



CUBBERLEY ELEMENTARY SCHOOL - PTA
3201 MARATHON DRIVE
SAN DIEGO, CALIFORNIA 92123
P: 858496807

Cubberley Elementary PTA Meeting Minutes

Monday, October 3, 2022

October 3, 2022 | Meeting called to order by Heather Taylor at 6:06 pm

In Attendance

Heather Taylor, Rachael Munroe, Mariah Foster, Shannon Young, Heather Boye, Magdalena Ruvalcaba, Carrie Mundy, Sia Her Abad, Sarah Knox, Adrienne Baker, Meghan Barbosa.

Approval of Minutes

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

All in favor: X Opposed:

President's Report

Heather Riggi-Taylor (Cubberley Elementary School - PTA)

- Historian: Sarah Knox to be nominated as Historian – first Heather Boye, seconded by Shannon Young.
- Addition of new Chairs –
 - Communications/Outreach Committee Chair – volunteer needed. Someone to help spread the word once events are booked.
 - Open nomination for Chairs. Must be a PTA member. Send out email directly to current members gauging interest in becoming a Committee Chair. Can also have a table available at the Build a Cougar event.
- Membership committee – volunteer needed
- Bylaw revision – revisions/updates needed by end of week. Parliamentarian to send to CA state PTA for approval. 30 day written notice prior to vote.
 - We are past due, need to submit revisions. Send revisions to Carrie Mundy via email and she will submit. Have to sit on them for 28-30 days before we can vote. Quorum needed – minimum of 11. Must be a member for at least 30 days. Last revision was 2019. Voting for next Board to happen in March. Shannon would like to push that out further. *Due May 1st. Shannon move to April to do voting. 30 day notice required. Have updates to Carrie Mundy by Friday, October 7th. Bylaws can be found on Cubberley PTA website.
- Teachers' lounge – PTA fund (\$150) to stock lounge or donations
 - Budget discussion – new teachers' lounge. Supply with healthy snacks/drinks. Anything left from teacher appreciation week? Can look for donations.

- Adrienne – teachers prefer money to go towards assembly or for kids.
- Heather – baked goods? Stocked treasure boxes in classroom. Can PTA purchase treasure box items? Carrie – yes, but has to be equal in each classroom.
- Hospitality and teacher appreciation come under same bucket. Would probably be school enrichment.
- Heather Taylor – would love to see list of assemblies. Adrienne volunteered to be in charge of assemblies. Has pictures from Friday to put on Instagram.
- Add Assembly Chair. Adrienne Baker. Heather appointed Adrienne Baker as Assembly Chair.

Principal's Report

Magdalena Ruvalcaba (Cubberley Elementary School - PTA)

- Principal/parent coffee occurred on Friday, September 30, 2022
- School site council, make task is to write the site plan for student achievement.
- Review test scores and set goals for upcoming year, write strategies
- Currently working on plan. Due Friday, 10/7
- Meeting Wednesday, in the middle of nominations and elections. Will be finalized this week. Last year's SSC from last year approving this year's plan.
- Ballots due today, 1 nominee, 1 vacancy.
- Extend invitation for the upcoming parent coffee for PTA announcements, news. Send to Mrs. Ruvalcaba.
- Budget for coffee with principal falls under hospitality. Heather Boye – hospitality can only be 5% of overall budget.

V.P. Report

Mariah Foster (Cubberley Elementary School - PTA)

- Cougar Event - October 7, 2022
 - Have all materials for event.
 - Would be nice to have a table every day if we could. Depending on how many run club volunteers
 - Sold 59 total stuffed animals. Ordered 130
 - Mariah to print list on Friday for event
 - Need committed volunteers to have access to scan. To get invite, they just need to be set the invitation.
 - Need to push cougars – chalkboard or sign stating “last chance to buy”
 - Mariah to have Sara Lares do last push on Dojo App
 - Set-up time for cougar event? 5:30pm. Set up in hall, check-in table, swiper for credit card. 5th graders selling nachos and drinks. Free books again this year.
 - Ms. Collins volunteered to provide more books if needed.

