

# PTA Open Association Meeting Minutes

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## 11/03/2025 In-Person Meeting

### Call to Order

The meeting was called to order at 6:07pm.

### Opening Ceremonies / Principal's Message

A welcome message was given by Mrs. Clark.

- Thanked everyone for attending the PTA.
- Thank everyone for patience at drop off, especially with the additional three TK classes which take a lot longer.
- Pumpkin decorating was insane. Everyone loved looking at all the pumpkins that were out.
- Preparing for Winter Sing (12/15, 12/17, 12/18, and 12/19). 12/16 is not listed since it is a whole District training for offsite training. More information to come from teachers with assigned date and time.

### Teacher Update

The following updates were made by Mr.G:

- Teachers are grateful to all who participate in the fall fundraiser. It is incredible the amount of money that was raised.
- Jessica – wanted to note that there a several events that the PTA/School don't choose (Red Ribbon week, Walk to School, etc.) and the PTA can consider next year shifting those events to reduce the amount of event in October.

### Attendance

The following 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)
- Jessica Bruckman (VP Fundraiser)
- Jasmine McKenna-Batt (Secretary)

- See attached sign-in sheet for all non-executive board members in attendance

### Approval of Previous Minutes

Jasmine moved to approve the previous meeting minutes 10/06/2025. The motion passed without objection.

### Officer Reports

The following officers provided reports:

#### Treasurer report:

The opening balance of the checking account on 10/1/25 was \$111,769.78; the total deposits were \$47,251.00; the total disbursements were \$9,421.28; the ending balance on 10/31/25 was \$149,092.70. The opening balance of the savings account on 10/1/25 was \$15,046.07; the total deposits were \$0.10; the total disbursements were \$3,300; the ending balance on 10/31/25 was \$11,746.17.

### BUDGET AMENDMENTS:

- Budget 0 was approved on 06/16/25 during the Open Association Meeting
- Budget 1 was approved on 09/11/25 during the Open Association Meeting
- Budget 2 was approved on 10/06/25 during the Open Association Meeting
- Review and Approve Budget Rev3 on 11/03/25 during Open Association Meeting, including:
  - Increase budgeted expense for Scholastic Readers line item by \$380 for a total of \$4,630 to cover all costs
  - Add Literacy Lantern line Item and approve budget expense of \$100
  - Add Noche De Familia (Direct Donation) Line item and use the \$1,000 of restricted funds as budget expense
  - Teacher Reimbursement increase updates:
    - A payment authorization form was filled out for the savings account, with receipts attached, to reflect the changes made to both the savings (withdrawal) and checking (deposit) accounts

- Given the online nature of these transactions, the electronic transfer feature on MYPTEZ was used to reflect these changes (decrease in savings account and increase in checking account)
- Fall Fundraiser updates:
  - Fall fundraiser donation check in the amount of \$500 has bounced
  - Charged a \$4.00 stop payment fee
  - The funds from the donation check will be subtracted from Fall Fundraiser Income as it was entered in our system last month.
  - The bank charge will come out of the Bank Charges Line Item.
  - These changes were adjusted using the electronic transfer features in MYPTEZ (Decrease in funds)
  - A payment authorization form was filled out, with receipts attached, to reflect this incident (withdrawal of funds)
  - Fall fundraiser income as of 09/30/25: \$50,449.40
  - Update of Fall Fundraiser Income for the month of October: \$36,535.60
  - Total Fall Fundraiser income: \$86,985

**MONIES TO RELEASE:**

- \$1,600 - Bear Bazaar
- \$1,000 - Book Fair
- \$1,000 - Ice Cream
- \$1,000 - See's Candy
- \$100 - Literacy Lanterns
- \$700 - Art
- \$1,000 - Enrichment Programs
- \$5,000 - Field Trips
- \$1,000 - Noche De Familia (Direct Donation)

- \$4,630 - Scholastic Readers

**Total to Release: \$17,030**

**Monies Previously Released:**

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

<b>Meeting Date</b>	<b>Monies Released for 2025-2026 Budget</b>
September 11, 2025	\$ 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



