Aug. PTA Mtg. | Kick-off to the 2019/2020 school year Minutes

MEETING DATE: 08/09/2019  
MEETING TIME: 9:30 AM - 11:00 AM Pacific Time (US & Canada)

MEETING LOCATION: Cubberley Elementary School - Room 3

OVERVIEW:
Kick-off to the 2019/2020 school year

NOTES:

ATTACHMENTS:

ATTENDEES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone Number</th>
<th>Email</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Baker</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:tandabaker@gmail.com">tandabaker@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Mariah Foster</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:mmd.taramasco@gmail.com">mmd.taramasco@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Anna Johnston</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:annajohnston@live.com">annajohnston@live.com</a></td>
<td>Absent</td>
</tr>
<tr>
<td>Sarah Knox</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:sarahaknox10@gmail.com">sarahaknox10@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Richard Martinez</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:rmvshouse@gmail.com">rmvshouse@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Magdalena Ruvalcaba</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel: (858) 496-8075</td>
<td><a href="mailto:mruvalcaba@sandi.net">mruvalcaba@sandi.net</a></td>
<td>Present</td>
</tr>
<tr>
<td>Christa Hoot</td>
<td>Cubberley Teacher</td>
<td>Tel:</td>
<td><a href="mailto:choot@sandi.net">choot@sandi.net</a></td>
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Additional attendees

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<th>Due Date</th>
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<tr>
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<td>additional attendees</td>
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  Description:
  - Mariah Yeager
  - Katie Nicholson

Official Documented Meeting Minutes:
see above

<table>
<thead>
<tr>
<th>No</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
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<tbody>
<tr>
<td>1.2</td>
<td>1</td>
<td>Welcome</td>
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</table>

Official Documented Meeting Minutes:

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.
### Budget/Finances

<table>
<thead>
<tr>
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<tr>
<td>2.1</td>
<td>1</td>
<td>What's in the Bank?</td>
<td>Richard Martinez (Cubberley</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Elementary School - PTA)</td>
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<td></td>
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</tbody>
</table>

**Official Documented Meeting Minutes:**

Richard handed out Budget. Current balance is $5,285.33.

| 2.2 | 1              | 2019/2020 Budget       | Richard Martinez (Cubberley      |          |          | Open   |
|     |                |                        | Elementary School - PTA)         |          |          |        |

**Official Documented Meeting Minutes:**

Richard handed out Budget. Need to raise about $17,000.

| 2.3 | 1              | Expenses needing vote  |                              |          |          | Open   |

**Description:**

- ArtCorps: Program $6,825 Total broken up into 3 payments of $2,275
  - ArtCorps Supplies to start - Roughly $200
- GetRunClub Software Program $179
- Running Club Supplies - Lamination Sheets and Magnets: roughly $150
- New PTA website hosting: $162
- Back to school banner: $10

**Official Documented Meeting Minutes:**

- Art Corps Program vote: Richard w/Katie as second. Unanimous Yes vote
- Art Corps Supplies vote: Richard w/Katie as second. Unanimous Yes vote
- Running Club software vote: Richard w/Katie as second. Unanimous Yes vote
- Running Club Supplies vote: Richard w/Katie as second. Unanimous Yes vote
- PTA website vote: Carrie w/Richard as second. Unanimous Yes vote
- Back to school banner vote: Carrie w/Richard as second. Unanimous Yes vote

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### PTA Membership

<table>
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<tr>
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<tr>
<td>3.1</td>
<td>1</td>
<td>Incentives for Levels</td>
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<td></td>
<td>Open</td>
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</table>

**Official Documented Meeting Minutes:**

- give an opt in or out option of receiving incentives
- add magnets as an incentive

| 3.2 | 1              | Kinder sign-up incentive at orientation |                      |          |          | Open   |

**Official Documented Meeting Minutes:**

- give out retro merchandise

| 3.3 | 1              | Member Assignments   |                      |          |          | Open   |

**Description:**

- Katie Nicholson - Parliamentarian
- Adrienne Baker - Membership Coordinator
- Mariah Yeager - Vice President of Fundraising

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Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.
### Parent Involvement Punch Tag

<table>
<thead>
<tr>
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<th>Priority</th>
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<tbody>
<tr>
<td>4.1</td>
<td></td>
<td>Do we want to create a involvement Program</td>
<td></td>
<td></td>
<td></td>
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**Description:**
How to track...what to put on the tags.

