May 2019 PTA Meeting Minutes

MEETING DATE: 05/21/2019
MEETING TIME: 6:00PM - 7:00PM Pacific Time (US & Canada)

MEETING LOCATION: Cubberley Elementary - Room 3

OVERVIEW:
Monthly PTA Meeting and Nominations/Elections for 2019-2020 School Year

NOTES:

ATTACHMENTS:

ATTENDEES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone Number</th>
<th>Email</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Baker</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:tandabaker@gmail.com">tandabaker@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Mariah Foster</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:mmd.taramasco@gmail.com">mmd.taramasco@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Branden Gerbracht</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:branden.gerbracht@gmail.com">branden.gerbracht@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Anna Johnston</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:annajohnston@live.com">annajohnston@live.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Richard Martinez</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:rmvshouse@gmail.com">rmvshouse@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Hannah Meeuwsen</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:hannah.meeuwsen@gmail.com">hannah.meeuwsen@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Magdalena Ruvalcaba</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel: (858) 496-8075</td>
<td><a href="mailto:mruvalcaba@sandi.net">mruvalcaba@sandi.net</a></td>
<td>Present</td>
</tr>
<tr>
<td>Nikki Wright</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:nmoon1922@yahoo.com">nmoon1922@yahoo.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Sia Her Abad</td>
<td>Cubberley Teacher</td>
<td>Tel:</td>
<td><a href="mailto:sher@sandi.net">sher@sandi.net</a></td>
<td></td>
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<tr>
<td>Christa Hoot</td>
<td>Cubberley Teacher</td>
<td>Tel:</td>
<td><a href="mailto:choot@sandi.net">choot@sandi.net</a></td>
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General Housekeeping

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<tr>
<th>No</th>
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<tr>
<td>1.1</td>
<td>8</td>
<td>Approval of April Meeting Notes</td>
<td>Anna Johnston (Cubberley Elementary School - PTA)</td>
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Official Documented Meeting Minutes:

DISCUSSION:

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.
Meeting #8

Approval of April 2019 meeting minutes.

Financials

<table>
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<tr>
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<tbody>
<tr>
<td>2.1</td>
<td>8</td>
<td>Monthly Financial Recap</td>
<td>Richard Martinez (Cubberley Elementary School - PTA)</td>
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Description:
Financial Recap

Official Documented Meeting Minutes:
DISCUSSION:
Beginning Balance: $6,496.87
Expenses: $3,544.00
Income: $4,240.00
End Balance: $7,193.14

APPROVAL: Purchase of AMC movie tickets.
APPROVAL: Purchase of jog-a-thon t-shirts/awards/incentive prizes.
APPROVAL: Purchase of F&B and decor for end of year BBQ, that will take place on Saturday, June 1st.
APPROVAL: Purchase of F&B for Award Ceremony, that will take place on Friday, June 7th.

| 2.2 | 8              | Jog-a-Thon Report |                      |          |          | Open   |

Description:
- Funds Raised
- Prizes
  - $25+ Salad and Pizza Party (56 students at this level)
    - Pizza Party took place on 5/17
  - $50+ 2 Movie Tickets (31 students at this level)
    - Need approval to purchase the movie tickets for $50+
      - Costco has 12 tickets for 119.99 ($9.91 per ticket) = 599.95 then will have to purchase 2 more single tickets
      - Regal has Premiere Movie Ticket $9.00 is available for purchase in increments of 10 (540.00 + 10.00 s&h = $550) and will have to purchase 2 more single tickets.
      - We have 31 students that raised $50+ so we need 62 tickets
  - $100+ Rainbow Run T-Shirt (17 students at this level)
  - Top Runners (2 from each grade) - they usually get shirts

Official Documented Meeting Minutes:
APPROVAL: Purchase of jog-a-thon t-shirts/awards/incentive prizes.

Fundraising

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<tr>
<td>3.1</td>
<td>8</td>
<td>Box Tops</td>
<td>Mariah Foster (Cubberley Elementary School - PTA)</td>
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Description:
Change in BoxTops Program

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.
Official Documented Meeting Minutes:
DISCUSSION:
1. PTA to distribute end of year boxtops sheets.
2. New ‘digital’ boxtops program to start next year; more information to follow.

Events

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<tr>
<td>4.1</td>
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<td>Carnival</td>
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Official Documented Meeting Minutes:
DISCUSSION:
1. This year’s theme will be a “Summer Kick-off BBQ”
2. BBQ will take place on Saturday, June 1, 2019, 1:00 - 3:30 p.m.
3. Tickets will be sold for $1 per ticket.
4. Tickets will be used to purchase food and inflatable slide use.
5. Wristbands to be sold for unlimited slide use.
6. F&B: Hamburgers, Hotdogs, potato chips, beverages, etc
   APPROVAL: Purchase of all F&B for "Summer Kick-off BBQ"
7. Recreational activities:  
   - Mini golf? (PTA to ask PrimTime about usage)  
   - Cornhole  
   - Washer Toss X 2  
   - bubbles  
   - Inflatable slide  
   APPROVAL: Purchase of recreational activities supplies.
8. Cake walk and Bake Sale
   APPROVAL: Purchase of decor.

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<tr>
<td>4.2</td>
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<td>Cubberley Campout 2019/2020</td>
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Attachments:
IMG_2087.pdf

Official Documented Meeting Minutes:
DISCUSSION:
1. Cubberley Campout 2019/2020 proposal presented by Christopher Marble - - Please see attached proposal.
2. Tentative date for Cubberley Campout 2019/2020 to take place on Saturday, September 28, 2019; pending Park & Rec availability/approval.

