS	<p>Renew Raffle Registration; Raffles can be registered anytime throughout the year using form CT-NRP-1, http://oag.ca.gov/sites/all/files/agweb/pdfs/charities/raffle/ct_nrp_1.pdf. Information about the Nonprofit Raffle Program can be found on the Office of the Attorney General's website at http://oag.ca.gov/charities/raffles.</p> <p>SUBMIT COPIES TO PTA COUNCIL ONCE FILED</p>
October 1	ITEMS DUE TO PTA COUNCIL	<ol style="list-style-type: none"> 1. 2017-2018 Annual Financial Report http://downloads.capta.org/toolkit/forms/AnnualFinancialSample.pdf Budget to Actual Report is fine as well. 2. Audit ending June 30, 2018 3. 2017-2018 Budget, be sure to budget ALL monies in ALL accounts 4. 2017-2018 Calendar of PTA activities (General and Executive board meetings etc.)
October 1	ITEMS DUE TO OFFICE OF THE ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS	<p>Nonprofit Raffle Report for Raffles held from September 2017 through August 2018 is due. Form CT-NRP-2 can be found at http://oag.ca.gov/sites/all/files/agweb/pdfs/charities/raffle/ct_nrp_2.pdf.</p> <p>SUBMIT COPIES TO PTA COUNCIL ONCE FILED</p>
November 1	ITEMS DUE TO PTA COUNCIL	<ol style="list-style-type: none"> 1. Per Capita dues \$4.75 per member due. In order to remain in good standing, every unit is required to send in a minimum of 15 members by this date. <ol style="list-style-type: none"> a. Remember to remit per capita dues on a MONTHLY BASIS 2. \$125.00 per unit due for Council Dues
November 15	ITEMS DUE TO PTA COUNCIL	<ol style="list-style-type: none"> 1. \$232.00 per unit is due for PTA Insurance Insurance payments received after November 15th will be subject to a \$25 late fee
November 15	ITEMS DUE TO FEDERAL INTERNAL REVENUE SERVICE (IRS), CALIFORNIA FRANCHISE TAX BOARD, AND THE OFFICE OF THE ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS & PTA COUNCIL	<ol style="list-style-type: none"> 2. Taxes are due for every Unit regardless of income, if you cannot file your taxes before Nov. 15th; you must file a formal extension (form 8868) with the IRS before this date. In accordance with new IRS policies all nonprofits must have (3) three consecutive tax filings on file in order to maintain your non-profit status. Information on tax filing can be found at the CA PTA website on the Tax Filing Support Center at http://capta.org/pta-leaders/services/tax-filing-support-center/. <ol style="list-style-type: none"> a) IRS tax year 2017 (fiscal year 2017-18) every Unit must file a version of form 990. b) Franchise Tax Board tax year 2017 (fiscal year 2017-18) every Unit must file a version of form 199. 3. Registry of Charitable Trusts, all Units must submit a Charitable Trust Renewal Application, along with copies of your taxes and pay any applicable renewal fees, Form RRF-1 can be downloaded at http://oag.ca.gov/sites/all/files/pdfs/charities/charitable/rrf1_form.pdf 4. Every Unit must remit a hard or electronic copy of their 990 (or 8868) and 199 and RRF-1 to Shana Orton, SMFC Council Treasurer.

