# March 2021 PTA Meeting Minutes: Meeting #1

**Meeting Date**: Mar 18, 2021  
**Meeting Time**: 6:00 PM - 7:00 PM Pacific Time (US & Canada)

**Meeting Location**: Virtually/Online  
**Video Conferencing Link**: [https://sandiegounified.zoom.us/j/83270168128](https://sandiegounified.zoom.us/j/83270168128)

## Overview

## Welcome

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| 1.1 | 1          | Call Meeting to Order | Richard Martinez  
(Cubberley Elementary School - PTA) |          |          | Open   |

**Official Documented Meeting Minutes**

Called to order at 6:04PM.

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<tbody>
<tr>
<td>1.2</td>
<td>1</td>
<td>Approve February Meeting Minutes</td>
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**Official Documented Meeting Minutes**

Motion to approve minutes for February's meeting.
Motioned: Sarah  
Seconded: Mariah  
Motion carries.
### Principal's Report

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<tbody>
<tr>
<td>2.1</td>
<td>1</td>
<td>Update from Principal</td>
<td>Magdalena Ruvalcaba (Cubberley Elementary School - PTA)</td>
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**Description**

Update from Magdalena.

**Official Documented Meeting Minutes**

Reopening:
- Still on track to open on April 12.
- Survey went out this morning to see how many want to come back and how many want to remain online.
- Previous survey went out a few weeks ago. 42 response, 24 come back, 18 stay online.
- Hoping to accommodate students 4 days a week. It is the expectation of the district to have students 4 days.
- Only way to not accommodate 4 days if the classroom cannot accommodate students at 5-6 feet apart.
- 5 hours of instruction and 30 minutes of lunch.
- TBD - extra hour/enrichment hour. District representative to check to see how this hour can be used. (ArtCorp/clubs/etc)
- Teachers discussing hours at this time. Proposed tentative hours are 8 AM - 1:30 PM.
- 30 minute wellness break to include snack and playtime.
- Classrooms will look different. They will be much more bare in order to accommodate more desks and students.
- Proposed daily schedule: 8-11 teacher will be simulcasting in class and students at home. Half hour wellness break will fall in that time. Then lunch for 30 minutes (staggered lunches). They would then come back in the classroom for 2 hour live instruction. The kids at home would then have 3 hours of asynchronous learning.
- Daily symptom check list at the door.

### Board of Director's Update

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<tr>
<td>3.1</td>
<td>1</td>
<td>President's Report</td>
<td>Richard Martinez (Cubberley Elementary School - PTA)</td>
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**Description**

Update from Richard.

**Official Documented Meeting Minutes**

Banking:
- Still working with bank. Spoke with Debbie (bank rep), she will get back to Richard.

District Advisory Council
- LCAP: Local Control Accountability Plan. Three year plan that describes goals to support positive student outcome.
- Budget: Still in preliminary stages.

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<td>3.2</td>
<td>1</td>
<td>Vice Principal's Report</td>
<td>Mariah Foster (Cubberley Elementary School - PTA)</td>
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**Description**

Update from Mariah.
American Girl Doll
Grow with Us pick up.
Mad Scientist pick up.

Official Documented Meeting Minutes
American Girl Doll:
-Second doll came in, now we have two.

Pick up:
-Sent lists to teachers of students who did not pick up. Those teachers will reach out via email, dojo, or zoom.

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<td>3.3</td>
<td>1</td>
<td>Treasure's Report</td>
<td>Sarah Knox (Cubberley Elementary School - PTA)</td>
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**Description**
Reimbursement to Adrienne Baker of $117.40 for Valentine's Day crafts.

**Official Documented Meeting Minutes**
4441.89 - Jan
63.86 - Deposit from Amazon Smile
9.25 - Totum Transfer
115.86 - Deposit Pay Pal
-222.35 - American Girl Doll and Spring Craft to Mariah.
Balance - 4408.51

See Treasure's Report March 2021 attached.

Move to approve expenditure of $117.40 to Adrienne Baker for Valentine's Day craft.
Motioned: Mariah
Seconded: Sarah
Motion carries.

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**Old Business**

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<tr>
<td>4.1</td>
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<td>Assemblies and Programs</td>
<td>Adrienne Baker (Cubberley Elementary School - PTA)</td>
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**Description**
Mad Scientist Program
Free Water Program
Art Reach

**Official Documented Meeting Minutes**
April Program:
- Tentative plan something for April.
- Looking at Art Reach. Art Reach contact will be getting Adrienne list of materials needed for each project. If something easy to bag and get together, could be something we could do.
- Suggested dates: Open at this time.

Family Engagement - Family Fun Factory
Fee Water Program - no able to supply. They only do so many per year and they have reached their limit.

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<td>Material Pick Up</td>
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<td>4.3</td>
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<td>Parent Community Support Survey</td>
<td>Adrienne Baker (Cubberley Elementary School - PTA)</td>
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**Official Documented Meeting Minutes**
Was sent out. Not many responses. Some need school supplies. Assistance with material pick up. Adrienne to contact those that completed survey to nail down what is needed and circle back to PTA to see what can be donated from group or personally.

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<td>Teacher and Staff Appreciation</td>
<td>Mariah Foster (Cubberley Elementary School - PTA)</td>
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<td>Proposed ideas.</td>
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**Official Documented Meeting Minutes**
First week of May:
Mariah has list of teachers and staff.
-Boxed lunches (Maggies).
-T-Shirts
-Donuts (Bear Buns).
-Menus for the meals.
-"Tell me your favorites" survey to get better ideas of what to get.
-Plants and/or flowers (Buy Serra Mesa Moms)

**New Business**

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<td>Proposed New Business</td>
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**Official Documented Meeting Minutes**
PTA members to get agenda 2-3 days prior to meeting.
-Shannon to get full list of active members to make sure all included.

Adjourn
### Official Documented Meeting Minutes

Meeting adjourned at 7:05 PM.
Next meeting is April 15.

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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.