



CUBBERLEY ELEMENTARY SCHOOL - PTA
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Cubberley Elementary PTA Meeting Agenda

Tuesday, February 7, 2023

In Attendance: Heather Taylor, Rachael Munroe, Heather Boye, Mariah Foster, Sarah Knox, Shannon Young, Chad Williams, Megan Barbosa, Debbie Churchill

Meeting called to order by: Heather Taylor at 6:03 pm

Approval of Minutes

A motion to approve the January minutes was made by: Heather Boye Seconded by: Shannon Young

All in favor: X

Opposed:

Principal's Report

Magdalena Ruvalcaba (Cubberley Elementary School - PTA)

N/A

Treasurer's Report

Heather Boye (Cubberley Elementary School - PTA)

- Current membership is still at 40 – no new members since November, our goal was 50 – TOTEM suggests adding a link to membership on our social channels for an immediate call to action
 - <https://help.jointotem.com/support/solutions/articles/43000042273-adding-the-join-now-link-to-your-association-s-facebook-page>
- Current bank balance is **\$10,978.20**
 - Second payment for Art Corp has been processed, next (and final) payment due in April
 - Confirmed that payment for yearbooks is not due until our order is submitted – cost per book breaks down to \$8.41 (based on 80 books with 88 pages)
 - Very few PayPal transactions for December and January – Marquee Messages have slowed and zero purchases of Spirit Wear – I think there is an opportunity to push sales through social posts and selling merch onsite during Coffee with the Principal, or other onsite events such as the movie night, jog-a-thon, and book fair. \$15 found labeled Trunk or Treat. Will add to movie night proceeds.
 - \$256.13 from Papa Johns. Shannon to distribute flyers for Super Bowl weekend in teacher mailboxes.
- Union Bank and US Bank have merged. From my conversation with the bank, they do not have a full roll-out schedule for customers yet, but there will be changes to our accounts and we will probably have to order new checks in the coming months.
- Amazon Smile has been dissolved – new option for getting donations from Amazon is to create a wish list of items that parents can buy and donate products directly to the school. Schools can make wish list and

parents can buy and donate directly to school. Heather Boye to investigate whether in-kind donations to PTA or supplies directly to school.

- March mid-year review. Current membership is 40 and have not had any new members join since November 2022.
- Do we have a chair for TAW? Think we should have one person head the donations for teacher meals and have Adrienne head the teachers' lounge refresh.
- For our March meeting, we should put the update of the Bylaws back on the agenda since this was not completed in the fall – this would give us time to update before the fiscal year end.
 - <https://www.cubberleypta.org/bylaws>
- PTA Board was also never updated for this year, so that should be done for next fiscal year as well once new members are added
 - <https://www.cubberleypta.org/pta-board-members>

Committee Reports

Committee reports

- Book Fair – Adrienne Baker:
 - Amazing Dana (magician) scheduled for March 3rd. Amazing Dana cost is \$500 and Literacy Alive with Puppets costs \$275. Invoices submitted to PTA for reimbursement.
- Yearbook – Sarah Knox
 - Yearbooks are slightly more this year. Last year charged \$15 if ordered early and \$20 day of. Do we want to raise price this year or keep the same price? Heather Taylor – keep same price as last year.
 - Sarah Knox to add to PTA website now. We will keep the prices the same and will mention it at the next Coffee with the Principal.

President's Report

Heather Riggi-Taylor (Cubberley Elementary School - PTA)

- Movie Night – 2/24 - Free to attend, doors open at 6, movie starts at 6:15. Parents/guardians need to accompany children, will have snacks/refreshments available for sale. Just need computer to show movie. Food – popcorn & hot dogs, condiments, buns, candy, nachos, water, juice pouches.
- Rainbow Run Jog-a-thon – Prizes for classes: Ms. Ruvalcaba volunteered for the dunk tank. See if any other teachers will volunteer to be dunked. Use current PTA inventory (t shirts) to be given away as prizes. Have an abundance of water bottles, can use as prizes. Pencils and other items to be used as participation prizes as well as miscellaneous items available. Shannon to email number of kids who raised each amount, PTA will take inventory and determine what prizes need to be purchased. Class prize – lunch with Ms. Ruvalcaba or other teachers.
- Book Fair – Same day as Jog-a-Thon, post on bulletin board and volunteers are needed.
- School Dance – Save the date, think about whether we want to have the event in lieu of a carnival or pizza & chill. Is camp out still an option? Requires a lot of work. Picnic with games, Pizza & Chill. Shannon looking in Facilitron to see if Cubberley field is available. Adrienne seemed interested in bringing it back. Food & check-in table require a lot of volunteer work. 1st & 2nd weekends of June are currently available, but need to see if overnight is an option. Sell tickets online only. Dinner and donuts & coffee in the morning. Put on agenda for March and start actively looking for committee chair to facilitate event.

- \$700 budget for fundraising – flyers, etc.
- PTA Nominations – Signup genius and committee chairs. Heather to create list & send to board members for input.
- Coffee with the Principal – 2/24 – Heather Taylor inviting PTA board members to attend and answer parent questions, promote Jog-a-thon, etc.
- Upcoming Family Dinner Nights – Chipotle Taco Tuesday, Panera, Papa Johns, still looking for May venue. Can we change Panera to Clairemont Mesa Blvd? Sarah Knox – Habit Burger for May? Shannon to forward contact info to Heather Taylor for Islands.
- Outreach to get more dads involved in the PTA. A golf event or lunch – something to help them feel more involved. Donuts with Dad. Poker night – fundraising for the PTA.
- March agenda – TAW, talk more with Adrienne. Goal is to get food and items donated for TAW and use PTA money to refresh teacher’s lounge.

Meeting adjourned at 7:21 pm

Next Meeting
