

PTA Open Association Meeting Minutes

06/16/2025 – Virtual Meeting

Call to Order

The meeting was called to order at 6:32pm by JH.

Opening Ceremonies & Principal's Message

A welcome message was given by JH and Ms. Clark.

- JH: Officially welcomed Ms. Clark to her 1st PTA meeting and thanked everyone who attended the last PTA Meeting.
- Ms. Clark: Thanked everyone for welcoming her to Hollyglen Elementary Family and is excited for the new school year. She thought it was great to see so many at the Family Dance Fundraiser.
- Ms. Wilberg unable to attend open association PTA meeting – asked JH to pass along her thanks.

Teacher Update

The following updates were made by Mr. Gutierrez:

- Mr. Gutierrez: Introduced himself as the teacher liaison to Ms. Clark and is looking forward to working with Ms. Clark.
- Kinder Teacher Comments (missed at last meeting):
 - Thanks for the field day, all the kids and teachers enjoyed the event. Blueberry was warm in the suit but loved seeing everyone. Teachers utilized funds in curriculum (EX: caterpillars, and multi skin tone construction paper).
- 1st Grade Teacher Comment:
 - Reimbursement for grade level. Appreciation week was great.
- Mr. Gutierrez: Very grateful for everything and all the support provided by the PTA and families, not just for the Noche de Familia. He mentioned that everything that he does is via donations from the community and he is very lucky to partner with the PTA and community.

Attendance

The following members were present:

- Ms. Kiana Clark (incoming Principal)
- Mr. Octavio Gutierrez (Teacher rep.)
- Julie Hamer
- Francis Lucha
- Rori Ramirez
- Jamie Kagihara
- Jasmine McKenna-Batt
- Claudia Gonzalez
- Ashley Maddox
- Raquel Michel-Jackson

Approval of Previous Minutes

JH moved to approve the previous meeting minutes (06/02/2025), seconded by FL. The motion passed without objection.

Committee Reports & Last Month's Recap

The recap for the month of June:

Family Dance – recapped by JK:

- JK: Event was able to stay under budget by \$100.
- JH: Thanked Ms. Clark for attending the event.
- JK: Two food trucks were booked but the burger truck never showed up (went out of business between booking event and the event). No deposit was given.
- JH: Thanked everyone who planned the event.

2nd Grade Picnic – recapped by FL:

- FL: Event was chaos but in a good way. The theme was great, and everyone had a great time. The picnic was 45 minutes beginning to end. Take home crate was a big hit.
- JH: JK's ballons were amazing!

Legacy Gift – recapped by JH:

- Legacy Gift – Interactive Whiteboards.
- JH: The PTA has funds for all the classrooms that are not receiving the District's interactive projector.
- JH: The District will purchase the interactive whiteboards (legacy gift) and then will bill the PTA in the fall for reimbursement.
- Mr. Gutierrez: 1st and 2nd grades received the interactive whiteboards last year. TK and K (not receiving District's projectors) will receive interactive whiteboards this coming school year.

Treasurer's Reports & Monies to be Released

Treasurer FL discussed the treasure's report for the month of May:

Treasurer's Report

The opening balance of the checking account on 05/01/25 was \$70,836.86; the total deposits were \$2,192.26; the total disbursements were \$8,381.12; the ending balance on 05/31/25 was \$64,645.60. The opening balance of the savings account on 05/01/25 was \$15,045.44; the total deposits were \$0.12; the total disbursements were \$0.00; the ending balance on 05/31/25 was \$15,045.56.

BUDGET AMENDMENTS:

- Rev0 Approved by Association 6/17/24
- Rev1 Approved by Association 9/11/24
- Rev 2 Approved by Association 10/7/24
- Rev 3 Approved by Association 11/12/24
- Rev 4 Approved by Association 12/02/24
- Rev 5 Approved by Association 1/6/25
- Rev 6 Approved by Association 2/3/25
- Rev 7 Approved by Association 3/3/25
- Rev8 Approved by Association 4/7/25
- Rev 9 (partially Approved) by Association 4/30/25
- Rev 9.5 Approved by Association 6/2/25
- Budget Rev10 DRAFT for discussion at 06/16/2025 Open Association Meeting
- Review:
 - Update Multiple Categories to Reflect Actuals - see highlighted cells in Rev10
 - Rename Smartboard Training line item to Interactive Whiteboard training

