



Cubberley Elementary PTA
Executive Board Meeting
Tuesday August 12, 2025 6-7pm
meet.google.com/buj-xyjx-bpc

Quorum is 5 Voting Members
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Attendees: Kristin Woodburn, Lindsey Hawes, Lauren Jones, Debbie Churchill, Kathryn Hohenhaus, Mariah Taramasco, Long Nguyen, Sarah Knox

**1) Call to Order: Lindsey Hawes, Cubberley PTA President**

6:09 PM

Sarah Knox filling in as Secretary pro tem in Long's absence at the beginning of the meeting.

**2) Consent Agenda**

- a. Past meeting minutes
  - i. [6-22-25 Exec Board Mtg](#)
  - ii. [7-18-25 Summer Planning Meeting](#)
- b. [Treasurer's Reports](#)

**3) Action Item: Approve Consent Agenda**

- a. Move to approve consent agenda
  - i. Motion by Lauren Jones
  - ii. Second by Kristin Woodburn
  - iii. Vote result – all approve

**4) Old Business**

- a. 24-25 Annual Financial Report to be completed this month by Long, Lindsey, Kristin
- b. Financial Transfer
  - i. US Bank account was updated to new check signers this summer - Lindsey, Kristin, Lauren
  - ii. Paypal was transferred to Kristin

**5) New Business**

**a. Appointment of Parliamentarian & Committee Chairs (new Executive Board members)**

- i. Officer
  - 1. Parliamentarian – Debbie Churchill
- ii. Committee Chair Positions
  - 1. Spirit Wear/Web Store – Lauren Jones
  - 2. Assemblies – Adrienne Baker (with Lindsay Hawes shadowing)
  - 3. Running Club – Adrienne Baker
  - 4. Membership – Mariah Taramasco
  - 5. Trunk or treat – Debbie Churchill
  - 6. Build a reading buddy – Kathryn Hohenhaus
  - 7. Holiday Program
  - 8. Teacher's Appreciation
  - 9. Rainbow Run
  - 10. Sponsorships/Donations
  - 11. Inclusivity

**b. Action Item: Ratification of new Exec Board members**

- i. Move to ratify new exec board members
  - 1. Motion by Lauren Jones
  - 2. Second by Long Nguyen
  - 3. Vote result - All in favor

**c. 2025-26 Proposed Budget Adjustments**

- i. Update Balance On Hand from previous year
  - 1. Checking - \$17,732.17 (prelim estimate \$15,000)
  - 2. PayPal - \$0
- ii. Proposed Adjustments to Preliminary Budget
  - 1. Income
    - a. Proposal to remove Fall Fundraiser - Silent Auction
      - i. Reduce income budget by \$1,750
    - b. Proposal to add Fall Fundraiser - Winter Market to Fundraising Income
      - i. Need proposed fundraising target – Decided on 1,500
    - c. Marquee birthday messages no longer possible due to required posting of SDUSD-issued messages; prelim income budget of \$375
      - i. Proposal to reduce Marquee Messages income by \$375 to \$0.00 - - Agreed
  - 2. Expenses
    - a. Art Reach contract total \$7,300; prelim expense budget of \$7500
      - i. Proposal to reduce Art Education expenses by \$200 to \$7300.00
    - b. Canopy/banner order came to \$670; prelim budget of \$600
      - i. Proposal to increase equipment expenses by \$100 to \$700 (leaves \$30 for TBD additional tabling supplies)
    - c. Classroom enrichment prelim expense budget of \$650; divide by nine (9) [including counseling] classrooms = \$72.22 each; ideally would be round number divisible by 9 to enable equal rounded allotment per teacher from which they can request reimbursement
      - i. Proposal to increase classroom enrichment by \$25 to \$675 (=9x75)
    - d. General Programs/Assemblies prelim expense budget \$5,500; more carryover than expected
      - i. Propose to increase assembly budget by \$1000 to \$6,500
  - 3. Balance at end of year with new budget - \$2,068.92

**d. Action Item: Adoption of Revised 2025-26 Budget**

- i. Move to approve revised budget
  - 1. Motion by Kristin Woodburn
  - 2. Second by Long Nguyen
  - 3. Vote result All in favor

**e. Membership Update**

- i. Totem
  - 1. Current membership: 27 active members, 19 active emails
  - 2. Membership goal: 65 members - do we need to increase?
    - a. Yes, increase to 75
    - b. 24-25 max was 73 members
  - 3. \$171 payout in July 2025
  - 4. Leaders and Teachers updated
- ii. Membership dues increase of \$1 to \$21 requires Bylaws update - Heather Boye making edits and will share with us for approval at September Association meeting
- iii. Lindsey to send email to all active members (joined as of July 1, 2024) regarding Association Meeting on 9-11-25

- iv. **Membership Drive (Mariah Taramasco)** – Has been prepping all the material for this, and we will be using the same billboard as last year. We are going to do the drive Sept 1 – Oct 3 so it is 4 full weeks.

**f. Art Reach**

- i. Proposal received for 25-26 school year - \$7300.00 total
  - 1. 8 classrooms
  - 2. 5 workshops x 2 days = 10 days of instruction per student
  - 3. End of year art exhibit
- ii. Lindsey signed contract on 8-4-25
- iii. 20% deposit (\$1,460) due within 30 days of signed contract – check needs to be cut

**g. Build a Reading Buddy Event (Friday 11-14-27)**

- i. Select animal – Kathryn as committee chair and Mariah will get together and review options.

**h. Spirit Wear**

- i. Discuss plan for 25-26 orders – Lauren will handle this as committee chair.

**i. Back to School Open House Event (Wednesday 8-13-25 5-7pm)**

- i. Liz's Tacos confirmed (430pm arrival)
  - 1. 60 taco plates at \$11.50 per plate = \$690 total fee
    - a. Lindsey paid 50% deposit (\$345) July 31
    - b. Remaining amount due at event (cash requested)
    - c. If paying by check, make out to Gabriela Mejia
    - d. Cutting off online sales 1hr before event
- ii. Requesting drink donations via Sign Up Genius - Capri Sun & waters (we have lots of water, no donations yet) – We have a good amount of Capri Suns and Waters and should be ok if no donations are received.
- iii. Raffle discussion – We just need to pull stuff out of the shed for the raffle. Giving people one ticket each if they follow us on Facebook, Instagram, and are a current PTA member. We will give out the prizes at the end around 650pm.
- iv. Run of Show discussion – PTA will show up at 430pm. We will have the sale rack to get rid of old merchandise. We will also be selling newer spirit wear. Lauren can work the table during Principles part, the Mariah will cover during 1<sup>st</sup> session, Sarah and Debbie will cover second session.

**6) Officer / Committee Reports**

**a. Officers**

- i. Executive Vice President                      Lauren Jones
- ii. Treasurer                                              Kristin Woodburn
- iii. Secretary                                              Long Nguyen
- iv. Historian                                              Sarah Knox – Suggest sticking with Entourage for the yearbook, Lauren is going to send information on a couple of other potential options. Discussed that the website is fully paid for already for this year.

**b. Committees**

- i. Communications                                      Mariah Taramasco – Has reached out to Heather Taylor about printing the calendar for each student for us. Otherwise, we will pay to get them printed.

**7) Adjourn: Lindsey Hawes, Cubberley PTA President**

7:18 PM

**Sarah Knox, Secretary Pro tem**