

# PTA Executive Board & Open Association Meeting Minutes

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**12/01/2025 – Virtual**

## Call to Order

The meeting was called to order at 6:19pm.

## Opening Ceremonies

A Welcome message was given by Mrs. Clark.

- Ms. Anaiss will have Project Share gift cards for purchase to donate at the Bear Bazar.
- Winter Sing begins next week – students excited & Mrs. Clarks 1<sup>st</sup> winter sing
- Still trying to confirm Aviation's teacher's appreciation week dates – PTA trying to align with Aviation
  - Rori – think it is early enough that we are ok with either week since Hollyglen does not do state testing
- Bera Bazar promotion
  - Every Monday – hyping up Bear Bazar
- Teacher professional development (Nov) focused on new grading and reporting
  - 3-2-1 scale
  - Figuring out wording on to communicate to parents that is family friendly so parents can understand, be more transparent and show growth of students
  - End of year goal – pilot this new reporting scale
  - More to come from the District

## Attendance and Quorum

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)



- Cathy Mai (VP Communications)
- Lulit Szucs (Member)

## Approval of Previous Minutes

The minutes from the previous meeting were approved as read/corrected.

- Next Month

## Officer Reports

The following officers provided reports:

### Treasurer's Report

The opening balance of the checking account on 11/1/25 was \$149,092.70; the total deposits were \$1,535.20; the total disbursements were \$41,282.29; the ending balance on 11/28/25 was \$109,345.61. The opening balance of the savings account on 11/1/25 was \$11,746.17; the total deposits were \$0.09; the total disbursements were \$0.00; the ending balance on 11/30/25 was \$11,746.26.

## 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
- Budget 3 was approved on 11/03/25 during the Open Association Meeting
- Review and Approve Budget Rev4 on 12/01/25 during Open Association Meeting, including:
  - Increase budgeted expense for Fall fundraiser of \$5,000 for Booster Fee
- Treasury Business:
  - 2024-2025 Taxes (both federal and state) were filed and uploaded to the drive
  - Interactive whiteboards were paid in full to WUSD: \$26,696.80

## MONIES TO RELEASE:



- \$5,000 - Fall Fundraiser
- \$1,000 - Family Nights \$1,000 - Teacher Reimbursements

**Total to Release: \$7,000**

**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 \$500 - Hospitality \$25 - Adopt and Envelope Total to Release: \$3,775

Meeting Date	Monies Released for 2025-2026 Budget
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



<b>Meeting Date</b>	<b>Monies Released for 2025-2026 Budget</b>
	<p>\$1,000 - Enrichment Programs</p> <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>

<b>Meeting Date</b>	<b>Monies Released for 2025-2026 Budget</b>
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>

Meeting Date	Monies Released for 2025-2026 Budget
November 3, 2025	<p>\$1,600 - Bear Bazaar</p> <p>\$1,000 - Book Fair</p> <p>\$1,000 - Ice Cream</p> <p>\$1,000 - See's Candy</p> <p>\$100 - Literacy Lanterns</p> <p>\$700 - Art</p> <p>\$1,000 - Enrichment Programs</p> <p>\$5,000 - Field Trips</p> <p>\$1,000 - Noche De Familia (Direct Donation)</p> <p>\$4,630 - Scholastic Readers</p> <p> Total to Release: \$17,030</p>

**CHECKS TO RATIFY:** Checks #4566 to #4587 dated November 1, 2025 – November 30, 2025, totaling \$42,613.04.

Date	Number	Payee	Memo/Category	Amount
11/12/25	4566	Shenandoah Brettell	Cubgear	\$100
11/12/25	4567	WUSD	Software Programs: Mystery Science	\$2,099
11/12/25	4568	WUSD	Scholastic Readers	\$4,629.41
11/12/25	4569	Cathy Mai	Fall Fundraiser	\$17.67



<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Memo/Category</b>	<b>Amount</b>
11/12/25	4570	Chloe Conley	Fall Fundraiser /Teacher Reimbursement	\$598.87
11/12/25	4571	Mark Jordan	Teacher Reimbursement	\$198.98
11/12/25	4572	Julie Hamer	Fall Fundraiser/ Printing Services	\$160.92
11/12/25	4573	Erin Henn	Fall Fundraiser/Teacher Reimbursement	\$255.26
11/14/25	4574	Lizeth Chaves	Fall Fundraiser (71)/Ice Cream	\$512.70
11/14/25	4575	Jessica Bruckman	Bear Bazaar/Fall Fundraiser/See's Candy	\$1,265.92
11/14/25	4576	Lizeth Chaves	Movie Night (Banner)	\$36.38
11/14/25	4577	Amy Gross	Membership: TK/K Welcome Picnic	\$60.44
11/14/25	4578	WUSD	Enrichment Programs: Starfall	\$355
11/14/25	4579	Jamie Kagihara	Fall Fundraiser/School Year's Eve	\$212.69
11/14/25	4580	Octavio Gutierrez	Noche De Familia: Direct Donation	\$500
11/14/25	4581	Liseth Chaves	Movie Night/Printing Services	\$102.66
11/14/25	4582	Julie Hamer	Bear Bazaar: Facilitron	\$542.34
11/14/25	4583	Discovery Cube OC	2nd Grade Field Trip	\$2,977
11/14/25	4584	Thirty-Third District	Cash Membership Dues	\$6
11/14/25	4585	AIM	Insurance	\$305
11/14/25	4586	Scholastic Book Fairs	Scholastic Book Fairs	\$980
11/14/25	4587	WUSD	Interactive Whiteboards	\$26,696.80

