



Meeting #8

Cubberley Elementary School - PTA
3201 Marathon Drive
San Diego, California 92123
Phone: 858496807

Project: - PTA Meetings
3201 Marathon Drive
San Diego, California 92123

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:

Name	Company	Phone Number	Email	Attendance
Adrienne Baker	Cubberley Elementary School - PTA	Tel:	tandabaker@gmail.com	
Mariah Foster	Cubberley Elementary School - PTA	Tel:	mmd.taramasco@gmail.com	Present
Branden Gerbracht	Cubberley Elementary School - PTA	Tel:	branden.gerbracht@gmail.com	
Anna Johnston	Cubberley Elementary School - PTA	Tel:	annajohnston@live.com	Present
Richard Martinez	Cubberley Elementary School - PTA	Tel:	rmvhouse@gmail.com	Present
Hannah Meeuwsen	Cubberley Elementary School - PTA	Tel:	hannah.meeuwsen@gmail.com	Present
Magdalena Ruvalcaba	Cubberley Elementary School - PTA	Tel: (858) 496-8075	mruvalcaba@sandi.net	Present
Nikki Wright	Cubberley Elementary School - PTA	Tel:	nmoon1922@yahoo.com	Present
Sia Her Abad	Cubberley Teacher	Tel:	sher@sandi.net	
Christa Hoot	Cubberley Teacher	Tel:	choot@sandi.net	

General Housekeeping

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	8	Approval of April Meeting Notes	Anna Johnston (Cubberley Elementary School - PTA)			Open

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.
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	Approval of April 2019 meeting minutes.
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Financials

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	8	Monthly Financial Recap	Richard Martinez (Cubberley Elementary School - PTA)			Open

	Description: Financial Recap
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	Official Documented Meeting Minutes: DISCUSSION: Beginning Balance: \$6,496.87 Expenses: \$3,544.00 Income: \$4,240.00 End Balance: \$7193.14 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.
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2.2	8	Jog-a-Thon Report				Open
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	Description: <ul style="list-style-type: none"> • Funds Raised • Prizes <ul style="list-style-type: none"> ◦ \$25+ Salad and Pizza Party (56 students at this level) <ul style="list-style-type: none"> ▪ Pizza Party took place on 5/17 ◦ \$50+ 2 Movie Tickets (31 students at this level) <ul style="list-style-type: none"> ▪ 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
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	Official Documented Meeting Minutes: APPROVAL: Purchase of jog-a-thon t-shirts/awards/incentive prizes.
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Fundraising

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	8	Box Tops	Mariah Foster (Cubberley Elementary School - PTA)			Open

	Description: Change in BoxTops Program
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	<p>Official Documented Meeting Minutes: DISCUSSION:</p> <ol style="list-style-type: none"> 1. PTA to distribute end of year boxtops sheets. 2. New 'digital' boxtops program to start next year; more information to follow.
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Events

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	8	Carnival				Open

	<p>Official Documented Meeting Minutes: DISCUSSION:</p> <ol style="list-style-type: none"> 1. This years 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: <ul style="list-style-type: none"> - Mini golf? (PTA to ask PrimTime about usage) - Cornhole - Washer Toss X 2 - bubbles - Inflatable slide APPROVAL: Purchase of recreational activities supplies. 8. Cakewalk and Bake Sale <p>APPROVAL: Purchase of decor.</p>					
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4.2	8	Cubberley Campout 2019/2020				Open
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	<p>Attachments: IMG_2087.pdf</p>					
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	<p>Official Documented Meeting Minutes: DISCUSSION:</p> <ol style="list-style-type: none"> 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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4.3	8	Cubberley Awards				Open
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	<p>Description:</p> <ul style="list-style-type: none"> • Medals for Top Running Club Runners per grade and trophy for top school runner • Reception (Popcorn and Lemonade) 					
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	<p>Official Documented Meeting Minutes: DISCUSSION:</p> <ol style="list-style-type: none"> 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 reception after/during award ceremony. APPROVAL: purchase of popcorn/lemonade/cups/napkins for end of year award ceremony. 					
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4.4	8	5th Grade Promotion				Open
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.						

Magic Mtn Reading Program

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
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Nominations/Board Positions for 2019/2020 School Year

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	8	Positions to be Filled:				Open

<p>Description:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>The Historian: Keeps track of all PTA volunteer hours performed during the year.</p>						
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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 Association is entitled to a full accounting of the money that the PTA has raised and ultimately decides what it is to be spent on. 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.

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 Meeuwesen

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