Monies Previously Released:

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

Meeting Date	Monies Released for 2024-2025 Budget
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

Meeting Date	Monies Released for 2024-2025 Budget
	\$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

Meeting Date	Monies Released for 2024-2025 Budget
March 3, 2025	\$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

Meeting Date	Monies Released for 2024-2025 Budget
	Total to Release: \$18,850
Total Released YTD	\$83,233.65

Meeting Date	Monies Released for 2024-2025 Budget
April 7, 2025	\$1,300 - Ice Skating \$25 - Neurodiversity Week (Cubs Read week) \$1850 - Family Nights \$200 - Noche De Familia \$500 - Outdoor Education \$200 - Rock around the Block Total to Release: \$4,075.00
Total Released YTD	\$87,308.65

Meeting Date	Monies Released for 2024-2025 Budget
April 30, 2025	\$500 - 2nd Grade Picnic \$500 - Kindergarten Supplies \$500 - 1st Grade Supplies \$500 - 2nd Grade Supplies

Meeting Date	Monies Released for 2024-2025 Budget
	Total to Release: \$2,000
Total Released YTD	\$89,308.65

Meeting Date	Monies Released for 2024-2025 Budget
June 2, 2025	\$250 - 2nd Grade Picnic \$27,000 - Legacy Gift Total to Release: \$27,250
Total Released YTD	\$116,558.65

CHECKS TO RATIFY:

Checks #4487 to #4513 dated May 1, 2025 – June 12, 2025, totaling \$17,422.78.

Date	Number	Payee	Memo/Category	Amount
05/05/25	4487	Jacqueline Ricciotti	Hospitality: Teacher Appreciation Week	\$400
05/05/25	4488	Kelly Schumacher	TK Supplies: Steam Lab	\$74.35
05/05/25	4489	Ilyse Klein	Teacher Reimbursement	\$200
05/05/25	4490	Lisette Ochoa	Teacher Reimbursement	\$200
05/05/25	4491	Elizabeth Zirbel	Teacher Reimbursement	\$200
05/05/25	4492	Rhoni Meistrell	Teacher Reimbursement	\$200

Date	Number	Payee	Memo/Category	Amount
05/05/25	4493	Rhoni Meistrell	2nd Grade Supplies	\$980.50
05/08/25	4494	Greg Foxman	Teacher Reimbursement	\$200
05/08/25	4495	VOID	VOID	VOID
05/08/25	4496	Jesus Valadez	Hospitality: Teacher Appreciation Week	\$700
05/08/25	4497	Rori Ramirez	Hospitality: Teacher Appreciation Week	\$80
05/08/25	4498	Scholastic Book Fair Inc	Scholastic Book Fair	\$905.57
05/12/25	4499	Octavio Gutierrez	Multicultural Night/ Noche De Familia	\$249.10
05/12/25	4500	Octavio Gutierrez	Teacher Reimbursement	\$200
05/12/25	4501	Kari Wilmington	Teacher Reimbursement	\$200
05/12/25	4502	Julie Hamer	Ice Cream	\$636.25
05/12/25	4503	Cara Nakama	Teacher Reimbursement	\$200
05/12/25	4504	Nelly Santana	Teacher Reimbursement	\$200
05/12/25	4505	Elizabeth Zirbel	Kindergarten Supplies	\$304.68
05/22/25	4506	Laura Williams	Art Supplies	\$267.75
05/22/25	4507	Laura Williams	Art Supplies	\$16.44
05/22/25	4508	Performing Arts Center of LA County	Student Assembly	\$1550
05/22/25	4509	Discovery Cube OC	2nd Grade Field Trip	\$2,155
05/28/25	4553	Planet Bouncy	Field Day	\$823

