**Hollyglen Elementary School Open Association PTA Meeting**

**Monday, February 5th, 2024**

**Present:** Jill Striff, Lizeth Chaves, Lisa Wilberg, Alyssa Van Breene, Millie Liu, Debbie Casarez, Alexis De Larme, Octavio Gutierrez, Claudia Gonzalez, Julie Hammer, Tonisha Mellon, August Tesfasilase, Mayte Dihn, Francis Lucha, Rori Ramirez, Paul Jimenez, Rocelle Hizon, Megan Barron, Jocelyn Grienkely, Aleth Huff.

**Call to Order:** The meeting was called to order in person at 6:32pm via zoom, Hollyglen Elementary School, Jill Striff presiding. Executive Board members were introduced.

**Principal’s Update (Mrs. Wilberg)**

Thank you to all the parents for being patient with the weather today.

100th day of school is this Friday.

We assess reading starting the third quarter of the year.

Three times a year the district administrators talk about student’s focus areas like math.

**Teacher Update (Mr. Gutierrez)**

Thankful for the bagel breakfast that was provided to the teachers, the stickers and the supplies that were provided for the 100th day of school.

**Approval of Minutes**

Lizeth Chaves, PTA Secretary made the motion to approve the minutes for the Open Association January 8th, 2024 meeting, Julie Hamer seconded the motion and all were in favor to approve the minutes.

**President Jill Striff Updates**

* **Kindness Week (Tony)** It was wonderful! The fire department came to visit the kids, we had a lot of activities for the kids to do and we had a great week.
* **Cubs Create Art (Jill)** Heart murals will be hanged up in the PAC and the next event will be in March.
* **100th Day of School (Jill)** Every kid will get a book. Books will be delivered on Thursday and Blueberry will make an appearance on Friday.
* **Ice Skating (Millie)** We still have 58 tickets available on the website.
* **March Book Fair (Jill)** We will have a yoga class on Wednesday while we have the book fair and on Friday, we will have the family picnic.
* **Legacy Gifts (Jill)** Thank you to all the parents for filling out the survey on how to spend the extra money.
* **Ice Cream (Liz)** Waiting on the weather to get warmer to bring back ice cream Fridays.
* **Yearbook (Claudia)** I had a meeting with second grade parents gathering pictures and finalizing details for the design.
* **Cub card market (Jill)** PTA donated books for the market, Ms. Anise will need volunteers for the market.

**Upcoming Fundraisers (Julie)**

The school made $270 from Yogurt-land and $680 from Johny Rockets.

In February we have a restaurant night at Chipotle and Shake Shack will be in March.

**Executive Board Slate (Tony)**

The nominating committee for 2024-25

* President: Lizeth Chaves
* Executive Vice President: Julie Hamer
* VP – Development: Tonisha Mellon
* VP – Membership: Claudia Gonzalez
* VP – Communications: August Tesfasilase
* Secretary: Mayte Dinh
* Treasurer: Francis Lucha
* Parliamentarian: Alexis DeLarme

**Treasurer’s Report (Alexis)**

The opening balance of the checking account on 1/1/24 was $92,315.36; the total deposits were $194.45; the total disbursements were $11,039.90; the ending balance on 1/31/24 was $81,469.91. The opening balance of the savings account on 1/1/24 was $15,043.45; the total deposits were $0.13; the total disbursements were $0.00; the ending balance on 1/31/24 was $15,043.58.

**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
* Budget Rev4 Approved at 1/8/24 Open Association Meeting
* Proposed Amendment:
  + Add $3,200 to “Specialized Instructional Supplies” for:
    - Mystery Science Subscription, Class Room Dividers for 1st Grade ($2,000)
    - Hello Decodables for Reading Intervention ($1,200)
  + Update Income for the following to:
    - Interest Income: $1.50
    - Membership Donations: $391.03
    - Membership Dues: $860
    - Bear Bazaar: $3,401.35
    - CubGear: $500
    - Family Photos: $1,175

Alexis DeLarme made a motion to approve the budget amendments, Lizeth Chaves seconded the motion and all were in favor.

**MONIES TO RELEASE:**

* $3,200 for Specialized Instructional Supplies (See budget amendment above)
* Enrichment:
  + $350 for TK Supplies
  + $750 for Toner for Donated Copier
  + $150 for Blueberry Books
  + $250 for 100th Day Books
  + $48.14 for 100th Day of School Signage
  + $300 for Yoga for Spring Book Fair
* $200 for Rock Around the Block Silent Auction Donation

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 to Release: $1,924.71 |
| January 8, 2024 | $1,320 - Ice Skating  $3,104.76 - Fall Fundraiser  $3,250 - Scholastic Readers  $4,000 - Software Licenses  Total to Release: $11,674.76 |
| **Total Released YTD:** | **$78,849.86** |

Alexis DeLarme made a motion to release the monies listed above, Claudia Gonzalez seconded the motion and all were in favor.

CHECKS TO RATIFY**:** Checks #4291 to #4304 dated January 10, 2024 – February 2, 2024 totaling $11,043.04.

| **Date** | **Number** | **Payee** | **Memo/Category** | **Amount** |
| --- | --- | --- | --- | --- |
| 1/10/24 | 4291 | Shana Meyerson | Deposit for Book Fair Yoga | $150 |
| 1/16/24 | 4292 | Laura Williams | Art Supplies Reimbursement for Cubs Create Art | $185.28 |
| 1/17/24 | 4293 | Rori Ramirez | Teacher Breakfast Reimbursement | $141.39 |
| 1/17/24 | 4294 | Kelly Schumacher | TK Supplies Reimbursement | $185.20 |
| 1/17/24 | 4295 | Jill Striff | Blueberry Books Reimbursement | $144.34 |
| 1/24/24 | 4296 | Lizeth Chaves | Copier Toner Reimbursement | $452.65 |
| 1/24/24 | 4297 | WEF | WEF Kinder Teacher Grant Reimbursement | $942.17 |
| 1/24/24 | 4298 | Jill Striff | Snacks for 2nd Grade Field Trip | $128.87 |
| 1/24/24 | 4299 | WUSD | Reimburse WUSD for Buses - 2nd Grade Field Trip to Matilda | $1,875 |
| 1/24/24 | 4300 | WUSD | Reimburse WUSD for Buses - Kinder Field Trip to Centennial Farm | $2,275 |
| 1/24/24 | 4301 | WUSD | Reimburse WUSD for Buses - Field Trip to Natural History Museum | $1,875 |
| 1/24/24 | 4302 | WUSD | Reimburse WUSD for Buses - Field Trip to Discovery Cube | $2,640 |
| 2/2/24 | 4304 | Harlisha Hamm | 100th Day of School Signage Reimbursement | $48.14 |
|  |  |  | **Total:** | **11,043.04** |

Alexis will like to make a motion to ratify checks #4291 to #4304. Claudia Gonzalez seconded and all were in favor.

**Next Meeting:**

The next open association will be held on Monday, March 4th at 6:30pm via zoom.

**Adjournment:** The meeting was adjourned at 7:06 pm

Lizeth Chaves

Recording Secretary

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Date adopted as printed Date adopted as corrected