



Meeting #1

Cubberley Elementary School - PTA
 3201 Marathon Drive
 San Diego, California 92123
 Phone: 858496807

Project: - PTA Meetings
 3201 Marathon Drive
 San Diego, California 92123

Aug. PTA Mtg. | Kick-off to the 2019/2020 school year Minutes

MEETING DATE: 08/09/2019 **MEETING TIME:** 9:30 AM - 11:00 AM Pacific Time (US & Canada)

MEETING LOCATION: Cubberley Elementary School - Room 3

OVERVIEW:
 Kick-off to the 2019/2020 school year

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Adrienne Baker	Cubberley Elementary School - PTA	Tel:	tandabaker@gmail.com	Present
Mariah Foster	Cubberley Elementary School - PTA	Tel:	mmd.taramasco@gmail.com	Present
Anna Johnston	Cubberley Elementary School - PTA	Tel:	annajohnston@live.com	Absent
Sarah Knox	Cubberley Elementary School - PTA	Tel:	sarahaknox10@gmail.com	Present
Richard Martinez	Cubberley Elementary School - PTA	Tel:	rmvshouse@gmail.com	Present
Magdalena Ruvalcaba	Cubberley Elementary School - PTA	Tel: (858) 496-8075	mruvalcaba@sandi.net	Present
Christa Hoot	Cubberley Teacher	Tel:	choot@sandi.net	Absent

Additional attendees						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	additional attendees				Open
	Description: <ul style="list-style-type: none"> • Mariah Yeager • Katie Nicholson 					
	Official Documented Meeting Minutes: see above					
1.2	1	Welcome				Open
	Official Documented Meeting Minutes:					

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.



Meeting #1

Meeting Minutes: 9:42am-11:15am

Budget/Finances

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	What's in the Bank?	Richard Martinez (Cubberley Elementary School - PTA)			Open
Official Documented Meeting Minutes: Richard handed out Budget. Current balance is \$5,285.33.						
2.2	1	2019/2020 Budget	Richard Martinez (Cubberley Elementary School - PTA)			Open
Official Documented Meeting Minutes: Richard handed out Budget. Need to raise about \$17,000						
2.3	1	Expenses needing vote				Open
Description: <ul style="list-style-type: none"> • ArtCorps: Program \$6,825 Total broken up into 3 payments of \$2,275 <ul style="list-style-type: none"> ◦ ArtCorps Supplies to start - Roughly \$200 • GetRunClub Software Program \$179 • Running Club Supplies - Lamination Sheets and Magnets: roughly \$150 • New PTA website hosting: \$162 • Back to school banner: \$10 						
Official Documented Meeting Minutes: Art Corps Program vote: Richard w/Katie as second. Unanimous Yes vote Art Corps Supplies vote: Richard w/Katie as second. Unanimous Yes vote Running Club software vote: Richard w/Katie as second. Unanimous Yes vote Running Club Supplies vote: Richard w/Katie as second. Unanimous Yes vote PTA website vote: Carrie w/Richard as second. Unanimous Yes vote Back to school banner vote: Carrie w/Richard as second. Unanimous Yes vote						

PTA Membership

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Incentives for Levels				Open
Official Documented Meeting Minutes: give an opt in or out option of receiving incentives add magnets as an incentive						
3.2	1	Kinder sign-up incentive at orientation				Open
Official Documented Meeting Minutes: give out retro merchandise						
3.3	1	Member Assignments				Open
Description: Katie Nicholson - Parliamentarian Adrienne Baker - Membership Coordinator Mariah Yeager - Vice President of Fundraising						

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.



Meeting #1

	Official Documented Meeting Minutes: see above
--	--

Parent Involvement Punch Tag

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Do we want to create a involvement Program				Open
Description: How to track....what to put on the tags.						
Official Documented Meeting Minutes: Yes for membership punch cards. Create with 20 or so spots to get punched. Each punch gets the member an entry into the end of year raffle. Things to do to get stamps: Help at an event, "like" on social media.						
4.2	1	Raffle at the end of year?				Open
Official Documented Meeting Minutes: Yes. Possible items to raffle: Disney tickets, Fleet Science Center family membership, zoo tickets, Gift Cards. Gift Cards could also be a sign-up incentive.						

PTA Website

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	New Cubberley PTA Website				Open
Description: www.cubberleypta.org Includes Merchandise Store Upcoming Events Hub for all PTA info if someone is not on social media						
Official Documented Meeting Minutes: Needs proof reading: Paula (Adrienne Bakers mother) will be doing it. Need to add agenda and notes still.						

PTA Back 2 School Packet

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Items to Include				Open
Description: <ul style="list-style-type: none"> • Welcome/Back2School PTA Letter • Contact Form - email address for PTA <ul style="list-style-type: none"> ◦ Running Club Contact Form - need email addresses to email weekly reports • Rubio's Family Night Out Flyer • ArtCorps Volunteer Flyer • Membership Flyer <ul style="list-style-type: none"> ◦ Membership Envelope • Pre-Order T-Shirt Form • Yearbook Info? • Birthday Marquee Form 						

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.



