

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Plano ISD Education Foundation

Program: Plano Family Literacy

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget

N/A Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: 
Staff

3/24/2010 4:17pm
Date & Time

Plano ISD Education Foundation

**2009-2010
Budget
Full Year Budget**

Revenues and support	
Contributions and transfers	
Community support	\$ 674,000
Staff support	114,000
PTA support	8,000
Plano ISD in-kind support	120,000
Scholarship and award funds	5,000
Total contributions and transfers	921,000
Fundraising (net)	
Ski Plano Gala	200,000
Other	-
Total Fundraising	200,000
Other revenue	
Investment income	3,000
Other	-
Total Other revenues	3,000
Total Revenue and support	\$ 1,124,000
Expenses	
Program	
Educator Grants	\$ 72,000
Teacher Recruitment Open House	\$ 10,000
Convocation and New Teacher Dinner	37,500
Teacher of the Year	10,000
Reynolds fund for educators in crisis	35,000
Communication grants	115,000
Library Services	
STEM Awards	22,000
STEM Partners - Middle School Math	100,000
Fifth Grade Camp	65,000
Academic Calendar Magnets	25,000
Family Services (Family Literacy/PPE)	63,000
Scholarships (Brink., Kimbr., Walkup)	8,000
Awards (Clerkin, Drotman, Greisdorf)	1,250
New/Others Programs (AVID, Perf. Arts)	62,000
Superintendent Priority Fund	150,000
Allocation of staff to programs	69,600
Total Program	845,350
Non-Program	
General & Administration	
Allocation of staff to G&A	15,600
Printing & Stationary	2,000
Memberships	500
Audit	9,000
Insurance	3,500
Accounting	16,000
Banking fees	3,000
Board and Staff Development	6,000
Postage	2,000
Miscellaneous	1,000
Supplies and other	10,000
Total G&A	68,600
Development	
Allocation of Staff to Development	34,800
Blackbaud, MIP and Auction Software	6,000
Other development expenses	39,000
Total Development	79,800
Total Non-Program	148,400
Total Expenses	\$ 993,750
Surplus / (Deficit)	\$ 130,250

Plano ISD Education Foundation 2009-10

OFFICERS

Beth Webb, *President*
Community Volunteer, Plano, Caucasian
Michael Urtso, *President Elect*
Peckham Custom Builders, L.L.C., Plano, Caucasian
Lisa Raskin, *Secretary*
Community Volunteer, Plano, Caucasian
Bob Baggett, *Treasurer*
Valeo Capital LLC , Plano, Caucasian

Monica Shortino, *Executive Director*
Plano ISD Education Foundation, Richardson, Caucasian
Brad Shanklin, *Representative, PISD Board of Trustees*
Plano Chamber of Commerce, Plano, Caucasian