**2018 - 2019
CALENDAR
SAN MATEO-FOSTER CITY PTA COUNCIL**

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**PTA COUNCIL MEETINGS
SMFC SCHOOL DISTRICT OFFICE**

**7:00PM – 9:00PM
1170 CHESS DRIVE, FOSTER CITY, CA 94404**

December 15	ITEMS DUE TO PTA COUNCIL	<p>1. Completed Workers Compensation Payroll Report from every Unit the form can be downloaded at http://downloads.capta.org/toolkit/forms/WorkersCompAnnualPayroll.pdf a) WC surcharge payment added where applicable, payable to the SMFC PTA Council. b) If No One Paid, please write “No One Paid” on the form</p> <p><i>Did you pay any self-employed person over \$600 in the course of the calendar year? If so you are required by law to provide that person with a 1099-Misc. Miscellaneous Income form, by January 31st. You must also file a 1096 report to the IRS detailing the payments made by February 28th. There is some information available on the CA PTA website at http://toolkit.capta.org/?s=Workers+comp. The SMFC PTA Council does not provide tax instructions beyond that, please consult a tax preparer or review 1099 and 1096 instructions on the IRS website at www.irs.gov there is no exception to this rule, all organizations including non-profits, must follow the tax law.</i></p>
April 15	ITEMS DUE TO PTA COUNCIL	<p>1. Roster of 2019-2020 PTA Officers 2. 2018-19 Annual Historian Report (Count of volunteer hours) http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf 3. Founders Day Freewill Offering</p>
June 1	ITEMS DUE TO PTA COUNCIL	<p>Last payment of Per Capita Dues \$4.75 per member for the 2018-19 year</p>

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C A L E N D A R
SAN MATEO-FOSTER CITY PTA COUNCIL

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IMPORTANT DISTRICT DATES

August 14	First Day of School
August 31	Teacher Professional Development Day - NO SCHOOL
September 3	Labor Day Holiday - NO SCHOOL
October 5	Teacher Professional Development Day - NO SCHOOL
October 8-19	Fall Intersession - NO SCHOOL
November 12	Veterans Day - NO SCHOOL
November 21 – 23	Thanksgiving Break - NO SCHOOL
December 21 – January 7	Winter Intersession - NO SCHOOL
January 21	Martin Luther King Jr. Day - NO SCHOOL
February 18	Presidents' Day - NO SCHOOL
March 11	Teacher Professional Development Day - NO SCHOOL
April 1-12	Spring Intersession – NO SCHOOL
May 27	Memorial Day – NO SCHOOL
June 20	Last Day of School

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AUGUST		
August 5	2:00pm – 5:00pm	Executive Committee Meeting
August 14		First Day of School
August 20	7:00pm – 9:00pm	Association Meeting <ul style="list-style-type: none"> - Approve 2018-19 PTA Council Budget - Approve 2018-19 PTA Council Calendar - Treasurer's Report: Release funds, Ratify checks, etc. - Parcel Tax vote
August 31		Teacher Professional Development Day - NO SCHOOL
SEPTEMBER		
September 1	ITEMS DUE TO OFFICE OF THE ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS	Renew Raffle Registration; Raffles can be registered anytime throughout the year using form CT-NRP-1, http://oag.ca.gov/sites/all/files/agweb/pdfs/charities/raffle/ct_nrp_1.pdf. Information about the Nonprofit Raffle Program can be found on the Office of the Attorney General's website at http://oag.ca.gov/charities/raffles. SUBMIT COPIES TO PTA COUNCIL ONCE FILED
September 3		Labor Day - NO SCHOOL
September 10	7:00pm – 9:00pm	Executive Board Meeting
September 10	6:00pm – 9:00pm	17th District PTA's Workshop for all Officers Ponderosa School, 295 Ponderosa Road, South San Francisco
September 17	7:00pm – 9:00pm	Executive Board Meeting
September 24	5:00pm – 7:00pm	"Get to Know You" Gathering – Daniela Relaford's house 1794 Hamlet St, San Mateo, CA 94403
OCTOBER		
October 1	ITEMS DUE TO PTA COUNCIL	<ol style="list-style-type: none"> 1. 2017-2018 Annual Financial Report http://downloads.capta.org/toolkit/forms/AnnualFinancialSample.pdf Budget to Actual Report is fine as well. 2. Audit ending June 30, 2018 3. 2017-2018 Budget, be sure to budget ALL monies in ALL accounts 4. 2017-2018 Calendar of PTA activities (General and Executive board meetings etc.)
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October 1	7:00pm – 9:pm	Executive Committee Meeting
October 5		Teacher Professional Development Day - NO SCHOOL
October 8-19		Fall Intersession - NO SCHOOL
October 24	7:00pm – 9:00pm	PTA Member Education Night