Meeting #1

<p>Official Documented Meeting Minutes: Back to school letter: use last years & update Yearbook Info: just a sheet that includes the email address to send pictures to be possibly included in the book. Yes include the Marquee Form - this a good for the budget Have packets ready to send out on Tuesday the 27th</p>
--

Disney Point of Lights

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Disney Point of Lights	Mariah Foster (Cubberley Elementary School - PTA)			Open

<p>Official Documented Meeting Minutes: To receive the Disney tickets we need to host an event that benefits the community with kids involvement. Our idea is a garden project that uses the garden boxes and area that was left from the Charter school. This would include planting, and taking care of the plants. Maybe having a different class help with the care every week or every month. Possibly adding a free little library. Other ideas for things to do other than a garden: food drive (holiday), decorate bags to give to Serra Mesa food drive.</p>

ArtCorps 2019/2020

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Cost of 2019/2020 year				Open

<p>Official Documented Meeting Minutes: Voted yes on earlier in the meeting.</p>
--

Running Club

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
9.1	1	Start Date				Open

<p>Official Documented Meeting Minutes: Starting on 9/3 at 7:10AM</p>

9.2	1	Runner Milestones				Open
-----	---	-------------------	--	--	--	------

<p>Description: Keep the same program with foot charms and number milestones?</p>

<p>Official Documented Meeting Minutes: Yes same program as last year. We will also have the bulletin board with running stats again this year.</p>

Fall Events

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
10.1	1	Kinder Orientation - Friday, Aug. 23rd				Open

<p>Official Documented Meeting Minutes: from 1pm-2pm</p>
--

10.2	1	1st Day of School - Monday, Aug. 26th				Open
------	---	---------------------------------------	--	--	--	------

<p>Description:</p>

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.



Meeting #1

		<ul style="list-style-type: none"> • Parent Coffee Stand • Merchandise • PTA Membership Table 				
	Official Documented Meeting Minutes: Seeing if we can get some free donuts or buy 3 dozen and they match. Spent \$59.68 last year. Volunteers: Richard, Katie, Mariah Y - Maybes					
10.3	1	Back to School Night				Open
	Description: <ul style="list-style-type: none"> • Date? • Dinner Fundraiser? 					
	Official Documented Meeting Minutes: on 9/4 Have Spaghetti dinner - it was the best profit from last year Carrie will make the noodles, Katie will make the sauce and meatballs. Push the dinner at the Kinder Orientation.					
10.4	1	Fall School Campout - Saturday, Sept. 28th	Mariah Foster (Cubberley Elementary School - PTA)			Open
	Official Documented Meeting Minutes: Figure out costs Really promote Include flyer in the packets Schedule janitor to clean bathrooms after event No using stakes in the field grass.					
10.5	1	Trunk or Treat - Friday, Oct. 25th				Open
	Official Documented Meeting Minutes: Schedule janitor to clean bathrooms after event					
10.6	1	Holiday Program				Open
	Description: Date? Theme? Silent Auction					
	Official Documented Meeting Minutes: December 18th Theme: figure out at Sept. meeting Silent auction possible items: Hover vacuum, Instant Pot, Ring doorbell, Tiger Taekwondo lessons					

Fundraising						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
11.1	1	Family Night Out Back 2 School Burrito Night - Wednesday, Aug. 28th anytime between 2-9PM				Open
	Description: Family Night Out at Rubio's Cubberley will receive 30% back of all sales <i>must meet a minimum sales of \$250 total or we will not receive anything</i>					
11.2	1	Sept Family Night Out				Open
	Description:					

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.



Meeting #1

		Location TBD				
	Official Documented Meeting Minutes: Doing a spaghetti dinner at back to school night instead					
11.3	1	Otis Spunkmeyer Cookies - Nov.				Open
	Description: OR Other fundraiser idea? - ButterBraids - Wrapping Paper Any other ideas					
	Official Documented Meeting Minutes: Yes for having cookies. Other fundraising ideas: Santa workshop store Rummage Sale (where would we store the stuff to sell, who would be the point person)					
11.4	1	Turkey Trott Fun Run				Open
	Official Documented Meeting Minutes: Justing going to do one this year: Rainbow run later in the year					
11.5	1	Box Tops				Open
	Description: <ul style="list-style-type: none"> • Encourage parents to download the new Box Tops App and scan their receipts <ul style="list-style-type: none"> ◦ Costco ◦ Walmart ◦ All Grocery Stores 					
	Official Documented Meeting Minutes: Program is changing this year. Might be able to get double on some items that have the tear off box tops still on the items.					
11.6	1	Benefit Mobile				Open
	Description: <ul style="list-style-type: none"> • Encourage parents/staff to download app and use for digital gift cards <ul style="list-style-type: none"> ◦ Home Depot ◦ IHOP ◦ HomeGoods • OVER 150 VENDORS 					
11.7	1	Amazon Smile				Open
	Description: Use Amazon Smile when ordering items instead of Amazon.com or the app and Cubberley will receive a portion of the purchase					

Communication Folders

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
12.1	1	Communication Folders for School				Open
	Description:					

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.



Meeting #1

	<p>Inventory Left from last year? Do we want to supply these again? or...use this money for another line item?</p> <p>Expense roughly \$400</p>
<p>Official Documented Meeting Minutes: Do not print more. Look into getting plain plastic folders instead.</p>	

Motivational All School Team Building Assembly						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
13.1	1	Ideas/Dates				Open
<p>Description: Sally Rich has offered to research once we have a theme/date</p>						
<p>Official Documented Meeting Minutes: Have a save the date poster Some ideas: The Crew - Drums on weird objects or BMX</p>						

Merch.						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
14.1	1	Merch Inventory				Open
<p>Official Documented Meeting Minutes: Need to do inventory</p>						
14.2	1	Shirt Order Form				Open

School Library Box						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
15.1	1	Location				Open
<p>Description: By the benches by the trees? Kinder Play yard?</p>						
<p>Official Documented Meeting Minutes: Maybe two. One in Kinder Play yard and one by the garden project area.</p>						
15.2	1	Expense?				Open
<p>Official Documented Meeting Minutes: Around \$150 for the 2.</p>						

Monthly Meeting Day/Time						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
16.1	1	What day time works for a majority				Open
<p>Official Documented Meeting Minutes: 3rd Thursday of the month at 6pm</p>						

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.