Board of Directors

Mark A. Ball
Dallas Area Rapid Transit
Plano, Caucasian

Sally Bane
Plano Economic Development Board
Plano, Caucasian

Liz Bonet
No Company Affiliation
Allen, Caucasian

Keith D. Braley
Northern Trust
Plano, Caucasian

Mitch Bramlett
PricewaterhouseCoopers LLP
Plano, Caucasian

Jordan Case
Park Place Lexus
Plano, Caucasian

Windon Chau
JCPenney
Plano, Asian

Mary Jo Dean
Medical Center of Plano
Plano, Caucasian

Samir Deshpande
Capital One Bank
Dallas, Asisan

Richard Dunham
Frito-Lay
Plano, Caucasian

Rebecca Egelston Caso
Law Office of Rebecca A. Egelston
Plano, Caucasian

Harvey Fishero
Community Volunteer
Plano, Caucasian

Diane Gerstner
EDS Credit Union
Arlington, Caucasian

Marshall Johnson, DDS, MS
Periodontist
Plano, Caucasian

Robin Joseph-Williams
Robert Halff and Associates
Plano, African American

Sue Dry Kay
Community Volunteer
Plano, Caucasian

Cathy Larson
Verizon
Haslet, Caucasian

Sharon McCall
Gay, McCall, Isaacks, Gordon, May & Roberts
Plano, Caucasian

Charlie Miller
Patton Boggs
Plano, Caucasian

Joa Muns
Community Volunteer
Plano, Caucasian

Dennis W. Oliver
Frost Bank
Plano, Caucasian

Octavio Ortiz
The Shops at Willow Bend
Plano, Hispanic

Kelly Palmer
ViewPoint Bank
Plano, Caucasian

Barton L. Ridley
Touchstone Bernays
Plano, Caucasian

Ralph Stow
Regenesys Properties
Plano, Caucasian

Samuel M. Stricklin
Bracewell & Giuliani, LLP
Richardson, Caucasian

Olga Vargas-Lester
Texas Instruments
Dallas, Hispanic

Kyle Walters
Elliott's Hardware
Richardson, Caucasian

PLANO ISD
EDUCATION
FOUNDATION

BOARD OF DIRECTORS CALENDAR FOR 2009-2010

2009

Thursday, August 20	1:30-5:00 p.m.	Board Retreat	Gleneagles
Friday, September 18	7:30-9:00 a.m.	Board Meeting	Sockwell Center
Friday, November 20	7:30-9:00 a.m.	Board Meeting	Sockwell Center

2010

Friday, January 15	7:30-9:00 a.m.	Board Meeting	Sockwell Center
Friday, March 26	7:30-9:00 a.m.	Board Meeting	Sockwell Center
Friday, May 14	7:30-9:00 a.m.	Board Meeting	Sockwell Center

Monica Shortino
Plano ISD Education Foundation
Abbreviated Resume

Professional Experience

Executive Director <i>Plano ISD Education Foundation</i>	2008-present
Director of Development previous Director of Operations and Board Relations <i>The Real Estate Council and The Real Estate Council Foundation</i> <i>Commercial Real Estate Trade Association and Foundation</i>	2003-2008
Director of Non-Profit Projects <i>The Bradley Group, Inc.</i> <i>Non-Profit Management Company</i>	1999-2003
Relief Advocate <i>New Beginning Center</i> <i>Domestic Violence Women's Shelter</i>	2000-2002
Human Resource Support/Benefits Clerk <i>Raytheon E-Systems</i>	1996-1997

Community Involvement

- Community Services Caseworker**, 12-month internship, Collin County Children's Advocacy Center
- Children's Church Volunteer**, Firewheel Church
- Member**, Young Republicans
- Member**, Junior League of Dallas
- Class Member**, Leadership Plano

Education

- Master of Science, Management & Administrative Sciences**
University of Texas at Dallas, Richardson, Texas
- Bachelor of Science, Social Work**
University of North Texas, Denton, Texas
Abilene Christian University, Abilene, Texas

CITY OF PLANO
2008 BUFFINGTON COMMUNITY SERVICES GRANT
QUARTERLY REPORT

RECEIVED CD

SEP 10 2009

PLANNING DEPT.

October 1, 2008 - September 30, 2009

Section 1: Basic Grant Information

AGENCY NAME Plano ISD Education Foundation on behalf of Plano Family Literacy

Grant Amount \$ 15,000

Allowable expenses: Salaries and Benefits

Reporting on: People Families X

Section 2: Table of Total Expenditures and Demographics

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
1st Quarter Totals	\$4,866	74	1		3	70	70
2nd Quarter Totals	\$6,357	2				2	2
3rd Quarter Totals	\$2,648	4				4	4
4th Quarter Totals	\$1,129	87			2	85	85
Annual Totals	\$15,000						

