

PTA Open Association Meeting Minutes

09/11/2025 – In-person Meeting

Call to Order

The meeting was called to order at 7:01pm by Mrs. Clark.

Opening Ceremonies / Principal's Message

A welcome message was given by Mrs. Clark.

Attendance

The following Executive members were present:

- Ms. Kiana Clark (Principal)
- Octavio Gutierrez (Teacher Representative)
- Julie Hamer (PTA President)
- Francia Lucha (Treasurer)
- Lizeth Chaves (VP Membership)
- Rori Ramirez (Executive VP)
- Cathy Mai (VP Communications)
- Jessica Bruckman (VP Fundraiser)
- Jasmine McKenna-Batt (Secretary)

The following non-Executive members are listed on the attached sign-in sheet.

Treasurer's Reports

Treasurer Francis L. discussed the treasure's report for the month of August:

Treasurer's Report

The opening balance of the checking account on 8/1/25 was \$56,494.75; the total deposits were \$3,260.09; the total disbursements were \$913.84; the ending balance on 8/31/25 was \$58,841.00. The opening balance of the savings account on 8/1/25 was \$15,045.82; the total deposits were \$0.12; the total disbursements were \$0.00; the ending balance on 8/31/25 was \$15,045.94.

BUDGET AMENDMENTS:

- Budget 0 was approved on 06/16/25 during the Open Association Meeting



- Review and Approve Budget Rev1 on 9/11/25 during Open Association Meeting, including
 - Update to Checking Balance Forward As of July 1st, 2025 to reflect the start of the Fiscal Year
 - Transfer of funds from the savings account to the checking account in the amount of \$3,300
 - Increase in Budget Expense for the Teacher Reimbursement Line Items
 - Cancel Touch a Truck Program and reallocate funds (\$2,000) to Enrichment Programs
 - Increase Cubs Create Art Budget Expense by \$200 for additional project

MONIES TO RELEASE:

- \$ 50 - Bank Charges
- \$300 - Printing Services
- \$300 - Hospitality
- \$375 - Subscriptions
- \$50 - Website
- \$10,000 - Fall Fundraiser
- \$3,000 - Ice Cream
- \$500 - Art
- \$4,101.83 - Specialized Instructional Supplies
- \$1,000 - Enrichment Programs
- \$2,000 - Movie Night
- \$200 - Noche De Familia
- \$500 - Outdoor Education
- \$100 - Red Ribbon Week
- \$2,000 - Student Assemblies

- \$4,000 - Software Licenses
- \$500 - TK Supplies
- \$1,000 - Teacher Reimbursements
- **Total to Release: \$29,976.83**

Monies Previously Released:

Meeting Date	Monies Released for 2025-2026 Budget
June 16, 2025	\$750 - School Year's Eve \$100 - Membership \$2,400 - Cub Gear S \$500 - Hospitality \$25 - Adopt and Envelope Total to Release: \$3,775

CHECKS TO RATIFY: Checks #4533 to #4537 dated August 6, 2025 – September 4, 2025, totaling \$1,433.84.

Date	Number	Payee	Memo/Category	Amount
08/06/25	4533	Jessica Bruckman	School Year's Eve: Cub Gear and Yard Signs	\$913.84
09/04/25	4534	Lizeth Chaves	Cubstore: Keychains	\$200
09/04/25	4535	Jessica Bruckman	Cubstore: T-shirt Balance	\$185
09/04/25	4536	Marissa Bottcher	Hospitality: Tk/K Breakfast and Teacher Breakfast	\$135

Date	Number	Payee	Memo/Category	Amount
VOID	4537	VOID	VOID	VOID
			Total	\$1,433.84

New Business

The following new business was discussed:

- Executive board Members presented to the general assembly about the PTA and how to get involved.
- Representatives from the WUSD Ed Foundation presented their presentation on the foundation.

Motions

The following motions were made and voted on:

- **Motion #1:** The PTA considered the motion to approve the 2025-2026 School year Budget Rev.0 as noted in the Treasurer's report to be ratified. The motion was seconded by Rori R. without objection. **Motion #1 passed.**
- **Motion #2:** The PTA considered the motion to approve monies to be released per the Treasurer's report. The motion was seconded by Cathy M. without objection. **Motion #2 passed.**
- **Motion #3:** The PTA considered the motion to approve the checks noted in the Treasurer's report to be ratified. The motion was seconded by Jessica L. without objection, **Motion #3 passed.**

Adjournment

The meeting was adjourned at 5:27pm.



Approval of Minutes

X

Jasmine McKenna-Batt
Recording Secretary

Date adopted as printed

Date adopted as corrected