



## 2023 March PTA Meeting Minutes: Meeting #1

<b>Meeting Date</b>	Mar 7, 2023	<b>Meeting Time</b>	6:00 PM - 7:00 PM Pacific Time (US & Canada)
<b>Meeting Location</b>	Online	<b>Video Conferencing Link</b>	<a href="https://vaco.zoom.us/j/87161735451?pwd=bWxCQk5XUUFxb1Y2WGZ5RzdVdjIxUT09">https://vaco.zoom.us/j/87161735451?pwd=bWxCQk5XUUFxb1Y2WGZ5RzdVdjIxUT09</a>

**Overview**

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Victoria Almera	Cubberley Elementary PTA		almera.pod@gmail.com	Absent
Jessica Alvidrez Marble	Cubberley Elementary School - PTA		jes17k@hotmail.com	Absent
Megan Barbosa	Cubberley Elementary School - PTA		meganbarbosa7@yahoo.com	Absent
Heather Boye	Cubberley Elementary School - PTA		heather@flagshipsd.com	Absent
Rob Buntin	Cubberley Elementary School - PTA		robbuntin@gmail.com	Absent
Karen Calilung	Cubberley Elementary School - PTA		katecali14@gmail.com	Absent
Debbie Churchill	Cubberley Elementary School - PTA		mkhaushold@gmail.com	Present
Michelle Collins	Cubberley Elementary School - PTA		mcollins@sandi.net	Absent
Nick Erickson	Cubberley Elementary School - PTA		enickolaus@gmail.com	
Mariah Foster	Cubberley Elementary School - PTA		mmd.taramasco@gmail.com	Present
Branden Gerbracht	Cubberley Elementary School - PTA		branden.gerbracht@gmail.com	Absent
Carissa Hill	Cubberley Elementary School - PTA		hill.carissa95@gmail.com	Absent
Ashley Hulse	Cubberley Elementary School - PTA		adhulse08@gmail.com	
Anna Johnston	Cubberley Elementary School - PTA		annajohnston@live.com	Absent

Name	Company	Phone Number	Email	Attendance
Lauren Jones	Cubberley Elementary School - PTA		laurenjones@thetwistedcalla.com	Absent
Sarah Knox	Cubberley Elementary School - PTA		sarahaknox10@gmail.com	Absent
Brenda Le	Cubberley Elementary School - PTA		oanhlethai81@gmail.com	Absent
Richard Martinez	Cubberley Elementary School - PTA		rmvshouse@gmail.com	Absent
Annie Mcconiville	Cubberley Elementary School - PTA		islandgurl94@hotmail.com	Absent
Carrie Mundy	Cubberley Elementary School - PTA	P: (858) 735-4399	cmundy@fortheLoveofPhotography.net	Absent
Rachael Munroe	Cubberley Elementary School - PTA		azmunroe@gmail.com	Absent
Jenny Overland	Cubberley Elementary School - PTA		frankandjenny2014@gmail.com	Absent
Edna Pena	Cubberley Elementary School - PTA		ejuarez248@gmail.com	Absent
Sally Rich	Cubberley Elementary School - PTA		sallygravesrich@icloud.com	Absent
Heather Riggi-Taylor	Cubberley Elementary School - PTA		heatherriggi@hotmail.com	Present
Magdalena Ruvalcaba	Cubberley Elementary School - PTA	P: (858) 496-8075	mruvalcaba@sandi.net	Present
Chad Williams	Cubberley Elementary School - PTA		williamschad40@gmail.com	Present
Leeann Williams	Cubberley Elementary School - PTA		leeann.williams10@gmail.com	Absent
Shannon Young	Cubberley Elementary School - PTA		skayyoung@gmail.com	Present
Sia Her Abad	Cubberley Teacher		sher@sandi.net	Absent
Lara Alvar	Cubberley Teacher		lalvar@sandi.net	Absent
Adrienne Baker	Cubberley Teacher		tandabaker@gmail.com	Present
Amy Davis	Cubberley Teacher		adavis@sandi.net	Absent
Christa Hoot	Cubberley Teacher		choot@sandi.net	Absent
Lyna Rawlings	Cubberley Teacher		lrawlings@sandi.net	Absent
Donna Vaughn	Cubberley Teacher		dvaughan@sandi.net	Absent

## Call Meeting to Order

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Call to order				Open
		<b>Official Documented Meeting Minutes</b> called to order at 6:06 PM				

### Board Reports

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Principal's Report	Magdalena Ruvalcaba (Cubberley Elementary School - PTA)			Open
		<b>Official Documented Meeting Minutes</b> May 16 parent training regarding Leader in Me. All day training from 7:30 AM - 2 PM. Young children are okay to come. Looking at child care. As a school we have adopted leader in and and reinforcing at home is helpful. They would really love families to join. Flyers and link on Class Dojo.  Mariah to post on socials. Sarah will send over original flyer.  June 16, parents can join school to create mission statement for Leader in Me. Leader in me coach will help create a whole school mission statement.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	President's Report	Heather Riggi-Taylor (Cubberley Elementary School - PTA)			Open
		<b>Official Documented Meeting Minutes</b> Potential to move Jog A Thon to April. This would be to provide more time to fundraise. See Events below for more details.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Treasure's Report	Heather Boye (Cubberley Elementary School - PTA)			Open
		<b>Description</b> TOTEM Membership is at 41. To help increase membership we can use the QR code on social posts or other flyers as needed. Here is a promotional checklist from TOTEM Helpdesk we can use to promote membership - <a href="https://help.jointotem.com/support/solutions/articles/43000038252-association-promotion-checklist">https://help.jointotem.com/support/solutions/articles/43000038252-association-promotion-checklist</a>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	1	Secretary Report	Shannon Young (Cubberley Elementary School - PTA)			Open
		<b>Official Documented Meeting Minutes</b> Nothing to report at this time.				

**Events**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Rainbow Run	Heather Riggi-Taylor (Cubberley Elementary School - PTA)			Open
<p><b>Official Documented Meeting Minutes</b>                      Potential to move Jog A Thon to April.                      This would be to provide more time to fundraise.                      Moved to Friday, April 14th.</p> <p>Envelopes. Shannon to check PTA room. If we don't have any, order.                      Label. Mariah to see if she has template to put on envelope saved still.                      Flyers. Heather to get completed this week.                      Get donation form and envelope out on Friday, March 10th or Monday, March 13th.</p> <p>Website. Sarah getting link up.</p> <p>Paypal link/venmo. Shannon to check to make sure those are running.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Teacher and Staff Appreciation Week	Heather Riggi-Taylor (Cubberley Elementary School - PTA)			Open
<p><b>Official Documented Meeting Minutes</b>                      Need to set a date for the Teachers' Lounge refresh. We have \$666.44 available for Hospitality / Teacher-Volunteer Appreciation                      If anyone has any updates on the donations for the week, please send to me to I can keep them all together.</p> <p>Gathering donations:                      Papa John's donating Pizza.                      Coffee and donuts donated.</p> <p>Heather B has a timeline for this. Will have her present more at April meeting.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Board Nomination Updates	Heather Riggi-Taylor (Cubberley Elementary School - PTA)			Open
<p><b>Official Documented Meeting Minutes</b>                      Board nominations will be on April 4.                      Historian/yearbook sign up.                      Treasure sign up.                      More visuals to go out on Dojo and socials in the coming weeks.                      Will recruit for membership at Kinder/TK orientation prior to new year starting.</p>						

**Adjourn**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Adjourned				Open
<p><b>Description</b></p>						

**Official Documented Meeting Minutes**

Meeting adjourned at 6:26 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.