Treasurer's Report

Heather Boye (Cubberley Elementary School - PTA)

- Monthly Treasurers report

- Heather Boye went back through report. Amazon smile donation that was put in on 9/2. Heather reformatted spreadsheets in Google. Intent to better utilize Google drive for documents.
- Attended treasurers training and learned of new requirements. Paypal activity included in treasurers report.
- 42 paypal transactions – July 1st, beginning of fiscal year. Can download into a larger spreadsheet with options for coding. Can format to do this automatically. Shirts, marquees, cougars, etc.
- Need to separate operating expenses and programs from fundraising. Proposed adding a category to GL. Everyone okay with matching codes to annual report.
- Updates from the District on report requirements and financials
- Audit – Executive team to approve & adopt
 - Mariah audited last week. Signed off on it.
 - Changing bylaws
 - Change where bank statements need to be opened, reviewed. Heather to bring to meeting and have open, reviewed by someone other than bank signer.
 - Semi-annual audit needed. March 15th & September 15th. Heather Taylor appointed Mariah Foster as auditor.
 - Reimbursement request should be filled out by person submitting it. Fillable form, Heather Boye to send out. Should add form to PTA website as well as donation form. Donations turned in at end of year.
 - Volunteer hours? Due
 - November 1st – insurance premium. \$272. Send in \$50 Council assessment. Part of bylaws, don't need to vote.
 - Movie license added in? no. Carrie – per calendar year.
 - Heather Boye to work on changing GL codes.
 - Combining programs and assemblies – come from same coding. Put in \$2,000. \$1400 expense for Cougar Event, \$600 for Christmas event.
 - Classroom enrichment – fill treasure box
 - Budget (equipment) \$200 for storage shelves, bins to store PTA equipment. Yearbook is a program.
 - Shannon Young asked about authorization to spend \$150 on coffee with the Principal supplies. All agreed to add \$300 for Classroom Enrichment.
- Budget – need to approve next time.
- Purchase of new checks. \$153 from bank. For 252 checks, \$45 from Vista Print. Everyone okay with ordering.
- Heather Boye to readjust budget and send out for approval.

Committee Reports

Committee reports

- ArtCorp (Carrie Mundy)
 - ArtCorp Supplies – PTA will need to purchase \$50-\$70 of the supplies.
 - School supplying all supplies, but PTA supplying supplemental materials. \$150 from PTA account. Approved. Starts in January. Working with teachers now to set up schedule. Each teacher sets their own schedule.

- Fundraising prizes
 - Needs brainstorming for prizes that go out with Butter Braids order forms.
 - Email ideas to Carrie by tomorrow morning. Harbor tour tickets, lunch with Mrs. Ruvalcaba, popsicles, ice cream, pizza party. Children's museum passes.
- Trunk or Treat
 - Heather Taylor – flyer almost done. Food trucks are additional cost, 5th grade haunted house. Trunk or treat, pumpkins, games all covered in \$5 ticket purchase. 100 pumpkins – activity table. First come, first serve.
 - \$286 budget – under programs. Sarha Knox moved to approve \$300, Heather Taylor seconded.
 - 5th graders – haunted house, draw out parking spots for assigned parking. Lauren to send out revision of event. Sign up on sign up genius.
- Adrienne Baker – police K9 event? Adrienne to research. Mariah contacted officer Ryan and he said he would do whatever we wanted. Mrs. Ruvalcaba okayed it. Police officer assembly. Adrienne to contact regarding trunk or treat event presence.
- Holiday Event
 - Each class gets up, Mrs. Vaugh plays piano, auditorium is packed, themed event.
 - Hybrid event? Live presentation and recording. Magdalena likes the idea of both. Dress rehearsal week before that is recorded.
 - Spaghetti dinner, Costco pizza.

Action Items

Heather to create Studio Diner flyer by end of week.

Heather Taylor moved to adopt audit report Shannon Young seconded. All approved, no one opposed.

Next Meeting

Monday, November 7, 2022 6pm

Motion to adjourn was made by Heather Taylor at 7:27pm and passed unanimously.