

HOLLYGLEN ELEMENTARY PTA OPEN ASSOCIATION MEETING
Monday, March 3rd, 2025

Attendees:

Alexis DeLarme, Octavio Gutierrez, Jessica Bruckman, Julie Hamer, Rori Ramirez, Lizeth Chavez, Mayte Dinh, Caitlin Winfrey, Ashley Maddox, Sandra Betz, Jasmine McKenna-Batt

Call to Order:

The meeting was called to order at 6:03PM by Liz Chavez.

Principal's Message:

Mrs. Wilberg was unable to attend today's meeting.

Teacher Updates by Mr. Octavio Gutierrez:

Thanked PTA for the 100th day of school and gave thanks to PTA for supporting STEAM activities and are grateful for their support. TK team sent album on Google Drive; large plastic Lego blocks are a big hit with the students and they love building with them; would like to inquire whether PTA will be able purchase a new set to replace the worn out Lego's.

Mr. Gutierrez also spoke about Multicultural Night which is planned for 4/4/25. Have several cultures represented; last year there was food samplings, which would need to come from a restaurant with ingredients listed. Mr. G has approximately 15 countries represented; Goal = 20

Make trifold and/or artifacts representing the country you wish to represent. Can send email to Mr. G or PTA for further information.

Approval of Meeting Minutes for 02.03.2025 by Mayte Dinh:

Mayte made the motion to approve last month's Open Association meeting minutes from Monday, February 3rd. Mr. Gutierrez seconded the motion. No one opposed. Motion was approved and passes by the PTA.

President Updates by Liz Chavez:

Book Fair 3/10-3/14: Hopefully it will not rain. Will monitor the weather in case relocation is needed. Yoga will also be held that week and can be planned inside of RAS at 4:30PM.

Cubs Create Art 3/24 to 3/28.

Executive Vice President Updates by Julie Hamer:

100th Day of School = Was successful.

A parent in attendance mentioned it would be good to get some feedback from TK Teachers for next year's 100th day of school.

Teacher appreciation week: Need volunteers; large event and will need lots of help; main focus is collecting donations for daily raffle and gift cards for teachers. Lots of fun things to do.

Family Ice Skating: Monday, April 21st; Only 120 skaters maximum. The 120 are for those that want to skate. The push seals are limited (approx.. 30)

Yearbook: Considering charging parents for 2nd grade yearbooks; Fee = \$10; All children will receive a book regardless of financial situation. Perhaps offer a suggested donation

Fundraising Updates by Liz Chavez:

Shake Shack 3/25 25%
Islands Manhattan Beach 4/8-4/9 20%
Simmzy’s at the Point 5/15 15%

Executive Board Slate for 2025-2026 presented by Alexis DeLarme:

Alexis DeLarme as Parliamentarian read the election by-laws to the group.
Term begins July 2025.

Liz moved to vote the nominating committee below:

- President: Julie Hamer
- Executive Vice President: Rori Ramirez
- 1st Vice President Director of Communications: Cathy Mai
- 2nd Vice President Director of Development/ Fundraising: Jessica Bruckman
- 3rd Vice President Director of Membership: Lizeth Chaves
- Recording Secretary: Jasmine McKenna-Batt
- Treasurer: Francis Lucha
- Parliamentarian: Claudia Gonzalez

Treasurer's Report

The opening balance of the checking account on 02/01/25 was \$77,878.13; the total deposits were \$1,363.22; the total disbursements were \$10,426.31; the ending balance on 02/28/25 was \$68,814.64. The opening balance of the savings account on 02/01/25 was \$15,045.08; the total deposits were \$0.11; the total disbursements were \$0.00; the ending balance on 02/28/25 was \$15,045.19.

BUDGET AMENDMENTS:

- Budget Rev6 Approved at 02/03/25 Open Association Meeting.
- Budget Rev7 DRAFT for discussion at 03/03/25 Open Association Meeting, including
 - Add Ice Skating Fundraiser to fundraising category and approve \$1,300 budget expense
 - Review Budget during meeting and make a motion to approve

MONIES TO RELEASE:

- \$2,200 - Hospitality
- \$1000 - Book Fair
- \$900 - Ice Cream
- \$1,000 - 2nd grade yearbook
- \$1,000 - Art
- \$2,000 - Field Day
- \$7,000 - Field Trip
- \$150 - Noche De Familia
- \$1,600 - Student Assemblies
- \$2,000 - Teacher Reimbursements
- Total to Release: \$18,850

