

MINUTES



PTA Association Meeting Linda Vista Elementary PTA Wednesday, February 11, 2026, 8:15AM

Kimberly Buchan, President	Kristi Eberhardt, Hospitality Chair
Kat Metzen, Executive Vice President	Shannon Crogan, Membership Chair
Lesley Pond, Treasurer	Chris Metzen, Reflections Chair
Nichol Forbes, Recording Secretary	Jessica Breiter-Feldman, Room Parent Coord.
Kathleen Mutch, Financial Secretary	Michelle Byerly, Historian
Belinda Linares, Auditor	Stacie Macias, Corresponding Secretary
Lynn-Marie Frediani, Parliamentarian	Karen Barragan, Legislative Chair
Judith Amaro, Programs Chair	Dr. Jacqueline Barry, Principal
Grace Carmody, Communications Chair	Ms. Kate McPheeters, Teacher Representative
Michelle Garcia, Vice President Ways and Means	

- I. **Call to Order** – *Kimberly Buchan, President called the meeting to order at 8:16 am.*

- II. **In Attendance** – *Kimberly Buchan, Kat Metzen, Lesley Pond, Nichol Forbes, Belinda Linares, Lynn-Marie Frediani, Grace Carmody, Michelle Garcia, Kristi Eberhardt, Jessica Breiter-Feldman, Michelle Byerly, Stacie Macias, Karen Barragan, Stacy Vu
Dr. Jacqueline Barry, Kate McPheeters*

- III. **Approval Of Minutes** - *Nichol Forbes, Recording Secretary*
 - a. *Motion to approve January 14, 2026 PTA Association Meeting minutes made by Nichol Forbes, 2nd by Lynn-Marie Frediani, motion passed unanimously with no discussion.*

- IV. **President's Report** - *Kimberly Buchan, President*
 - a. The Robotics club is ramping up for their March 5, 2026 competition at Portola Middle School
 - i. 4th, 5th, and 6th grades are competing but the 3rd graders are welcome to attend and watch the competition
 - ii. Ms. Ward and Ms. Stafford are putting in a lot of hard work
 - iii. They would like to buy t-shirts for all new students, the returning students already have t-shirts
 - iv. They will be purchasing food for the participants and volunteers for the day of the competition

Motion to release \$500.00 for the Robotics budget made by Lynn-Marie Frediani, 2nd by Nichol Forbes, motion passed unanimously with no discussion.

- v. In April and May, Inside The Outdoors science lessons will be done for each class

V. **Teacher's Report** - *Kate McPheeters, Teacher Representative*

- a. Nothing to report

VI. **Principal Report** - *Dr. Jacqueline Barry, Principal*

- a. This week our school is celebrating Great Kindness Week, organized by Ms. Heather and Dr. Barry
 - i. The students are working on a checklist that was sent home in last week's Friday folders
 - ii. Tomorrow, Thursday, February 12, 2026 Ms. Heather will have her room open to any kids who want to go in and make cards
- b. 100 Days of School was on Monday, February 9, 2026 and we had a good amount of participation, even from the upper graders. It was originally also Picture Day so Picture Day has been moved to Monday, March 16, 2026
- c. There is no school this Friday, February 13, 2026 or this upcoming Monday, February 16, 2026 due to the observance of President's Day
- d. The 5th and 6th grade Walk Through History starts on Friday, February 20, 2026, families are welcome to attend
 - i. This event is paid for by the PTA
- e. They had a data chat with a representative of the district and the district is very pleased with the overall progress of the school's Iready and online program scores
 - i. Dr. Barry appreciates all the parent and teacher guidance and hard work that has been put into helping the students reach their goals of 2 math lessons and 2 reading lessons per week in Iready
- f. Kristi asked about when parents would hear about the results for the GATE testing that the 3rd graders participated in
 - i. There is a new person in charge of that at the district, usually takes a couple of months to hear back but there is no official date for hearing back

VII. **Treasurer's Report** - *Lesley Pond, Treasurer*

- i. January Financials: 01/01/2026-01/31/2026
 - 1. Main WellsFargo Account
 - a. Start \$57,825.45
 - b. Deposits: \$282.00
 - c. Checks written: \$3,307.29
 - i. (reimbursements)
 - d. Ending \$54,819.28

2. 2nd WellsFargo Account
 - a. Start \$1,236.57
 - b. Deposits: \$0.00
 - c. Checks written: \$0.00
 - d. Ending \$1,236.57
3. Paypal
 - a. Start \$196.18
 - b. Deposits: \$0.00
 - c. Checks written: \$0.00
 - d. Ending \$196.18

Motion to ratify paid bills check #2690 in the amount of \$3,305.29 to reimburse Kimberly for a year of receipts made by Lesley, 2nd by Nichol Forbes, *motion passed unanimously* with no discussion.

After the vote, members were reminded to turn in their receipts immediately for reimbursements.