Date	Number	Payee	Memo/Category	Amount
05/29/25	4510	Kelly Schumacher	TK Supplies: TK Steam	\$162.02
05/29/25	4511	Julie Hamer	Field Day	\$128.60
05/29/25	4512	The Copy Shop	2nd Grade Yearbook	\$843.41
05/30/25	4513	Lizeth Chaves	Field Day	\$146.27
06/04/25	4514	Grace Houzvicka	Teacher Reimbursement	\$200
06/04/25	4515	Kari Wilmington	1st Grade Supplies	\$1,000
06/04/25	4516	Kathleen Espana	Teacher Reimbursement	\$200
06/04/25	4517	Megan Barron	Hospitality: TAW	\$234.60
06/04/25	4518	Emily Witkowski	Teacher Reimbursement	\$200
06/04/25	4519	Maria Rodriguez	Teacher Reimbursement	\$200
06/04/25	4520	Elizabeth Zirbel	Kindergarten Supplies	\$450.24
06/12/25	4521	Mayra Figueroa	Student Success: Speech Therapy Supplies	\$98.99
06/12/25	4522	Nicole Corrinett	Teacher Reimbursement	\$200
06/12/25	4523	Kelly Schumacher	Field Trip: TK Lifeguard Lunch	\$107.98
06/12/25	4524	Rori Ramirez	Hospitality: TAW	\$818.28
06/12/25	4525	Erin Henn	Teacher Reimbursement	\$195.60
06/12/25	4526	Camille Fienup	2nd Grade Picnic	\$454.33
06/12/25	4527	Courtney Flannery	2nd Grade Picnic	\$209.44
06/12/25	4528	Debra Davis	Field Trip: TK Lifeguard Lunch	\$107.98

Date	Number	Payee	Memo/Category	Amount
06/12/25	4529	Alyssa Van Breene	Family Dance Night	\$431.37
06/12/25	4530	Jamie Kagihara	Family Dance Night	\$451.21
06/12/25	4531	Jamie Kagihara	Family Dance Night	\$50.97
06/12/25	4532	Jamie Kagihara	Family Dance Night: DJ Tip	\$40
			Total	\$17,422.78

2025-2026: Budget

- Review and Approve 2025-2026 Draft Budget
 - Update multiple categories to reflect changes in budget (see highlighted cells)

Monies To Release:

- \$750 - School Year's Eve
- \$100 - Membership
- \$2,400 - Cub Gear
- \$500 - Hospitality
- \$25 - Adopt an Envelope
- **Total to Release: \$3,775**

2025-2026 Budget Approval

Treasurer FL discussed the 2025-2026 Budget. If you would like to review the budget, please contact FL for a copy.

- The 2025-2026 Budget was approved, see the Motion section for details.

New Business

The following new business was discussed:

- No new business was discussed.

Motions

The following motions were made and voted on:

- **Motion #1:** The PTA considered the motion to approve the change of a budgeted items' name from "smart board training" to "interactive smart training". The Motion was seconded by CG. Without objection, **Motion #1 passed.**
- **Motion #2:** The PTA considered the motion to approve the checks noted in the treasurer's report to be ratified. The Motion was seconded by CG. Without objection, **Motion #2 passed.**
- **Motion #3:** The PTA considered the motion to approve the 2025-2026 school year budget. The Motion was seconded by CG. Without objection, **Motion #3 passed.**
- **Motion #4:** The PTA considered the motion to approve monies to be released per the Treasurer's report. The Motion was seconded by CG. Without objection, **Motion #4 passed.**

Announcements

The following announcements were made:

- JH: Announced during the Teacher Update that the PTA has approved a 50% budget increase for next year's Noche De Familia Event to show the PTA's support of Mr. Gutierrez.

Questions / Comments

The following questions or comments were made:

- JH: Thanked FL for all the hours she has been working over the year and specifically the last few weeks to get the budget together.
- FL: The website fees are paid every other year, and this year is the year to pay the fee.
- JH: New program added to 20025-2026, Touch Trucks. This type of event has been held at other schools and will be a free event. The event will consist of several vehicles (fire engines, ambulances, construction vehicles, etc.) parking at the Hollyglen packing lot where kids can come and explore them with their family. This will be a community building event.
- JH: Ms. Ford has volunteered to train other teachers on the new interactive whiteboards.

Adjournment

The meeting was adjourned at 7:04pm.

Jasmine McKenna-Batt

Recording Secretary



Date adopted as printed

Date adopted as corrected