**Official Documented Meeting Minutes:**
Yes for membership punch cards. Create with 20 or so spots to get punched. Each punch gets the member an entry into the end of year raffle. Things to do to get stamps: Help at an event, "like" on social media.

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<th>Status</th>
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<td>4.2</td>
<td></td>
<td>Raffle at the end of year?</td>
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<td></td>
<td></td>
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**Official Documented Meeting Minutes:**
Yes. Possible items to raffle: Disney tickets, Fleet Science Center family membership, zoo tickets, Gift Cards. Gift Cards could also be a sign-up incentive.

### PTA Website

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<tr>
<td>5.1</td>
<td></td>
<td>New Cubberley PTA Website</td>
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**Description:**
www.cubberleypta.org
- Includes Merchandise Store
- Upcoming Events
- Hub for all PTA info if someone is not on social media

**Official Documented Meeting Minutes:**
Needs proof reading: Paula (Adrienne Bakers mother) will be doing it. Need to add agenda and notes still.

### PTA Back 2 School Packet

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<tr>
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<th>Due Date</th>
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<tbody>
<tr>
<td>6.1</td>
<td></td>
<td>Items to Include</td>
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**Description:**
- Welcome/Back2School PTA Letter
- Contact Form - email address for PTA
  - Running Club Contact Form - need email addresses to email weekly reports
- Rubio's Family Night Out Flyer
- ArtCorps Volunteer Flyer
- Membership Flyer
  - Membership Envelope
- Pre-Order T-Shirt Form
- Yearbook Info?
- Birthday Marquee Form

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**Official Documented Meeting Minutes:**

Back to school letter: use last years & update
Yearbook Info: just a sheet that includes the email address to send pictures to be possibly included in the book.
Yes include the Marquee Form - this a good for the budget

Have packets ready to send out on Tuesday the 27th

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**Disney Point of Lights**

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<tbody>
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<td>7.1</td>
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<td>Disney Point of Lights</td>
<td>Mariah Foster (Cubberley Elementary School - PTA)</td>
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<td></td>
<td>Open</td>
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</table>

**Official Documented Meeting Minutes:**

To receive the Disney tickets we need to host and event that benefits the community with kids involvement.

Our idea is a garden project that uses the garden boxes and area that was left from the Charter school. This would included planting, and taking care of the plants. Maybe having a different class help with the care every week or every month Possibly adding a free little library.

Other ideas for things to do other than a garden: food drive (holiday), decorate bags to give to Serra Mesa food drive.

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**ArtCorps 2019/2020**

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<td>8.1</td>
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<td>Cost of 2019/2020 year</td>
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**Official Documented Meeting Minutes:**

Voted yes on earlier in the meeting.

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**Running Club**

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**Official Documented Meeting Minutes:**

Starting on 9/3 at 7:10AM

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<td>9.2</td>
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<td>Runner Milestones</td>
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**Description:**

Keep the same program with foot charms and number milestones?

**Official Documented Meeting Minutes:**

Yes same program as last year. We will also have the bulletin board with running stats again this year.

