

Family-Faculty Connection (FFC) General Monthly Meeting

November 12, 2025

Attendees: Blaine Sheppard, Christina Liu, Kimberly Kennelly, Joseph Marsella, Nesra Senol, Dusty Pedrotti, Rukmini Bedi, Ely Exner, Adrienne Asdal, Amy Boelzle, Dora Rowe, Katarina Mansir, Linnea Miller,

I. Call to Order: 6:30p

II. Approval and/or Correction of Minutes

1. [October 8, 2025 General FFC Meeting](#)

Motion to approve the minutes – Rukmini

Second – Mr. Joe

III. Administration Reports

A. Mr. Pedrotti

We had a great 2nd gardening day; great to see some families coming out to help!

We held our first Saturday school of the year with about 30 students. We receive \$70/child back to the school for those making up missed days at Saturday school

Invite to the next Saturday school will be circulated shortly.

First of 5 Math Olympiad test occurred today; Thank you to Karthika for helping out.

Noetic Math competition is tomorrow after school.

Parent/Teacher conferences are next week.

Our 5th Graders visited Marshall – toured the school and had a great time.

B. Ms. Miller

Safety Patrol – our student patrol members are in great shape; police officer credits our school for one of the best teams.

IV. Staff Reports

A. Mr. Joe

On behalf of TK teachers, thank you for a wonderful Boo Bash; the kids had a great time; and, it was a good way for the teachers to celebrate with the kids.

B. Ms. Boelzle

Boo Bash was fun! In our recent Gardening Day on November 8th, one garden cage was retrofitted; more Gardening Days to come.

C. Ms. Asdal

Tiger Art and STEAM lessons getting done; colleagues appreciate all the support from the FFC.

V. Officer Reports

A. President

Pledge Drive recap –

The school raised \$72,280.

\$42 K was collected on line and over \$30K came from checks. Sending envelopes home is worthwhile as demonstrated by the collection amount from checks this year.

We will be charged about 8% for using Fundhub, but it was a great organizational tool for the fundraiser, allowing for centralized tracking and record keeping.

532 students registered on Fundhub.

About 70% of our families contributed to the fundraiser.

Mr. Saguil's 5th grade class came in first, followed by TK for meeting their class fundraising goals.

All other parties, pizza parties have been held; 38 principal lunches will be scheduled.

B. Vice President

Nesra and Sandra, attended meeting with other Scripps Ranch school representatives; all reps report experiencing same issues around donations, gathering volunteers, etc. Nesra and Sandra shared their best practices from our systems here at Dingeman and the use of Fundhub.

Interfamily social is on December 6th at Meritage Court – hoping for lots of family attendance; more details to come.

C. Treasurer

[BudgetvsActualsBudget 10.31.25.pdf - Google Drive](#)

Rukmini thanks Principal Pedrotti, Christina, and others for helping her ease into Treasurer role – there has been much to learn.

Financial Overview for October 2025:

Starting Balance checking- \$267,304.85

Ending Balance checking - \$255,528.78

Total Deposits - \$14,000.57

Expenditures - \$25,776.64

VI. Standing Committee Reports

A. EAR – Jessica

The program is going very well; each week they are making progress.

Almost 20 volunteers have been trained so far and she is working on training additional volunteers.

B. Tiger Art Academy – Sandra

The program is going great so far!

Sandra is teaching about 8 lessons this week.

To date, three classes do not have liaison or leads so she is coordinating those classes.

Family Art Night is coming up in January and will be led by Dora. Two lessons are scheduled back to back on one night to allow for ease of attendance.

We are in need newspaper to cover desks during lessons – please donate any newspapers you may have.

C. STEAM - Greg/Kelly

Could not attend – report provided

1. Almost done making the golden shoe trophies for run club (one per grade level requested)
2. Many teachers are taking on 3D printing projects in their classrooms
3. STEAM challenge supplies will be changed December 1st for Winter challenges for all grade levels

D. Yearbook – Laura

She is emailing with volunteers to communicate details on to-do's. She is working with specific photographers to capture pictures of any big events. She is meeting with the vendor to work out details for the Yearbook.

