

2023 – 2024 Calendar
San Mateo-Foster City PTA Council

PTA Council Meetings 7:00 pm – 9:00 pm
 Location: Zoom (all meetings virtual until further notice)
 SMFC School District Office 1170 Chess Drive, Foster City, CA 94404

2023– 2024 PTA Council Association Meetings and Events

Monday, September 18th, 2023	7:00 pm – 9:00 pm	Association Meeting (teleconference available) <ul style="list-style-type: none"> ■ Approve 2022-2023 PTA Council budget ■ Approve 2022-2023 PTA Council calendar ■ Treasurer’s report: Release funds, ratify checks, etc.
October ?	TBD	Parent Education Event TBD
Monday, January 8th, 2024	7:00 pm – 9:00 pm	Association Meeting (teleconference available) <ul style="list-style-type: none"> ■ Elect nominating committee
TBD	Multiple see notes -->	CAPTA Legislation Conference
Monday, March 18th, 2024	7:00 pm – 9:00 pm	Association Meeting (teleconference available) <ul style="list-style-type: none"> ■ Elections
April TBD	TBD	Parent Education Event TBD
TBD	Various	CAPTA Convention
May 6 2024	TBD	Founders’ Day Event and Board Installation (with Executive Board meeting, if needed)
June	TBD	17th District PTA’s Officer Workshop
Monday, June 10th, 2024	7:00 pm – 9:00 pm	Association Meeting (teleconference available) <ul style="list-style-type: none"> ■ Welcome new Board members ■ Approve budget draft (so payments can be made over the summer)

2023 – 2024 PTA Council Executive Board Meetings (teleconference optional)

Monday, November 13 th	7:00 pm – 9:00 pm	Executive Board Meeting
Monday, February 5 th	7:00 pm – 9:00 pm	Executive Board Meeting
Monday, May 6 th	7:00 pm – 9:00 pm	Executive Board Meeting (if needed, during Founders’ Day Luncheon)

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2022 – 2023 PTA Council Executive Committee Meetings (teleconference optional)

Monday, August 21 th	7:00 pm – 9:00 pm	Executive Committee Meeting
Monday, December 4 th	7:00 pm – 9:00 pm	Executive Committee Meeting
Monday, March 4 th	7:00 pm – 9:00 pm	Executive Committee Meeting
Monday, June 3 th	7:00 pm – 9:00 pm	Executive Committee Meeting

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Who comes to what meeting?

- **Association Meetings** (quorum: 16 voting members representing 10 Associations) – Officers of the Council, Committee Chairpersons, Association Presidents or their Representatives, the Superintendent of Schools or their Representative*
- **Executive Board Meetings** (quorum: 5 voting members) – Officers of the Council, Committee Chairpersons, and Association Presidents or their Representatives
- **Executive Committee Meetings** (quorum: 3 voting members) – Officers of the Council

**Per our Bylaws, we do not include additional Representatives from each Association beyond the President or their Representative.*

Who does what in the SMFC PTA Council?

Association

- Approves the year's proposed calendar, budget, and programs (1st meeting)
- Ratifies payment of council bills within budget limits
- Ratifies payment of other unbudgeted council bills up to a total of \$1,000
- Elects next year's board

Executive Board

- Transacts all business between meetings
- Authorizes payment of council bills within budget limits
- Authorizes payment of other unbudgeted council bills up to a total of \$1,000
- Creates committees as deemed necessary
- Fills Board vacancies

Executive Committee

- Same as Executive Board