**Hollyglen Elementary School Open Association PTA Meeting**

**Monday, January 8th, 2024**

**Present:** Jill Striff, Lizeth Chaves, Harlisha Hamm, Lisa Wilberg, Jessica Brukman, Alexis De Larme, Octavio Gutierrez, Claudia Gonzalez, Julie Hammer, Megan Barron, Rocelle Hizon, Rori Ramirez.

**Call to Order:** The meeting was called to order in person at 6:30pm via zoom, Hollyglen Elementary School, Jill Striff presiding. Executive Board members were introduced.

**Principal’s Update**

First day back from break was great. Thank you, PTA, for the winter sing and we are looking forward for our @nd graders to attend Matilda and the 100th day of school.

The vendor that we used last year has smaller picnic tables for our Kinder playground that can be purchased with the money from the fall fundraiser.

**Teacher Update (Mr. G)**

Thankful for the extra money to get picnic tables for kindergarten. Teachers would like to bring back Nexia to help with reading skills.

**Approval of Minutes**

Lizeth Chaves, Secretary made the motion to approve the minutes for the Open Association December 4, 2023 meeting, XX seconded the motion and all were in favor to approve the minutes.

**Updated Bylaws**

Updated Bylaws include the name change and we updated that the school is from TK to 2nd grade. Jill will like to make a motion to adopt the bylaws. Alexis DeLarme seconded and all were in favor to approve the minutes.

**Survey Results are in, Kinder and 2nd Grade Grants, TK STEM supplies, Field Trips scheduled (Jill)**

61% of parents voted for classroom technology and supplies.

39% voted for social emotional and sensory space on campus.

30% voted for school assemblies.

**Upcoming Events in January/February (Harli)**

* **Kindness Week (Tony)** Kids can bring a stuff animal or something to give to someone else. Kids will have the opportunity to dress up and practice kindness.
* **Ice Skating (Harli)** Tickets will be ready to be purchased online.
* **100th Day of School (Harli)** Every kid will get a book.
* **Cubs Create Art- J Muralist Hearts (Jill)** We will need volunteers for the week of 2/5 through 2/9.

**Upcoming Fundraisers (Julie)**

* Johnny Rockets. 1/22 to 1/28 from 11am to 9pm The school will get 20% back.
* Yogurtland 1/22 to 1/28 Giving back 30%
* February restaurant night.

**Treasurer’s Report (Alexis)**

The opening balance of the checking account on 12/1/23 was $94,582.09; the total deposits were $7,076.93; the total disbursements were $9,343.66; the ending balance on 12/29/23 was $92,315.36. The opening balance of the savings account on 12/1/23 was $15,043.33; the total deposits were $0.12; the total disbursements were $0.00; the ending balance on 12/29/23 was $15,043.45.

**BUDGET AMENDMENTS:**

* Budget Rev1 Approved at 9/13/23 Open Association Meeting
* Budget Rev2 Approved at 10/2/23 Open Association Meeting
* Budget Rev3 Approved at 11/6/23 Open Association Meeting
* Proposed Amendment:
  + Update Fall Fundraiser Income to $69,996.30
  + Update Fall Fundraiser Expense to $11,604.76
  + Update Movie Night Expense to $2,229.18

Alexis will like to make a motion to approve the budget amendments. Harlisha Hamm seconded and all were in favor.

**MONIES TO RELEASE:**

* $1,320 - Ice Skating
* $3,104.76 - Fall Fundraiser
* $3,250 - Scholastic Readers
* $4,000 - Software Licenses

Monies Previously Released:

| **Meeting Date** | **Monies Released for 2023-2024 Budget** |
| --- | --- |
| June 26, 2023 | $500 - School Year’s Eve  $250 - Back to School Breakfast  $2,000 - Cubwear  Total: $2,750 |
| September 13, 2023 | $300 - Insurance  $500 - Office Supplies  $200 - Subscriptions  $2,500 - Scholastic Book Fair  $2,000 - Family Movie Night  $8,500 - Fall Fundraiser  $3,000 - Ice Cream  $2,000 - Assemblies for Fall Fundraiser  $6,000 - Teacher Reimbursements  $4,400 - Specialized Instructional Supplies  Total: $29,400 |
| October 2, 2023 | $500 - Taxes & Filings  $500 - Arts/Dance (for first Cubs Create Art Lesson)  $400 - Assemblies (for Storyteller at Book Fair)  $300 - Enrichment (for 1st Day of School Books, Book Fair Decorations)  $750 - Bear Bazaar  Total: $2,350 |
| November 6, 2023 | $2,750 - Hospitality  $15,000 - Field Trips  $300 - Blue Bear Costume (Enrichment Programs)  $150 - TK Supplies (Enrichment Programs)  $500 - Cub Card Prizes (Enrichment Programs)  $100 - Kindness Week  $1,500 - Outdoor Education  $6,000 - Student Assemblies  $4,450.39 - WEF Teacher Grants  Total to Release: $30,750.39 |
| December 4, 2023 | $150 - Enrichment (Moving Donated Copier)  $575 - Enrichment (Coloring Books for Emergency Kits)  $699.71 - Enrichment (100th day books)  $500 - Arts/Dance (February Art Lesson) |
| **Total Released YTD:** | **$67,175.10** |

Alexis will like to make a motion to release the monies listed above. Octavio Gutierrez seconded and all were in favor.

CHECKS TO RATIFY**:** Checks #4283 to #4290 dated December 15 – December 23, 2023 totaling $7,936.78.

| **Date** | **Number** | **Payee** | **Memo/Category** | **Amount** |
| --- | --- | --- | --- | --- |
| 12/15/23 | 4284 | Harlisha Hamm | Ice Cream Restock Reimbursement | $437.06 |
| 12/15/23 | 4285 | Jill Striff | Fall Fundraiser Glow Party Supplies Reimbursement | 71.33 |
| 12/22/23 | 4286 | EAI Education | WEF Teacher Grant - Kinder | $1,049.27 |
| 12/22/23 | 4287 | Lizeth Chaves | Copier Toner Reimbursement | $254.05 |
| 12/22/23 | 4288 | Booster Enterprises | Fall Fundraiser | $4,680.07 |
| 12/23/23 | 4289 | Julie Hamer | Fall Fundraiser Assemblies Reimbursement | $1,400 |
| 1/8/23 | 4290 | Alma Trujillo | Dia de Los Muertos Pastries Reimbursement | $45 |
|  |  |  | **Total:** | **$7,936.78** |

Alexis will like to make a motion to ratify checks #4284 to #4290. Harlisha Hamm seconded and all were in favor.

**Next Meeting:**

The next open association will be held on Monday, February 5th at 6:30pm via zoom.

**Adjournment:** The meeting was adjourned at 6:57 pm

Lizeth Chaves

Recording Secretary

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Date adopted as printed Date adopted as corrected