



**Cubberley Elementary PTA  
 Association Meeting  
 Tuesday September 9, 2025 6-7pm  
 ZOOM: Meeting ID 837 9716 3152; Passcode 641538  
 Quorum is 11 Voting Members**

Attendees: Kristin Woodburn, Lindsey Hawes, Lauren Jones, Andrienne Baker, Danielle Janda, Nick Erickson, Magdalena Ruvalcaba, Michelle Behnke, Kathryn Hohenhaus, Mariah Taramasco, Long Nguyen, Sarah Knox, Chad Williams, Charlene Silva, Tessie and Lucas Alexander, Debbie Churchill

**1. Call to Order: Lindsey Hawes, Cubberley Elementary PTA President**  
 6:02 PM

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

- a. File [5/13/24 PTA Association Meeting Minutes](#)
- b. Ratify President’s appointment of Debbie Churchill as Parliamentarian, Mariah Taramasco as Communications Chair and Membership Chair, Lauren Jones as Spirit Wear/Web Store Chair, Adrienne Baker as Assemblies Chair and Running Club Chair, Debbie Churchill as Trunk or Treat Chair, Kathryn Hohenhaus as Build a Reading Buddy Chair
- c. Treasurer’s Report
  - i. [May 2025](#)
  - ii. [June 2025](#)
  - iii. [July 2025](#)
  - iv. [August 2025](#)

<b>Treasurer’s Summary Report          U.S. Bank Checking Account Ending 3376          May 11, 2025 to July 31, 2025</b>	
Beginning Balance as of 05/1/2025	\$23,048.51
Deposits	\$3,017.11
Disbursements	<b>\$8,426.97</b>
<b>Ending Balance as of 07/30/2025</b>	<b>\$17,638.65</b>

- v. TOTEM Membership as of 8/30/25 = 28

**3. Action Items**

- a. Move to approve consent agenda
  - i. Motion by Long Nguyen
  - ii. Second by Adrienne Baker
  - iii. Vote result – all approve
- b. Move to approve 2024-25 Financial Review and file [January-June 2025 Financial Report](#)
  - i. Motion by Sarah Knox

- ii. Second by Lauren Jones
- iii. Vote result – all approve
- c. With the recommendation of the executive board, move to adopt [2025-26 PTA Calendar](#)
  - i. Motion by Executive Board
  - ii. Second by Lauren Jones
  - iii. Vote result – all approve
- d. With the recommendation of the executive board, move to pass the \$1.00 National PTA dues increase onto the Cubberley PTA membership by increasing membership dues by \$1.00
  - i. Motion by Executive Board
  - ii. Second by Kristin Woodburn
  - iii. Vote result – all approve
- e. Move to approve [2025-26 Budget](#)
  - i. Motion by Long Nguyen
  - ii. Second by Sarah Knox
  - iii. Vote result – all approve
- f. Move to release all funds in the 2025-26 Budget and pay all necessary bills for the current fiscal year, not to exceed the budgeted line item
  - i. Motion by Sarah Knox
  - ii. Second by Long Nguyen
  - iii. Vote result – all approve

#### **4. Principal Updates**

- a. Opening additional Special Ed class taught by Avery Petty
- b. Question asked regarding how long roofing will take to complete. Mrs. Ruvalcaba confirmed roofing would be done by EOW.
- c. Need to split Special Ed classes for membership drive

#### **5. Officer Reports**

- a. Executive Vice President                      Lauren Jones
- b. Treasurer    Kristin Woodburn
  - Kristen requested all reimbursement checks be cashed asap
- c. Secretary    Long Nguyen
- d. Historian    Sarah Knox
  - Entourage confirmed for Yearbook
- e. Parliamentarian                                      Debbie Churchill

#### **6. Committee Reports**

- a. Communications                                      Mariah Taramasco
- b. Membership    Mariah Taramasco
  - Reminder to update student classes for returning members
- c. Spirit Wear/Web Store                              Lauren Jones
  - Clearance items almost sold out
  - Should be ready for a reorder soon

- Continuing to update/clean up webstore
- d. Assemblies Adrienne Baker
  - Bulk email sent out to receive updates on potential assemblies
  - Assemblies to be scheduled on Thursdays in the afternoon
  - Looking to book two assemblies for the two student groups
  - Trying to schedule one assembly per month
- e. Running Club Adrienne Baker
  - Lots of parents have been coming out to help out
- f. Trunk or treat Debbie Churchill
  - Flyer was sent out today
  - A few trunks have signed up so far
  - Need to figure out food options
  - Debbie to outline blacktop and number for better organization
  - Need to reactivate sales for tickets
  - Info for event will go out on October 1<sup>st</sup>
  - Adrienne reached out to Mrs. Liss to have the 5<sup>th</sup> graders to create a free Haunted House
  - Potentially can leverage volunteers from Kearny HS
  - Kristin to build list for check-in table to label charges
  - Need volunteers to decorate breezeway before event
- g. Build a Reading Buddy Kathryn Hohenhaus
  - Elephant has been booked
  - Need to pre-purchase some Cougars

## 7. New Business

- a. Open Positions
  - i. Teacher Representative – Chad Williams appointed
  - ii. Financial Reviewer
  - iii. Committee Chair - Sponsorships/Donations
  - iv. Committee Chair - Inclusivity
  - v. Committee Chair - Winter Program
  - vi. Committee Chair - Winter Market – Lauren Jones/Kristin Woodburn appointed
  - vii. Committee Chair - Staff Appreciation
  - viii. Committee Chair - Rainbow Run – Lauren Jones appointed
    - o Motion by Lauren Jones
    - o Second by Sarah Knox
    - o Vote result – all approve
- b. Sept 26 Movie Night
  - Tessie Alexander to help with concessions and clean up

## 8. Adjourn: Lindsey Hawes, Cubberley Elementary PTA President 7:09 PM