



## Tuesday, September 12, 2023 Cubberley PTA Association Meeting Minutes: Meeting #1

**Meeting Date** Sep 12, 2023 **Meeting Time** 5:00 PM - 6:00 PM Pacific Time (US & Canada)

**Meeting Location** Cubberley Elementary - Room 2

**Overview** Welcome to the first association meeting of the 2023-2024 Cubberley Elementary school year.

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jessica Alvidrez Marble	Cubberley Elementary School - PTA		jes17k@hotmail.com	
Megan Barbosa	Cubberley Elementary School - PTA		meganbarbosa7@yahoo.com	
Steve Barbosa	Cubberley Elementary School - PTA		barbos01@gmail.com	
Alicia Bell	Cubberley Elementary School - PTA		aliciab@san.rr.com	
Heather Boye	Cubberley Elementary School - PTA		heather@flagshipsd.com	Present
Rob Buntin	Cubberley Elementary School - PTA		robbuntin@gmail.com	
Jessica Chin	Cubberley Elementary School - PTA		jessicareneechin@gmail.com	
Debbie Churchill	Cubberley Elementary School - PTA		mkhaushold@gmail.com	
Michelle Collins	Cubberley Elementary School - PTA		mcollins@sandi.net	
John Foster	Cubberley Elementary School - PTA		tarafost2013@gmail.com	
Mariah Foster	Cubberley Elementary School - PTA		mmd.tamasco@gmail.com	Present
Genevieve Gerbacht	Cubberley Elementary School - PTA		emogeno@gmail.com	
Carissa Hill	Cubberley Elementary School - PTA		hill.carissa95@gmail.com	
Cristy Huerta	Cubberley Elementary School - PTA		94qbcv2nqz@privaterelay.appleid.com	

Name	Company	Phone Number	Email	Attendance
Pamela Jimenez	Cubberley Elementary School - PTA		pamelajimenez386@yahoo.com	
Lauren Jones	Cubberley Elementary School - PTA		laurenjones@thetwistedcalla.com	
Sarah Knox	Cubberley Elementary School - PTA		sarahaknox10@gmail.com	
Brenda Le	Cubberley Elementary School - PTA		oanhlethai81@gmail.com	
Carrie Mundy	Cubberley Elementary School - PTA	P: (858) 735-4399	cmundy@fortheLoveofPhotography.net	
Kimbra Parish	Cubberley Elementary School - PTA		kimbralmk@gmail.com	
Heather Riggi-Taylor	Cubberley Elementary School - PTA		heatherriggi@hotmail.com	
Mike Rucke	Cubberley Elementary School - PTA		mrucke@gmail.com	
Magdalena Ruvalcaba	Cubberley Elementary School - PTA	P: (858) 496-8075	mruvalcaba@sandi.net	Present
Chad Williams	Cubberley Elementary School - PTA		williamschad40@gmail.com	
Shannon Young	Cubberley Elementary School - PTA		skayyoung@gmail.com	Present
Sia Her Abad	Cubberley Teacher		sher@sandi.net	
Adrienne Baker	Cubberley Teacher		tandabaker@gmail.com	Present
Amy Degollado	Cubberley Teacher		adavis@sandi.net	
Christa Hoot	Cubberley Teacher		choot@sandi.net	
Donna Vaughn	Cubberley Teacher		dvaughan@sandi.net	

**Welcome**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Meeting Called To Order	Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b> Meeting Called To Order - Time:						
<b>Official Documented Meeting Minutes</b> Called to Order 5:10 PM						

