



**Cubberley Elementary PTA
Association Meeting
Tuesday November 4, 2025 6-7pm
ZOOM: Meeting ID 837 9716 3152; Passcode 641538
Quorum is 11 Voting Members**

Attendees:

1. Call to Order: Lindsey Hawes, Cubberley Elementary PTA President

6:03 PM

Attendees:

1. Long Nguyen
2. Lindsey Hawes
3. Kirstin Woodburn
4. Sandra Siekert
5. Mariah Foster
6. Lauren Jones
7. Sarah Knox
8. Katheryn Hohenhaus
9. Lucas Alexander
10. Tessie Alexander
11. Chad Williams
12. John Foster
13. Debbie Churchill

2. Consent Agenda (all items to be reviewed and approved as one action item)

- a. File [09-09-25 PTA Association Meeting Minutes](#)
- b. Ratify President's appointment of Lauren Jones and Kristin Woodburn as Winter Market Committee Co- Chairs and Mariah Foster as Winter Program Committee Chair
- c. Treasurer's Report
 - [October](#)
 - Membership as of 10/31/25
 1. 79 members
 2. \$1,430.00 Revenue YTD
 3. \$304.00 Donations YTD

3. Action Item: Approve Consent Agenda

- a. Motion – Long Nguyen
- b. Second – Lauren Jones
- c. Discussion
- d. Vote – Approved

4. Old Business

- a. Trunk or Treat Recap

5. Committee Updates

- a. Build a Reading Buddy Kathryn Hohenhaus
 - Reading buddies to be delivered by next week
 - Need more chopsticks
 - Staffing
 - 1. 2x check-in (Long/Mariah)
 - 2. 2x to pass out supplies (Kathryn/Tessie/Lucas)
 - 3. 1x to pass out birth certificate
 - 4. Need speaker for music (Kathryn)
 - 5. Need help setting up books
 - 6. Still have a few extra buddies to sell
 - 7. 5:15 for setup
 - 8. Mrs. Ruvalcalba to start reading around 6:30-6:45)
- b. Winter Market Lauren Jones/Kristin Woodburn
 - Contract is in
 - Location secured – Library
 - Vendor delivering supplies the week of event (Thu or Fri)
 - How do we promote during Winter Program?
 - Students to create items to sell – Mrs Siekert to reach out to TK-4 teachers to brainstorm ideas
- c. Winter Program Mariah Foster
 - Mariah working on script
 - Lauren to confirm poinsettia costs
 - Mariah approved to purchase backdrop
 - Theme – Winter Wonderland
 - Sunday 12/7 to decorate
 - Hot cocoa only no coffee
- d. Spirit Wear/Web Store Lauren Jones
 - Lauren to contact vendor
- e. Rainbow Run Lauren Jones
 - Contract signed
- f. Sponsorships/Donations Lauren Jones
 - \$1000 in donations
 - Gift cards for TAW
 - Prizes for Rainbow run
- g. Assemblies Adrienne Baker
- h. Running Club Adrienne Baker
- i. Yearbook Sarah Knox
- j. Communications Mariah Foster
- k. Membership Mariah Foster

6. Principal Updates

7. New Business

- a. Welcome Wednesday 11-5-25
- b. My PTEZ software (Kristin)
- c. Open Committee Positions (Lindsey)
 - Inclusivity – Lauren Jones/Kristin/Lindsey
 - February Family Night
 - Staff Appreciation – Lauren/Lindsey

- End of Year Open House
- Financial Reviewer – Long

8. Officer Reports

- a. Teacher Representative Chad Williams
 - Winter Program will be evening event
- b. President Lindsey Hawes
- c. Executive Vice President Lauren Jones
 - Setup Winter Market during Winter program
- d. Treasurer Kristin Woodburn
- e. Secretary Long Nguyen
- f. Historian Sarah Knox

9. Open Forum

10. Adjourn: Lindsey Hawes, Cubberley Elementary PTA President
6:57 PM