- ii. January Financial Secretary Report: 01/01/2026-1/31/2026 *Reported by Lesley Pond*
 1. Receipts: \$282.00
 2. Deposits: \$282.00
 3. Checks written: \$3,305.29
 4. -\$2.00 transfer because two membership fees were shorted by \$1.00 each
 - a. Kimberly will donate \$2.00 to cover the cost

Motion to pay 3rd installment of Art Masters in the amount of \$1,564.00 due by March 15, 2026 made by Lesley Pond, 2nd by Nichol Forbes, *motion passed unanimously* with no discussion.

Motion to release funds from 2025-2026 budget made by Lesley Pond for:

- a. Carnival: \$7,000.00
 - i. Total funds for release \$7,000.00

2nd by Lynn-Marie Frediani, *motion passed unanimously* with no discussion.

VIII. **Financial Review Update** - Belinda Linares, Auditor

- a. The Audit for the WellFargo account for 01/15/2025 - 06/30/2025 is completed
- b. The second half is waiting on review from the committee

Motion to adopt the June 30, 2025 Financial Review made by Belinda Linares, 2nd by Nichol Forbes, *motion passed unanimously* with no discussion.

- c. **2026 -2027 Board Nominations** - Lesley Pond for the Nominating Committee
 - i. Lesley Pond was elected by the nominating committee to be their Nominating Committee Chair

- ii. The nominating committee is presenting the following slate of nominees for presentation

President: Kat Metzen	Financial Secretary: Lesley Pond
Executive Vice President: OPEN	Financial Reviewer: Lynn-Marie Frediani
Recording Secretary: Nichol Forbes	Free Money Chair: Judith Amaro
Vice President of Ways & Means: Michelle Garcia	Legislative Chair: Kristi Eberhardt
Treasurer: Stacie Macias	Room Parent Coordinator: Grace Carmody
Membership Chair: Shannon Crogran	Communications Chair: Jessica Breiter-Feldman
Historian: Michelle Byerly	

- iii. Slate Received and Filed

- iv. Elections will be held on April 8, 2026 during the PTA Association Meeting

1. At this time, all positions are open for appointing other nominees to be voted on
2. If there is only one candidate, the vote will be a **hands vote**
3. If there are additional nominations from the floor for a position, a **ballot vote** will be held for all nominees nominated for those positions

d. **Adoption of Bylaws** - *Lynn-Marie Frediani* Parliamentarian

- i. The Bylaws have been accepted by the state
- ii. The Bylaws must be presented to everyone and then they cannot be voted on for **30** days
- iii. Listed below are the changes in the Linda Vista Elementary PTA Bylaws that were made and submitted which are being presented to the PTA Association today, February 12, 2026
 1. Article IV - Section 4
 - a. Increased Membership fees to \$15.00
 - b. Fees were previously \$10.00
 2. Article V - Section 2
 - a. Changed to just **1** Vice President
 - b. 2nd Vice President is Vice President of Ways and Means
 3. Article V - Section 4
 - a. Changed to **2** alternates for the nominating committee
 - i. Was previously **1** alternate

4. Article V - Section 7
 - a. Changed the annual Election to the **March** Association Meeting
 5. Article VI - Section 4
 - a. Added **1** Vice President and Executive Vice President as signers to the checking account
 6. Article VII - Section 5
 - a. Quorum was changed to **11** for the **Association Meeting**
 - i. Was previously **14**
 7. Article VIII - Section 6
 - a. Quorum was changed to **7** for the **Executive Meeting**
 - i. Was previously **9**
 8. Standing Rules
 - a. #5 Association Meetings shall be held on the **3rd** Wednesday of the following months: **September, November, January and March**
 - b. #9 Executive Board Meetings shall be held on the **1st** Wednesday of the month
- iv. The PTA will vote to adopt the Bylaws during the April 8, 2026 Association Meeting
 - v. Original Bylaws were given to the President and the Recording Secretary
 - vi. The Bylaws have been **Received and Filed**
- e. **Lunch With A Loved One Update** - *Nichol Forbes*
- i. Unfortunately, due to a forecast of rain, our Wednesday, February 18, 2026 Lunch With A Loved One event has been **cancelled**
 1. Dr. Barry will send out an email with this information
 2. Angela will remove it from the calendar
 - ii. The PTA can look at another date towards the end of the school year if we want to do a second one for this year or look for a date at the beginning of next school year
- f. **Talent Show Update** - *Elizabeth Dipre*
- i. Friday, February 27, 2026 from 6:00pm - 8:00pm at Santiago Middle School inside the cafeteria
 1. 515 N. Rancho Santiago Blvd., Orange, CA 92869
 - ii. There are currently 22 acts (increase from last year)
 - iii. 100 students are participating
 - iv. PTA is funding the Talent Show so admission is **FREE**
 - v. Arrival for volunteers and acts around **5:30pm**
 - vi. We have the cafeteria after 3:00pm so decorating can start any time after that
 - vii. Practices are going on during lunch and PE at school
 1. Rehearsal: Wednesday, February 25, 2026 3:00pm-5:00pm at Santiago Middle School outside at the amphitheater behind the cafeteria
 - a. 515 N. Rancho Santiago Blvd., Orange, CA 92869