Section 3: Specific Grant Expenditures

1st Quarter

October 1 thru December 31, 2008: **Due by January 31, 2009**

Salaries/Benefits: \$4,866

2nd Quarter

January 1 thru March 31, 2009 : **Due by April 30, 2009**

Salaries/Benefits: \$6,357

3rd Quarter

April 1 thru June 30, 2009 : **Due by July 31, 2009**

Salaries/Benefits \$2,648

4th Quarter

July 1 thru September 30, 2009 : **Due by October 31, 2009**

Salaries/Benefits \$1,129

Section 5: Accomplishments Narrative

Plano Family Literacy Program has completed another successful year in assisting families in our community. It has been a great challenge and enormous accomplishment to increase families served over the past two year. The growth of the program and the support of the community is evident of the need. It further demonstrates the understanding by the community of the importance of this type of grass roots program.

The following initiatives are from Plano ISD. Plano Family Literacy (PFLP) has been a major contributing factor in being able to address these issues:

- Close achievement gaps of at-risk students and ensure all graduates are college-ready; - PFLP has assisted in closing achievement gaps by offering a year long program for the entire family and embracing the concept of life long learning with higher expectations for children in the families we serve.
- Recruit, retain and train the very best teachers; - PFLP prides its self with ensuring the program is professionally managed and continue on-going training of all staff appropriate to said position.
- Assist economically disadvantaged students and families in support of student learning; PFLP's foundation addresses the point most of all. The program works with at-risk families on a daily and weekly basis to ensure they have the skills to understand and work toward family self sufficiency
- Enhance academic instruction through innovative instructional projects; Again, PFLP reaches out to families in innovative, creative ways. It allows for all different types of learning and understands different learning styles.
- Expand communication between Plano schools and the community – PFLP again, prides itself in the relationship it has established with the City of Plano. It is the highest compliment that the commission continues to recognize the work being done by our program and supporting it yearly with a BLOCK grant.

Through the Plano Family Literacy Program:

Families develop a stronger commitment to education for all family members;

Children learn critical early readiness skills and prepare to enter kindergarten on level;

Children from kindergarten through second grade develop a strong beginning in reading and numeric understanding;

Children from birth through kindergarten experience a warm, caring environment that builds self-esteem;

Parents and school-age children become proficient in the use of computers;

Parents recognize the importance of and develop their role as “first teachers”;

Parents and children are assessed and placed in appropriate learning levels of classroom instruction to ensure significant gains in their own literacy skills;

Parents learn basic job skills;

Children build a strong educational foundation with benefit from enrichment activities;

Parents develop a better understanding of child development and learn parenting skills to enhance the growth of their children;

Parents become committed to reading with their children on a daily basis;

Families learn how to access community resources;

Family members become self-sufficient members of society

The supportive funds the City Of Plano help tremendously to continue this effort in addressing illiteracy in the United States.



January 12, 2010

To the Board of Directors
Plano ISD Education Foundation
2700 West 15th Street
Plano, Texas 75075-7524

We have audited the financial statements of Plano ISD Education Foundation (the Foundation) for the year ended June 30, 2009, and have issued our report thereon dated January 12, 2010. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 28, 2009, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on October 20, 2009.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2009. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Significant estimates are the allocation of functional expenses which is based on management's estimate and the valuation of investments which is based on the market.

We evaluated the basis, key factors and assumptions used to develop estimates and assumptions in determining that they are reasonable in relation to the financial statements taken as a whole.

1815 CENTENNIAL FINANCIAL CENTER
250 W. SMITHLAKI BLVD • SUITE 250
SOUTH LAKE, TEXAS 76092
(817) 552-3100 • FAX (817) 424-2474

THE CENTRUM
3102 OAK LAWN AVENUE • SUITE 800
DALLAS, TEXAS 75219
(214) 824-2556 • FAX (214) 823-9367

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. In addition, none of the misstatements detected as a result of audit procedures were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 12, 2010.

Management Consultations with Other Independent Accountants

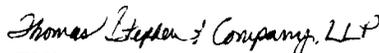
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Foundation and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,


THOMAS STEPHEN & COMPANY, LLP