E. [Cultural Committee](#)

Rola could not be here but she provided a report:

1. Our next Cultural Committee meeting will be on Thursday, December 5th at 9:00 AM in the library, right after the Tiger Rally.
2. Book Fair Event – November 20th:
3. We will be participating in this event. We secured two food options:
 - a. A taco food truck (we've had them before),
 - b. And a falafel food station offering plates or sandwiches.
 - c. We will be receiving 15% donations from both vendors back to the school.

F. [Box Tops](#)

Mayumi unable to attend but provided the following report:

We earned a total of \$744.60 this school year so far. A check of the earnings between 3/2/2025 to 11/1/25 is expected to be sent to us around mid-December.

G. Family Dinner Night

Anne could not be here to be here but provided the following report:

1. We raised ~\$150 from the Surfside event, but they graciously rounded it up to \$250.
2. Our next FDN is the 13th at The Kebab Shop. We are getting 25% of all sales

H. Spirit Gear – Ely

1. Good job of selling our current inventory with an in person sale planned for December 5th, February 6th and February 27th.
2. We are also starting to advertising our on-line shop at [Dingeman Elementary Apparel Store](#) with Apparel Now.

I. Volunteering

Karthika was unable to attend but provided the following report:

Planned Room Parent meeting and check in last Friday; helping to ease new room parent concerns; provided update of things coming up in 2026

VII. Special Committee Reports

A. [Pledge Drive](#) – recap

See above

B. Boo Bash – recap

Claudine is not present

All feedback from Christina is positive; thank you to Principal Pedrotti and Ms. Miller for their support.

Any feedback from the community to improve the event is appreciated.

C. Food Drive

Brie is heading up Food Drive supporting San Diego Food Bank.

Red food bin is in the front office and white top in the morning – families invited to drop in food till November 20.

D. Literati Book Fair

Met with librarian and we have a simple set up this year.

Requesting help setting up the register

We are unboxing books on Friday morning.

Flyer for the Book Fair night is being completed.

Room parent notification will be sent out to send to families with teacher wish list, etc.

Prepurchase gift cards should be pre-printed by the parents for their children.

Five student performances are planned for the evening – Ms. Lee, Ms. Boezel, Kindergarteners, Ukelele, Honor Choir performing.

Additional volunteers would be appreciated.

Literari book fair link:

<https://literati.com/store/?school=dingeman-elementary-school-san-diego-ca>

Information regarding when shopping can occur will be sent out later

E. Winter Family Social

<https://forms.gle/ChGhsLEYDAqEMUfZ7>

Scheduled for December 6th at Sycamore Park, followed by a walk through Merritage Court to look at Christmas lights!

F. 5th grade Committee report

1. the Double Good Popcorn fundraiser raised \$4,119.50 for our 5th graders. Please thank all the 5th grade families for their work to raise money and to all our community for supporting our oldest tigers.

2. I believe the 12th is the last day to order Square1 Art products so Jessica should be able to tell you about how much we will get from that fundraiser as well.
3. Please announce the following:
 - a. ewaste recycling event on 12/6, 8am-3pm in the Staff Parking lot
 - b. They accept: Computers, Laptops, Monitors, CRT, Televisions, Servers, Routers, Keyboards, Hard Drives, Fax Machines, Telephones, Cell Phones, Wire and Cable, Power Supplies, Circuit Boards, Video Equipment, Typewriters, Stereo Equipment, Credit Card Machines. Just about anything that plugs in...
 - c. **Printers, Copiers, Microwaves, Vacuums, Light Bulbs & Batteries accepted for a fee
 - d. Data Destruction is done at the SES warehouse:
Paper Shredding \$10 per banker box
All hard drives collected will be destroyed
 - e. DN fundraiser to benefit 5th grade at On the Border on 12/11 4-9pm .
20% of all food and drink sales will go towards our fundraising

VIII. Old Business

A. Dingeman.net website updates - Dora

In recent weeks we have been testing Membership Tool Kit webservice, doing a general functions test and an admin test. We want to streamline parents signing up for volunteer opportunities and we want to streamline how teachers and committee chairs view the parent sign up.