Monies Previously Released:

Meeting Date	Monies Released for 2024-2025 Budget
June 17, 2024	\$750 - School Year’s Eve

Meeting Date	Monies Released for 2024-2025 Budget
	\$1,590 - Cub Gear \$8,500 - Legacy Gift \$500 - Outdoor Education Total released \$11,340

Meeting Date	Monies Released for 2024-2025 Budget
September 11, 2024	\$800 - Hospitality \$300 - Office Supplies and Equipment \$375 - Subscriptions \$8,500 - Fall Fundraiser \$250 - Copier Maintenance \$2,000 - Family Movie Night \$3,000 - Ice Cream \$2,000 - Student Assemblies \$1,000 - Teacher Reimbursements \$4,101.83 - Specialized Instructional Supplies \$1,000 - Enrichment Programs \$2,100 - Software Licenses: Total to Release: \$25,426.83
Total Released YTD	\$36,766.83

Meeting Date	Monies Released for 2024-2025 Budget
October 7, 2024	\$300 - Insurance \$100 - Taxes and Filings \$250 - Copier Maintenance \$ 200 - Garden Maintenance \$500 - Outdoor Education \$910 - Cub Gear \$150 - Noche De Familia \$100 - Red Ribbon Week \$1,000 - Student Success \$500 - Supplies TK \$500 - Supplies K \$500 - Supplies 1st Grade \$500 - Supplies 2nd Grade \$2,000 - Teacher Reimbursements Total to Release: \$7,510
Total Released YTD	\$44,276.83

Meeting Date	Monies Released for 2024-2025 Budget
November 12, 2024	\$4 - Bank Charges \$300 - Taxes & Filings \$750 - Bear Bazaar \$1,236.29 - Fall Fundraiser \$700 - Cubs Create Art \$676 - Scholastic Readers Total to Release: \$2,966.29
Total Released YTD	\$47,243.12

Meeting Date	Monies Released for 2024-2025 Budget
December 02, 2024	\$1 - Bank Fee (Monthly Service Fee) \$675.45 - Book Fair (changed) \$3,969.08 - Scholastic Readers Total to Release: \$ 4,645.53
Total Released YTD	\$51,888.65

Meeting Date	Monies Released for 2024-2025 Budget
January 6, 2025	\$45 - Bank Charges \$200 - Copier Maintenance \$500 - Supplies TK \$350 - Family Night \$1,000 - Teacher Reimbursements Total to Release: \$2,095
Total Released YTD	\$53,983.65

Meeting Date	Monies Released for 2024-2025 Budget
February 3, 2025	\$200 - Office Supplies and Equipment \$250 - Bear Bazaar \$600 - Ice Cream \$250 - 100th Day of School \$300 - Art \$300 - Enrichment Programs \$8,000 - Field Trips \$500 - Multicultural Night Total to Release: \$10,400
Total Released YTD	\$64,383.65

CHECKS TO RATIFY: Checks #4458 to #4466 dated February 1, 2025 – February 28, 2025, totaling \$8,835.85.

Date	Number	Payee	Memo/Category	Amount
02/03/25	4458	WUSD	Kindergarten Field Trip	\$2,550
02/03/25	4459	WUSD	First Grade Field Trip	\$2,025
02/10/25	4460	Esmeralda Sanchez	Ice Cream Refill	\$728.71
02/24/25	4461	Nicole Corrinet	TK Steam Lab	\$102.71
02/24/25	4462	WUSD	Second Grade Field Trip	\$2,910
02/24/25	4463	Kelly Schumacher	TK Steam Lab	\$101.13

Date	Number	Payee	Memo/Category	Amount
02/24/25	4464	Anaiss Gutierrez	Student Success: Counseling and Market Supplies	\$234.68
02/24/25	4465	Jessica Bruckman	Family Art Night	\$162.46
02/24/25	4466	Jessica Bruckman	Office Supplies and Equipment: Ink	\$21.16
			Total	\$8,835.85

Liz made a motion to approve the amended budget from 2.3.2025 Open Association; Jessica seconded the motion. Motion approved and passes by the PTA.

Liz made a motion for monies to release, Alexis seconded the motion. Motion approved and passes by the PTA.

Liz made a motion to ratify checks; Alexis seconded the motion. The motion was approved and passes by the PTA.

Closing Comments:

None

Adjournment:

The meeting was adjourned at 6:37PM.

Mayte Dinh
Recording Secretary

Date adopted as printed

Date adopted as corrected