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<tr>
<td>4.3</td>
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<td>Cubberley Awards</td>
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Description:
- Medals for Top Running Club Runners per grade and trophy for top school runner
- Reception (Popcorn and Lemonade)

Official Documented Meeting Minutes:
DISCUSSION:
1. End of year running club awards to be presented during the school awards assembly, Friday, June 7th at 12:30 p.m.
2. APPROVAL: Purchase of all running club awards/medals for end of year running club awards.
3. PTA to provide a list of running club award winners to Sarah, in the front office, as soon as possible.
4. PTA to provide popcorn/lemonade/cups/napkins for end of year award ceremony.
   APPROVAL: purchase of popcorn/lemonade/cups/napkins for end of year award ceremony.

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Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.
5th Grade Promotion

**Description:**
We need 2-3 volunteers to help cut and hand out cake at the reception.

**Official Documented Meeting Minutes:**
**DISCUSSION:**
1. PTA to help at 5th Grade promotion, distributing reception food/beverage items.
2. 5th Grade promotion is taking place on Tuesday, June 11th at 11:00 a.m.

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### Magic Mtn Reading Program

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### Nominations/Board Positions for 2019/2020 School Year

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**Description:**

**The President** – is the CEO of the PTA:
- Calls all meetings – Executive (monthly), General Association (as specified in the bylaws) with Agenda.
- Talks with the Principal monthly/regularly and brings all events and with the Principal approves all flyers and PTA materials that are sent home with the students.
- Talks with her/his Executive Board regularly.
- Appoints all Committee Chairmen and the Parliamentarian.
- Is a member of all committees (except Nominating Committee). Is on the email trail for all PTA operations.
- The President is charged with keeping tabs on everything the PTA Executive Board and committee members are doing.

**The Principal** – is the CEO of the School:
- Is a voting member on the Executive Board and attends Executive Board meetings.
- Meets monthly/regularly with the PTA President to review ongoing PTA operations. Determines if events interfere with the instructional day.
- Approves all PTA flyers and anything that is going home with the students.

**The Treasurer** – is the CFO of the PTA:
- Deposits all monies for all events, unless the bylaws specify a Financial Secretary.
- Writes all checks for events that are approved by the Association.
- Prepares and presents a Treasurer's Report for each monthly meeting, and all Association Meetings.
- Files tax returns.
- Keeps on top of all money issues.
- Copies the President on all important matters.
- Chairs the budget committee and completes the Annual Financial Report (end of year report).
- **Financial Secretary:**
  - Deposits all PTA monies and makes monthly reports.

**The Secretary:**
- Takes minutes and promptly types them up and sends them to the President.
- Keeps the minutes for the unit.
- Checks each Payment Authorization Form to see that it was approved by the Association.

**The Executive VP:**
- Is the back up for the President.
- Does whatever the Executive Board decides is necessary.
- Calls and runs meetings when the President is indisposed.

**The Auditor:**
- Keeps tabs on the financial health of the unit.
- Checks that all deposits and checks are what they appear to be and have been authorized by the Association.
- Performs an informal monthly audit.
- Performs two (2) formal audits per year (minimum).

**The Historian:**
- Keeps track of all PTA volunteer hours performed during the year.

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Keeps track of all events and may even run the newsletter.
Completes Annual Report (re: volunteer hours) and presents to Executive Board.

**The appointed Parliamentarian:**
Keeper and updater of the bylaws.
Helps the President keep the meetings on track and on time.

**Membership VP or Membership Chairman:**
Collects all membership and runs membership campaign.
With another PTA member, counts all membership money using Cash Verification Form and hands it over to the Treasurer for Deposit.
Keeps a formal list of all PTA members.
Monthly, gives the Secretary the official membership list and shares it with the Executive Board.

The PTA belongs to the Members of the Association and all events and fundraisers are to be voted on and approved by the Association.
The Executive Board guides the PTA and is elected to serve the Association. The Executive Board meets monthly. The Executive Board comes up with the plan that the Association then ratifies. The Executive Board answers to the Association. All members of the Executive Board keep the President apprised of all activities.
Fundraisers are voted on by the Association and the only ones which can be run are those that were voted on and approved.
Assemblies are voted on by the Association and the only ones which can be run are those that were voted on and approved. Events are voted on by the Association and the only ones which can be run are those that were voted on and approved.

The President is the official spokesperson for the PTA, unless the President appoints someone to represent the PTA.
All contracts are signed by the President and one other officer. All contracts are approved by the Association before signing.
Bylaws: Means by the law. The bylaws define the running of the PTA business.
Within the bylaws you will find:

- Membership dues.
- List of elected officers.
- List of committees.
- Days of the Association and Executive Board meetings.
- Duties of all elected officers.
- Due dates for all operations.
- Federal and State tax ID numbers and Charitable Trust number.
- Fiscal year.
- Audit preparation and presentation dates.
- Elections: when and how to conduct them.
- How to remove officers who are not fulfilling their duties.

Your PTA is a business – and you are the officers of this business.

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**Official Documented Meeting Minutes:**

**DISCUSSION:**

2019/2010 elected board members are as follows:

- President: Carrie Mundy
- Principal: Magdalena Ruvalcaba
- Treasurer: Richard Martinez
- Secretary: Anna Johnston
- Executive VP: Mariah Foster
- Auditor: Nikki Wright
- Historian: Hannah Meeuwsen

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