Meeting Date	Monies Released for 2025-2026 Budget
	<p>\$2,000 - Movie Night</p> <p>\$200 - Noche De Familia</p> <p>\$500 - Outdoor Education</p> <p>\$100 - Red Ribbon Week</p> <p>\$2,000 - Student Assemblies</p> <p>\$4,000 - Software Licenses</p> <p>\$500 - TK Supplies</p> <p>\$1,000 - Teacher Reimbursements</p> <p>Total to Release: \$29,976.83</p>

Meeting Date	Monies Released for 2025-2026 Budget
October 6, 2025	<p>\$100 - Glow Party</p> <p>\$300 - Insurance</p> <p>\$500 - Taxes and Filings</p> <p>\$1,000 - Student Success</p> <p>\$500 - K Supplies</p> <p>\$500 - 1st Grade Supplies</p> <p>\$500 - 2nd Grade Supplies</p> <p>\$2,000 - Teacher Reimbursements</p> <p>Total to Release: \$5,400</p>

**CHECKS TO RATIFY:** Checks #4556 to #4565 dated October 1, 2025 – October 31, 2025, totaling \$5,756.53.

Date	Number	Payee	Memo/Category	Amount
10/16/25	4556	Lizeth Chaves	Fall Fundraiser: Popsicles	\$103.62
10/16/25	4557	Lizeth Chaves	Ice Cream Fundraiser: Refill	\$388.13
10/16/25	4558	Kelly Schumacher	TK Supplies: Steam	\$102.87
10/16/25	4559	Lizeth Chaves	Ice Cream Fundraiser: Refill	\$510.63
10/16/25	4560	Shenandoah Brettell	Fall Fundraiser: Fun Run Rush Order	\$232.50
10/16/25	4561	WUSD	Specialized Instructional Supplies: Steam Lab	\$777.45
10/16/25	4562	WUSD	Specialized Instructional Supplies: Student Folder	\$905.82
10/16/25	4563	WUSD	Specialized Instructional Supplies: Writer's Workshop	\$2,266.48
10/24/25	4564	Jessica Bruckman	Fall Fundraiser: Bubble Party Supplies / VIP Prize	\$319.03
10/24/25	4565	Greg Foxman	2nd Grade Field Trip Deposit: Discovery Cube	\$150
			<b>Total</b>	<b>\$5,756.53</b>

### Fall Fundraiser Recap (Jessica)

- Most money release in Hollyglen history.
- Shout out to Decoration team (Jamie) on all the great decorations.
- Extra reimbursement to teachers that had 100% participation in fall fundraiser: \$4,800.
- Operation cost: All the items required to run these events (ex. Bubble machine, dunk tank, etc.)

- **Booster Fees:** Fees are worth every cent. Allows us to take credit card payment and does all the set-up of events and DJs at two events.
- **Francis:** Other schools use 99 Pledges with 10% charge and must set up all of their events
- **Jessica:** Has a full list of all companies that we reached out to for next year's VP of Fundraiser?

### **Glow Party (Julie)**

- **Booster DJ** that came to the event. It was a very fun event.
- ~7 parents per grade volunteers
- **Jessica:** Glow party is included in Booster, but this is the 1<sup>st</sup> time that we set the Glow party as a goal.
- **Julie:** all 50 volunteer spots filled up within the hours after it was communicated.

### **Red Ribbon Week (Julie)**

- Shout out to The Copy Shop for printing all 600 fliers
- Good feedback from parents on nonextensive dress up requirements

### **Dia de Los Muertos Festival & Movie Night (Mr.G)**

- Not posting on social media specifically with all the activities in the area.
- All activities, minus the food trucks, are free.
- Bring a photos a family member or pet that has passed, they can be included in the event.
  - Include name of Child and classroom so the photo can be returned.
- Movie started at 5:45pm.
- Very fun event with usually ~200 participants.

### **Project Share (Julie)**

- Flier from last year.
- Jikki and Ms. Anaiss have been meeting.
- Goes through December to collect gift cards who are in need.
- Better to have more cards in smaller amounts verses less cards with larger amounts.
- Mrs. Anaiss handles all families and those are not shared with PTA/school.
- There will be a box outside office for donations can
- Many reached out for those families could be impacted with the issue with SNAP.
  - Mrs. Clark – looking at a November food drive.
    - What is great about Project Share is that it is covert.
    - OceanGate Baptism (134<sup>th</sup>) has a drive-up donation to allow for anonymity.
      - Everything Thursday at 9:am
    - Julie notes that Ms. Anaiss request gift cards.