**Principal/Board Report**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Principals Report	Magdalena Ruvalcaba (Cubberley Elementary School - PTA)			Open
<b>Official Documented Meeting Minutes</b> Nothing to report.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Treasure's Report	Heather Boye (Cubberley Elementary School - PTA)			Open
<b>Attachments</b> <a href="#">2023-2024 Annual Budget - Cubberley Elementary PTA (1).pdf</a> , <a href="#">2023-2024 Annual Budget - Cubberley Elementary PTA.pdf</a> , <a href="#">August 2023 EOM - Treasurer's Report (Monthly).pdf</a> , <a href="#">July 2023 EOM - Treasurer's Report (Monthly).xlsx</a> -.pdf, <a href="#">2022-2023 Annual Financial Report - Cubberley Elementary PTA.xlsx - Sheet1.pdf</a> , <a href="#">June 2023 EOM - Treasurer's Report (Monthly).xlsx - Sheet1.pdf</a>						
<b>Official Documented Meeting Minutes</b> Review <a href="#">June 2023 Treasurer's Report</a> <ul style="list-style-type: none"> <li>• Move to ratify check #721-726 in the amount of \$1,661.70</li> <li>• Motion to approve <a href="#">2022-2023 Annual Financial Report</a></li> </ul> Review <a href="#">July 2023</a> and <a href="#">August 2023</a> Treasurer's Reports <ul style="list-style-type: none"> <li>• With recommendation of the Executive Board, I move to approve the <a href="#">2023-2024 Annual Budget</a></li> <li>• Move to release all funds within the 2023-2024 Annual Budget</li> </ul> Will do the Treasure's Report next time when we have more folks.						

**Events/PTA Needs**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Membership	Mariah Foster (Cubberley Elementary School - PTA) Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Update of number of members vs. goal.</li> <li>• Explanation of Membership.</li> <li>• Discussion of Membership drive.</li> </ul>						
<b>Official Documented Meeting Minutes</b> <ul style="list-style-type: none"> <li>• Will run contest from 10/2-10/13</li> <li>• Kids win popsicle party</li> <li>• Done by %</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Appoint Auditor	Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b> <ul style="list-style-type: none"> <li>PTA Audit Volunteer needed.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Build a Buddy	Mariah Foster (Cubberley Elementary School - PTA)			Open
<b>Description</b> <ul style="list-style-type: none"> <li>Committee Chair: Mariah Foster</li> <li>Vote needed: Amount to be spent on event.</li> </ul>						
<b>Official Documented Meeting Minutes</b> <ul style="list-style-type: none"> <li>Post asking for people to bring books to exchange and share.</li> <li>Shannon to ask Susan to set out tables.</li> <li>Mariah will post extra reading buddies next week.</li> <li>Make sign for book table.</li> <li>Shannon will make sign up genius.</li> <li>Mariah to print list.</li> <li>Shannon to make chalk board for Auditorium reading.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Running Club				Open
<b>Description</b> <ul style="list-style-type: none"> <li>Committee Co Chairs: Adrienne Baker, Dennis Fernandez and Rob Buntin</li> <li>Vote needed: Approve funds to be spent on Running Club program.</li> </ul>						
<b>Official Documented Meeting Minutes</b> <ul style="list-style-type: none"> <li>Starting on 9/18</li> <li>Adrienne is doing all the work.</li> <li>Shannon will purchase this week.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Trunk-or-Treat	Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b> <ul style="list-style-type: none"> <li>Chair Volunteer needed.</li> </ul>						

**Official Documented Meeting Minutes**

- 10/27
- Candy donation station?
  - Yes
  - Shannon will try and make a candy monster.
  - Mariah to look at the lady for fire dept.
  - Check in with Heather Taylor
  - Mariah to make Flyers
  - Shannon to do sign up genius
  - \$5 per child and free if you host a trunk
  - Shannon to talk to Adrienne about haunted house.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.6	1	Fall Fundraiser	Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• Chair Volunteer needed.</li> </ul>						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• We will not do one and will try and make \$ at the winter performance.</li> <li>• Mariah will start reaching out to organization for donations.</li> </ul>						

**Open Forum**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions/Concerns/Suggestions	Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• Open forum</li> </ul>						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• SM Librarian                     <ul style="list-style-type: none"> <li>◦ Do your homework at the library from Monday-Friday</li> <li>◦ Excel library cards will be sent to all schools. Parents on the hook for anything that's lost or damaged.</li> </ul> </li> </ul>						

**Adjourn Meeting**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Adjourn Meeting	Shannon Young (Cubberley Elementary School - PTA)			Open
<b>Description</b>						
Adjourn Meeting - Time:						
<b>Official Documented Meeting Minutes</b>						
Time: 6:18 pm						

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.