Unfortunately, at this point Membership Tool Kit does not support what our goal is so we are not going to go forward with them. There is too much work gathering data on the backend because there is no live view. We will keep looking for services and move forward with other options.

Dora provided a detailed report on teacher feedback for a survey for a website tool, discussing responses regarding what tools and functionality teachers deem to be of importance in a website and specifically around parent volunteers.

We will continue to update the website and to move to a mobile friendly version.

IX. New Business

A. Goodwill Fundraiser Opportunity

5th grade will not take on Goodwill Fundraiser this year, but any school organization is welcome to take on the fundraiser.

Ms. Asdal suggested that ASB may want to take it on; Christina will provide the information to Mr. S and Ms. McConnell

B. 2024-2025 FFC Audit Report - Kim Kennelly

Kim, FFC's previous audit secretary provided the FFC Audit Report for the 2024-2025. Please see the full report at the following: [2024-2025 FFC Audit Report - Google Docs](#)

Kim provided a verbal overview of the report, explaining her methodology and findings.

The following is Kim's Audit Procedures Performed for the Fiscal Year 2024-2025:

Lists of transactions were downloaded from QuickBooks (QB).

Receipts and other supporting documents were found in the Finance Team Google Drive or in QuickBooks.

1. Expenditures:

I made a sample of all expense transactions recorded in QuickBooks. The number of transactions recorded in expense accounts totaled 168. I sorted all transactions by date and selected every 7th transaction, with the goal of testing approximately 15% of all transactions. Additionally, I reviewed all transactions over \$7,655.02, this being ~5% of the \$153,100.41 total expenditures for the year. In total, I tested 26 expense transactions. See Appendix A for a list of transactions tested.

a. For each expense selection I reviewed the supporting documentation to ensure it followed the bylaws and proper accounting policies. I found all but two tested transactions to be recorded in QuickBooks correctly and had proper approvals. All transactions tested appeared to be valid and reasonable expenses. See Appendix A for noted inaccuracies or discrepancies.

b. All but two banking transactions for the tested transactions cleared in a timely manner per the bank statements (see Appendix A). Overall, as of June 30, 2025, eight checks from FY 2024-2025 were still outstanding.

2. Revenues:

I made a sample of all revenue transactions recorded in QuickBooks. The number of transactions recorded in revenue accounts totaled 143, including voids and debits. I sorted all transactions by date and selected every 6th transaction, with the goal of testing approximately 15% of all transactions. Additionally, I reviewed all transactions over \$11,047.07, this value being ~5% of the \$220,941.35 total deposits for the year. In total, I tested 26 revenue transactions. See Appendix B for a list of transactions tested.

a. For each revenue selection, I reviewed the supporting documentation to ensure it followed the bylaws and proper accounting policies. I found each to be recorded in QuickBooks accurately except for two transactions (#105 & #108, see Appendix B).

b. All banking transactions cleared in a timely manner per the bank statements.

3. Bank Statements and Reconciliation Reports:

I reviewed all bank statements and reconciliation for the checking account for the months ending July 31, 2024, through June 30, 2025. I compared the bank balance on the statements and QuickBooks Reconciliation Reports and found that all agreed without exception.

4. Suggestions:

Based on the tests I performed, it appears, with a few noted exceptions, the accounting records and procedures are reasonable and in compliance with accounting standards, non-profit best practices, and the Organization's bylaws. A few discrepancies and errors in documentation were noted. Below I have made some recommendations to improve record keeping, which will be discussed and implemented if appropriate. They are as follows:

1. Update the Payment Request forms to improve the ease of uploading digital signatures.
2. Ensure authorizations are signed properly before submitting.
3. Ensure complete receipts showing items and payment are submitted.
4. Develop a standardized file naming system for back-up documentation (receipts, forms). Combine authorization forms and receipts into one file per transaction for Google Drive and QuickBooks.
5. Research potential software/apps to assist collecting and combining request forms and receipts.
6. Suggested practice: Auditor should spotcheck during the year, on a quarterly basis if not a monthly basis.

X. Announcements

None

XI. Adjournment – at 7:34 pm

*Next FFC meeting: FFC Cultural Potluck at 5 pm & General FFC Monthly Meeting, 5:30 pm

December 10