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**Fall Events**

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<tr>
<td>10.1</td>
<td>1</td>
<td>Kinder Orientation - Friday, Aug. 23rd</td>
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</table>

**Official Documented Meeting Minutes:**

from 1pm-2pm

<table>
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<tr>
<td>10.2</td>
<td>1</td>
<td>1st Day of School - Monday, Aug. 26th</td>
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</table>

**Description:**

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### Official Documented Meeting Minutes:

**Parent Coffee Stand**
- Merchandise
- PTA Membership Table

**Volunteers:** Richard, Katie, Mariah Y - Maybe

**Meeting #1**

1. **Back to School Night**
   - **Description:**
     - Date?
     - Dinner Fundraiser?

2. **Fall School Campout - Saturday, Sept. 28th**
   - **Mariah Foster (Cubberley Elementary School - PTA)**
   - **Description:**
     - Figure out costs
     - Really promote
     - Include flyer in the packets
     - Schedule janitor to clean bathrooms after event
     - No using stakes in the field grass.

3. **Trunk or Treat - Friday, Oct. 25th**
   - **Open**

4. **Holiday Program**
   - **Open**

5. **Family Night Out | Back 2 School Burrito Night - Wednesday, Aug. 28th anytime between 2-9PM**
   - **Mariah Foster**
   - **Description:**
     - Family Night Out at Rubio's
     - Cubberley will receive 30% back of all sales
     - must meet a minimum sales of $250 total or we will not receive anything

6. **Sept Family Night Out**
   - **Open**

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Official Documented Meeting Minutes:
Doing a spaghetti dinner at back to school night instead

11.3 1 Otis Spunkmeyer Cookies - Nov. Open

Description:
OR Other fundraiser idea?
- ButterBraids
- Wrapping Paper
Any other ideas

Official Documented Meeting Minutes:
Yes for having cookies.

Other fundraising ideas:
Santa workshop store
Rummage Sale (where would we store the stuff to sell, who would be the point person)

11.4 1 Turkey Trot Fun Run Open

Official Documented Meeting Minutes:
Justing going to do one this year: Rainbow run later in the year

11.5 1 Box Tops Open

Description:
- Encourage parents to download the new Box Tops App and scan their receipts
  - Costco
  - Walmart
  - All Grocery Stores

Official Documented Meeting Minutes:
Program is changing this year. Might be able to get double on some items that have the tear off box tops still on the items.

11.6 1 Benefit Mobile Open

Description:
- Encourage parents/staff to download app and use for digital gift cards
  - Home Depot
  - IHOP
  - HomeGoods
  - OVER 150 VENDORS

11.7 1 Amazon Smile Open

Description:
Use Amazon Smile when ordering items instead of Amazon.com or the app and Cubberley will receive a portion of the purchase

Communication Folders

<table>
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<tr>
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<td>Communication Folders for School</td>
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Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.
Inventory Left from last year? Do we want to supply these again? or...use this money for another line item? Expense roughly $400

**Official Documented Meeting Minutes:**
Do not print more. Look into getting plain plastic folders instead.

## Motivational All School Team Building Assembly

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<th>No</th>
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<td>13.1</td>
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<td>Ideas/Dates</td>
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**Description:**
Sally Rich has offered to research once we have a theme/date

**Official Documented Meeting Minutes:**
Have a save the date poster
Some ideas: The Crew - Drums on weird objects or BMX

## Merch.

<table>
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<td>14.1</td>
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<td>Merch Inventory</td>
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**Official Documented Meeting Minutes:**
Need to do inventory

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<tr>
<td>14.2</td>
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<td>Shirt Order Form</td>
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## School Library Box

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<td>Location</td>
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**Description:**
By the benches by the trees?
Kinder Play yard?

**Official Documented Meeting Minutes:**
Maybe two. One in Kinder Play yard and one by the garden project area.

<table>
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<td>Expense?</td>
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**Official Documented Meeting Minutes:**
Around $150 for the 2.

## Monthly Meeting Day/Time

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<td>16.1</td>
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<td>What day time works for a majority</td>
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</table>

**Official Documented Meeting Minutes:**
3rd Thursday of the month at 6pm

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