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NOVEMBER		
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November 12		Veteran's Day - NO SCHOOL
November 15	ITEMS DUE TO PTA COUNCIL	<ol style="list-style-type: none"> \$232.00 per unit is due for PTA Insurance Insurance payments received after November 15th will be subject to a \$25 late fee
	ITEMS DUE TO FEDERAL INTERNAL REVENUE SERVICE (IRS), CALIFORNIA FRANCHISE TAX BOARD, AND THE OFFICE OF THE ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS & PTA COUNCIL	<ol style="list-style-type: none"> Taxes are due for every Unit regardless of income, if you cannot file your taxes before Nov. 15th; you must file a formal extension (form 8868) with the IRS before this date. In accordance with new IRS policies all nonprofits must have (3) three consecutive tax filings on file in order to maintain your non-profit status. Information on tax filing can be found at the CA PTA website on the Tax Filing Support Center at http://capta.org/pta-leaders/services/tax-filing-support-center/. <ol style="list-style-type: none"> IRS tax year 2017 (fiscal year 2017-18) every Unit must file a version of form 990. Franchise Tax Board tax year 2017 (fiscal year 2017-18) every Unit must file a version of form 199. Registry of Charitable Trusts, all Units must submit a Charitable Trust Renewal Application, along with copies of your taxes and pay any applicable renewal fees, Form RRF-1 can be downloaded at http://oag.ca.gov/sites/all/files/pdfs/charities/charitable/rrf1_form.pdf Every Unit must remit a hard or electronic copy of their 990 (or 8868) and 199 and RRF-1 to Shana Orton, SMFC Council Treasurer.
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November 21 – 23		Thanksgiving Break - NO SCHOOL
DECEMBER		
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December 7	6:00pm – 8:30pm	SMFC Special Needs PTA presents Holiday Craft Fair Transfiguration Hall, 3900 Alameda De Las Pulgas, San Mateo, CA 94403
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December 21 – January 7		Winter Intersession - NO SCHOOL

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JANUARY		
January 14	7:00pm – 9:00pm	Association Meeting - Elect Nominating Committee
January 21		Martin Luther King Jr. Day - NO SCHOOL
January 28	7:00pm - 9:00pm	SMFC Special Needs PTA Committee Meeting
FEBRUARY		
February 4	7:00pm – 9:00pm	Executive Board Meeting
February 18		Presidents' Day - NO SCHOOL <i>Publish PTA Council Slate (28 days prior to election meeting)</i>
February 28	7:00pm – 9:00pm	PTA Member Education Night
MARCH		
March 4	7:00pm – 9:00pm	Executive Committee Meeting
March 11		Teacher Professional Development Day - NO SCHOOL
March 18	7:00pm – 9:00pm	Association Meeting - Elections
APRIL		
April 1-12		Spring Intersession – NO SCHOOL
April 15	ITEMS DUE TO PTA COUNCIL	<ol style="list-style-type: none"> Roster of 2019-2020 PTA Officers 2018-19 Annual Historian Report (Count of volunteer hours) http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf Founders Day Freewill Offering
April 22	7:00pm – 9:00pm	SMFC Special Needs PTA Committee Meeting
MAY		
May 6	11:30am – 2:00pm	Founders' Day Luncheon and Board Installation with Executive Board meeting if needed.
May 6	11:30pm – 12:00pm	Executive Board Meeting (<i>if needed, during Founders' Day Luncheon</i>)
May 13	7:00pm – 9:00pm	Association Meeting - LCAP Review and Feedback
May 20	7:00pm – 9:00pm	SMFC Special Needs PTA Committee Meeting
May 27		Memorial Day – NO SCHOOL
JUNE		
June 1	ITEMS DUE TO PTA COUNCIL	Last payment of Per Capita Dues \$4.75 per member for the 2018-19 year
June 3	5:00pm – 9:00pm	17th District PTA's Workshop for all Officers Bayside STEM Academy
June 10?	7:00pm – 9:00pm	Executive Committee Meeting
June 17	7:00pm – 9:00pm	Association Meeting - Appreciation - Welcome New Board Members - Approve Budget (so that payments can be made over summer)
June 20		Last Day of School