### **Bear Bazar (Alyssa)**

- New Coffee cart (10% give back to PTA)

- Food Trucks (20% give back to PTA)
- Jessica: Let's share the contacts for the food truck for future events especially with 20% give back.
- Outsourcing Kids Corner (little shoppers)
  - They do a bunch of fun gifts for the kids to buy for the holidays
  - 25% give back without upfront fees
- Goal:
  - Save the date flier this week
  - Banners up next week (Jessica – might need Mrs. Clark to help with banners on the fence)
  - Follow up flier later
- Rori: let her know when you have the shift schedule so she can create the volunteer

### Memberships (Liz)

- @ 290 members
- Goal: 300
- Aviation does a competition between classrooms to get PTA members and top classroom get a pizza party
- Book give away for those who signed up at TK/K park event

### Social media (Julie)

- Of anyone wants to get a social media post contact Cathy or Julie

### Restaurant Night (Jessica)

- November is Wildbird
  - Very generous to us for last year's teachers appreciation
- December is Northern Café (3 nights)
- January is Catrina Mexican Spot (Women owned) date TBD
- February double night with Jimmy Johns & Dingtea (2/19 & 2/10)
- March is Chipotle
- April is Urban Plates (4/10)
- Goal: lock down all restaurants for 2026 by December to allow for
- Island raised \$1400!

### New Business

The following new business was discussed:

- Francis: PTA needs to start thinking about legacy gift
  - Last year suggestions / survey – overwhelmingly wanted technology
    - Francies – heard talk about campus beautification, TK needs garden and their garden boxes have termites



- Francies – we don't want to invest in something that might get taken down since the District is doing beatification efforts
- Jessica – even though we had the best fall fundraiser, it aligns with the increase in inflation

## Motions

The following motions were made and voted on:

- **Motion #1:** The PTA considered the motion to approve Budget Rev4 as noted in the Treasurer's report. The motion was seconded 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 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 without objection. **Motion #3 passed.**
- **Motion #4:** The PTA considered the motion to approve the 2024-25 Financial Review. The motion was seconded without objection. **Motion #4 passed.**

## Announcements

The following announcements were made: None

## Questions / Comments

The following questions or comments were made:

Q1 (Katie): How was this event (Glow Party) communicated? She heard from her son and not through school.

- A1 (Julie): Communicated via social media and on the original fall fundraiser flier for each donation goal.
- A1 (Liz): Usually on Mrs. Clark weekly email under the PTA section.

Q2 (Katie): Can we anticipate when these cards (Project Share) will be provided to families?

- Q2 (Julie): Ms. Anaiss wants a table at Dia de Los Muertos to collect donations.
  - Note: Ask Ms. Anaiss when gift cards should be delivered.

Q3 (Katie): What percentage of families receive Project Share gift cards?

- A3 (Francis) last year 10 families
- A3 (Mrs. Clark): Based on self-reporting

Q4 (Jasmine): How are we communicating to families about signing up to receive Project Share gift cards?

- A4 (Mr. G): Directions on the bottom of the flier
- A4 (Mrs. Clark): Only Ms. Anaiss and herself see those families who sign up for help.

Q5 (Liz): Will the art auction be online?

- A5 (Alyssa): Art Auction will be online to allow those who don't attend in-person to bid on items. Get the Auction out a week prior to the event.

Q6 (Katie): Has the PTA sent communication of Bear Bazar out to other Southbay communication avenues

- A6 (Alyssa): No but I am willing to expand communications. Tiffany offered to help get the word out.

Q6 (Katie): Would any companies donate some discount (ex: free meal) booklet in a welcome packet to help get more PTA members.

- A6 (Rori): good deal for next year

Q7 (Katie): What is legacy gift?

- A7 (Rori): A gift from 2<sup>nd</sup> students to school. The Legacy gift needs to be for the whole school.
  - Ex: Kinder canopies, water station, smart board, handball walls painting, etc

## Adjournment

The meeting was adjourned at 7:28pm.

## Approval of Minutes

X

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Jasmine McKenna-Batt  
Recording Secretary



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Date adopted as printed

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Date adopted as corrected