



August 2022 PTA Meeting - Budget/Event Setting Minutes: Meeting #1

Meeting Date	Aug 23, 2022	Meeting Time	6:00 PM - Pacific Time (US & Canada)
Meeting Location		Video Conferencing Link	https://us06web.zoom.us/j/87179516776?pwd=SHdlUW94REtJK241cFZMUzFyUjdnUT09
Overview	PTA Budget Meeting Time: Aug 23, 2022 06:00 PM Pacific Time (US and Canada) Join Zoom Meeting https://us06web.zoom.us/j/87179516776?pwd=SHdlUW94REtJK241cFZMUzFyUjdnUT09 Meeting ID: 871 7951 6776 Passcode: 533362		

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Mariah Foster	Cubberley Elementary School - PTA		mmd.taramasco@gmail.com	Present
Sarah Knox	Cubberley Elementary School - PTA		sarahaknox10@gmail.com	Present
Rachael Munroe	Cubberley Elementary School - PTA		azmunroe@gmail.com	Present
Heather Riggi-Taylor	Cubberley Elementary School - PTA		heatherriggi@hotmail.com	Present
Magdalena Ruvalcaba	Cubberley Elementary School - PTA	P: (858) 496-8075	mruvalcaba@sandi.net	Present
Shannon Young	Cubberley Elementary School - PTA		skayyoung@gmail.com	Present

Budget Planning

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Carry-over Funds:				Open
Description What funds do we have in the bank? Are any of these funds being used for carryover to finance long-term or approved projects or programs, (i.e., playground project)						
Official Documented Meeting Minutes Meeting Starting @ 6:06 PM PST. <ul style="list-style-type: none"> Teacher Update: 						

- We'll have a UTK class with 2 teachers.
 - Mrs. Her Abad (no longer teaching kinder)
 - Mrs. Hill
 - 24 students
 - K1
- Kinder
 - Mrs. Hoot (will job share with a new teacher)
 - Clarissa Hill from Scrips Ranch
- Kinder K-1 Combo
 - Mrs. Ladisa
 - Room 4
- Straight 1st Grade
 - Mrs. Cano
- 1-2 Combo
 - Mrs. Camacho
- 2-3 Combo
 - Mrs. Vaughan
- 3-4
 - Mrs. Davis
- 4-5 Combo
 - Mrs. Haller
- UTK-5th Grade Mod-Severe
 - Byron Davis (from Crawford H.S.)
- Students enrolled: 168
- Staff at Cubberley:
 - 9 classes but 11 teachers
 - 33 total staff
- The nurse is the only position not yet filled.
- Parents can now come on campus.
 - Parents can stay for morning assembly
 - Any volunteers will need to either be vaccinated or test weekly.
 - Submit to Carmela.
 - Running club will count as school hours.
- **\$13,292 Starting the year**
 - Items to pay for:

	<ul style="list-style-type: none"> ▪ Website ▪ Insurance
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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	1	Recurring Expenses:				Open
<p>Description What money is going out for dues, insurance, subscriptions, website, etc. that we need to allocate?</p>						
<p>Official Documented Meeting Minutes What money is going out for dues, insurance, subscriptions, website, etc. that we need to allocate?</p> <ul style="list-style-type: none"> • We will work on the budget. • Items included in the budget will be: <ul style="list-style-type: none"> ◦ Field trips (we can do them this year) <ul style="list-style-type: none"> ▪ Carmela will get us the fee per bus. ▪ Heather suggested a field trip suggestion box. ◦ Whole school program ◦ Insurance ◦ Website ◦ Running club - we will get the larger subscription 						
<p>\$ Approval</p> <ul style="list-style-type: none"> • Website \$ Richard donated the \$ to us for this since his card was charged. • Domain Approval \$25 <ul style="list-style-type: none"> ◦ Rachael approved ◦ Sarah approved ◦ All in favor • Website hosting 2 years for \$290 <ul style="list-style-type: none"> ◦ Heather approved ◦ Rachael approved ◦ All in favor • Running Club \$200 <ul style="list-style-type: none"> ◦ Shannon approved ◦ Heather approved ◦ All in favor • Snacks for staff for first week of school \$150 <ul style="list-style-type: none"> ◦ Rachael approved ◦ Sarah approved ◦ All in favor. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.3	1	Programs/Long Term Projects				Open
<p>Description</p> <ul style="list-style-type: none"> • Are we raising money specifically for any long term projects/improvements or programs? • Discuss 2022-2023 school program we will implement. 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Are we raising money specifically for any long term projects/improvements or programs? <ul style="list-style-type: none"> ◦ We will look at programs but nothing out of the ordinary. • Discuss 2022-2023 school program we will implement. <ul style="list-style-type: none"> ◦ Vapa is coming back. It should have come back for 16 lessons but will only be 7 this year. ◦ We need to work on finding a project for items. <ul style="list-style-type: none"> ▪ Science Program ▪ Teachers were open to this. They just can't take the project on. ▪ Do we have the volunteers for this? ▪ Or a program that we can hire someone? ◦ Teachers don't have a preferred program. They were happy with Art Corp. ◦ Will look into Art Corp. ◦ Look into possible robotics program. 						

Fundraising Events

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Proposed Fundraising Events				Open
<p>Description</p> <p>What fundraising events are we putting on the books and what is the cost and projected fundraising return? I imagine this is where we would go through events from September to December only (is that correct?)</p>						
<p>Proposed 2022 Events (through December 31st)-</p> <ul style="list-style-type: none"> • August 26th - Kona Ice • August 29th - PTA First Day of School • September 13th - Taco Tuesday at Chipotle - Family Night Out • September 26th - Run Club • October 7th - Build a Stuffy • October 18th - Studio Diner Family Night Out • October 28th - Trunk or Treat and Fall Festival • November - Family Night Out (TBD - possibly just Papa Johns) • December 14th - Winter Program - Polar Express to the North Pole 						
<p>Official Documented Meeting Minutes</p> <p>Proposed 2022 Events (through December 31st)-</p> <ul style="list-style-type: none"> • August 26th - Kona Ice <ul style="list-style-type: none"> ◦ 4:30 PM ◦ Mrs. Ruvalcaba will not be able to attend. 						

- AM Whole School Orientation
- UTK-K gets orientation and will not attend on 9/7.
 - They are welcome to come on 9/7 but their teachers will not be there.
- PTA is welcome to present and make a slide about PTA.
- **August 29th - PTA First Day of School**
- **Sept 7th**
 - Back to school Night
 - 5-6 PM
- **September 13th - Taco Tuesday at Chipotle - Family Night Out**
 - Will Share soon.
- **September 26th - Run Club**
 - Ok'd by Mrs. Ruvalcaba
- **October 7th - Build a Stuffy**
 - Ok'd by Mrs. Ruvalcaba
- **October 18th - Studio Diner Family Night Out**
- **October 28th - Trunk or Treat and Fall Festival**
 - Ok'd by Mrs. Ruvalcaba
- **November - Family Night Out (TBD - possibly just Papa Johns)**
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- **December 14th - Winter Program - Polar Express to the North Pole**
 - **Possible outdoor movie**
 - Polar Express
 - Make tables look like trains.
 - Ask classrooms decorate their doors and people could vote on the best doors.
 - Winners get awards.
 - Classes will still sing songs.

End Of Meeting Notes

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Action Items				Open
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • Recruit for a Treasurer • Find a program • Post Cougar Event • Make Flyer • Get Running Club Set-up • Heather is working on first day of school setup. • Rachael M is doing snacks. • Sept. 6th Tuesday (following meetings will be on Tuesdays) 						

- Possible Hybrid.
- Mrs. Ruvalcaba can only do on Zoom for Wednesdays.

Meeting adjourned @ 7:12 pm PST

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.