Date	Number	Payee	Memo/Category	Amount
			<b>Total</b>	\$42,613.04

- Booster from last year forgot to bill up (\$5K) after Fun Run – forgot to follow up with us last year.
- Taxes paid

## Committee Reports

The following committees provided reports:

### Walking recess to Aviation (Julie)

- New prize for top earning classes
- Free activities which brought a lot of joy

### Scholastics Fund Raised (Julie)

- ~120 pumpkins submitted and PTA purchases all those books for pumpkin submittals
- \$200/new teachers

### Restaurant Night (Jessica)

- Wild Bird – offered another fundraiser and donate food for Teacher appreciation
- Jessica has reached out to chair for teacher

### Year Book Chair (Claudia)

- Started working on the yearbook
- Needs to share link for room parents to upload photos

### Membership (Liz)

- 298
- (Julie) PTA received award for over 100 members
- Liz to update membership list

### Social Media (Cathy)

- No real updates

### Bear Bazar (Augustin)

- 5 less vendors than last year
- Playing Holiday Music – dad that is a DJ and will have Kid friendly holiday
- Coffee Cart – local vendor
- Morning bake sale (top seller)

- Including two food trucks (one new food truck)
- Selling PTA ice cream
- Claudia – back drop was received and artwork photos will start tomorrow and ready for room parents to email and Cathy to post to social media
  - Jackson Pollack art pieces and cut circles of each student's artwork to generate a new collective artwork

#### **Cubs See's Candy Store (Jessica)**

- If there is an item that we don't have then they can use the link
- Free to set up this online store

#### **Restaurant Night (Jessica)**

- December – Northern Café (one of the 1<sup>st</sup> schools doing this) – fliers went out today.
- Finalized the spring restaurants.

### **New Business**

The following new business was discussed:

#### **Legacy Gift (Francis)**

- Need to start working on what the 2<sup>nd</sup> grader's legacy gift will be.
  - There were a lot of unexpected fees, additional smart boards (\$3K/board)
    - Jessica – speak for parents that there has been some white board fatigue.
    - Francis – did not account for new teachers, and what we did for one teacher we need to do for all.
    - Liz – Suggestion for Mr. G to get suggestions from Teachers to me discussed in January's meeting and have parent voting.
    - Julie – past survey's has been largest percentage is technology and it would be great to have teacher's options to see what is useful for them, students, and school. Have parents vote on
    - Rori – keep in mind the request campus beautification.
    - Francis – Request to PTA to update or do repairs to TK garden and suggest doing that request with legacy gift.

#### **2026-2027 Fundraiser**

- Goal is to give next year's PTA \$40K and not \$30K to start off with

#### **2026 Event Dates**

- Family STEAM night 2/12 from 5-6:30
  - Chairs have not confirmed Valentine's artwork and it was "smashing" event and might require a RSVP to cap
- Math night ~3/13 from 5-6
  - Might change due to book fair and family read picnic

## Motions

The following motions were made and voted on: [list of motions and outcomes].

- **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.**

## Announcements

The following announcements were made: None

## Questions / Comments

The following questions or comments were made:

Q1 (Mrs. Clark): Wants to confirm that the Ice Bath is good to go

- A1 (Jessica): 12/04 @ 8:40 & 8:55, borrowing PE speaker
- Ice bath is end of fall fundraiser

Q2 (Kathy): People are asking me to post for Project Share & Food Drive, are those different Events?

- Two different drives
  - Project Share – umbrella name
    - Gift cards – envelopes given to parents prior to Thanksgiving and a second envelope closure to Christmas
  - Food Collection
    - Boxes outside – donation to local food bank
- Multiple people asking to share but did not see food donation
- A2 (Julie): Flier for food drive is on the boxes

Q3 (Rori): Mrs. Clark did you get all food truck forms?

- A3 (Mrs. Clark): Yes

Q4 (Rori): Can I have all class rosters to get all artist names and teacher name to put on the back of each classroom artwork.



## Adjournment

The meeting was adjourned at 7:06.

## 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