- viii. Will have a snack bar there, items are for purchase
- ix. They would like to get more 6th grade students to MC
- x. This is Elizabeth's last year running the Talent Show
- xi. This is Elizabeth's husband's last year writing the script for Talent Show
- xii. A huge Thank You from the PTA to both Elizabeth and her husband for the amazing job at running Talent Show for over 5 years!

g. **Family Science Night & Fair Update** - *Kimberly Buchan*

- i. Friday, March 19, 2026 from 5:30pm - 7:30pm at Linda Vista Elementary
- ii. Currently working out space needed
 - 1. Committee Planning will start very soon
- iii. There is a teacher meeting after school today, February 11, 2026 that Kimberly will be attending so she can discuss Science Night and Science Fair with the teachers
- iv. Science Night will be similar to last year but we will have Science Fair happening at the same event
 - 1. Any students that want to participate will need to have a
 - 2. A flyer was sent home in last week's Friday folder about the Science Fair portion of Science Night
 - a. A QR Code was added for Registration
 - b. Entries are due No later than Friday, March 13, 2026
 - c. Entries are to be done by video submission
 - d. Science Projects can be fully displayed during the event
 - 3. Winners of the Linda Vista Elementary Science Fair will move on the SCC Community Science Night which will take place on Friday, April 24, 2026
 - a. The winners will only be able to take a tri-fold to the SCC Community Science Night to display their project
 - i. Our PTA will provide the tri-folds for participating students
 - b. We will have room parents help with any clarifications about the event
- v. We have 6 science kits from the district that the teachers and parents can use for their tables if needed
- vi. We will have food
 - 1. 5th grade parents will be responsible for planning
- vii. Lynn-Marie will reach out to Chapman University and see if they will have a table for Science Night again
- viii. Funds were already released at the January 14, 2026 PTA Association Meeting

h. **Teacher Appreciation Week Planning** - *Belinda Linares*

- i. May 4-8, 2026
- ii. Planning has not really started yet but we will be decorating classroom doors for the teachers
- iii. Luncheon on May 6, 2026

- iv. Nichol asked to make sure the committee is planning and communicating with Ms. McPheeters regarding the calendar and what they teachers liked and did not like from last year
 - 1. Last year there was discussion about wanting some other things back
 - 2. They appreciated the things from the PTA but they want more student involvement
 - 3. The “wear your teacher’s favorite color” was a miss
- v. Belinda will get with Ms. McPheeters

IX. **Carnival Planning Update** - *Nichol Forbes* for the Carnival Committee

- a. Carnival Planning is underway
- b. Theme will be *Carnival*
 - i. The Carnival Committee had their first meeting on Tuesday, February 10, 2026
 - ii. We took full inventory of what we have on Friday, February 6, 2026
 - iii. The DJ has volunteered his services again, the Italian Ice Company has held the date for us, we have 4 quotes for the booths again
 - iv. We will be having the PTA run Hot Dog stand along with the food truck we used last year
 - v. Nichol has spoken with the staff and they have agreed to run the Cotton Candy Booth again
 - 1. Nichol has created a description and sign up sheet that will be put up on in the Teacher’s Lounge
 - a. Communication will be sent out so they know it is going to be there
 - vi. Nichol is heading Class Baskets and Teacher Auction Prizes
 - 1. We have some baskets already reserved
 - 2. The Front Office will be putting together a basket again
 - vii. Kari is heading up Class Game Booths
 - 1. We already have some games reserved
 - 2. We would like to offer up volunteering to the teachers for their class booths
 - viii. We already started working on Community donations and have some amazing donations already
 - 1. Ms. McPheeters is currently working on a donation for us and will get back with Nichol
 - a. Nichol will send her the updated donation letter today
 - ix. Stacie will be heading the Community Donations
 - 1. Kristi and Grace have joined the donation committee to help

X. **New Business** - *All*

- a. Michelle Byler reminding all members to please submit their PTA hours, she just put the link for the form in the chat

- i. Nichol reminded everyone to ensure they are included all hours such as outside committee meetings, PTA paperwork and audits, work and calls put in for donations, etc.
- b. Lynn-Marie works with the local Library Association and they run a program through the library
 - i. STEAM (Science, Technology, Engineering, Art, Math) for teen and tweens
 1. 6th - 12th graders
 2. They have an upcoming Physics calls that will be run by Chapman University on February 21, 2026
 3. Students that participate will receive a raffle ticket to be entered into a raffle to win a laptop in May
 - ii. The goal of this program is to offer diverse hands on programs and show kids different types of science.
 1. Next month is Photography

XI. **Adjourn** - Kimberly Buchan, President - *The meeting was adjourned at 9:23 am.*