

MINUTES



PTA Association Meeting Linda Vista Elementary PTA Wednesday, September 10, 2025, 8:15AM

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

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

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

- III. **Approval Of Minutes** - *Nichol Forbes, Recording Secretary*
 - a. *Motion to approve June 11, 2025 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. *Friday, September 26th is Parent's Night out at Chapman Crafted. There will be a PTA table there with cupcakes and dessert for fundraising, these will be a charge and not free. There will be a food truck that parents can buy food from.*
 - b. *Garden is being worked on*
 - c. *Kimberly, Shannon and Lesley are working on an email to send out with communications but would like teacher input and will be working with Dr. Barry for input on what to be included in the informational email.*

- V. **Principal Report** - *Dr. Jacqueline Barry, Principal*
 - a. *Picture day was Monday, there will be a make up picture day on Tuesday, October 28th*

- b. Monday, September 22nd starts Fall Book Fair, Thursday, September 25th will be the movie night in the library
- c. Reflections has seemed to have gotten a lot of interest in 3rd and TK grades
- d. Parent/Teacher conferences are October 6th-10th and all week students will be dismissed Minimum Day
- e. Music for younger kids through Elevo program is going to a vote tomorrow, Thursday, September 11, 2025
- f. Tomorrow, Thursday, September 11th there will be a flag ceremony that Mrs. McCausland is coming back and doing
- g. Mrs. McCausland is also doing Constitution Day on the 15th with the 5th graders

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

- a. Nothing to report

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

- a. Review of Budget 2025-2026

<https://drive.google.com/file/d/1Phh9GSKkcuJheUkUa1yv3YAmVwNn09Ib/view?usp=sharing>

- i. June Financials

- 1. Main WellsFargo Account

- a. Start \$28,782.52

<https://drive.google.com/file/d/1v9hYFuond6vqjWqjGFa980EBq22Nmn2/view?usp=sharing>

- b. Deposits: \$6,255.00

- c. Checks written: \$9,743.21

- d. Ending \$26,294.31

- 2. 2nd WellsFargo No Activity

- a. \$2,086.57

- 3. Paypal No Activity

- a. \$868.37

Motion to ratify check #2637 in the amount of \$9,743.21 to check #2657 made by Lesley Pond, 2nd by Lynn-Marie Frediani, *motion passed unanimously* with no discussion.

- ii. June Financial Secretary Report

- 1. Main WellsFargo Account

- 2. Start \$28,782.52

- 3. Deposits: \$6,255.00

- 4. Checks written: \$9,743.21

- 5. Ending \$26,294.31

- 6. 2nd WellsFargo No Activity

- a. \$2,086.57

- 7. Paypal No Activity

a. \$868.37

iii. July Financials

<https://drive.google.com/file/d/19qq43L9T6Jm5DtHjYFXHbxj1hdjh2DiT/view?usp=sharing>

1. Main WellsFargo Account
 - a. Start \$26,294.31
 - b. No Activity
 - c. End \$26,294.31
2. 2nd WellsFargo
 - a. Totem: \$39.00 from Memberships
3. Paypal No Activity \$868.37
4. No Checks written for July

iv. July Financial Secretary Report

1. Main WellsFargo Account
 - a. Start \$2,086.57
 - b. Totem: \$39.00
2. Checks written: \$9,743.21
 - a. Ending \$26,294.31
3. 2nd WellsFargo No Activity
 - a. \$2,086.57
4. Paypal No Activity
 - a. \$868.37

v. August Financials

1. Main WellsFargo Account
 - a. Start \$26,294.31
 - b. End \$27,873.10
2. 2nd WellsFargo for Totem
 - a. \$2,125.57
 - b. Deposit \$632.25
 - c. End \$2,757.82
3. Paypal No Activity
 - a. \$868.37

Motion to ratify check #2658 in the amount of \$2,935.78 to check #2662 made by Lesley Pond, 2nd by Nichol Forbes, motion passed unanimously with no discussion.

vi. August Financial Secretary Report

1. Main WellsFargo Account
 - a. Start \$26,294.31
 - b. End \$27,873.10
2. 2nd WellsFargo for Totem

- a. \$2,125.57
 - b. Deposit \$632.25
 - c. End \$2,757.82
 - 3. Paypal No Activity
 - a. \$868.37
- b. Balances
 - i. Imagination Machine
 - 1. \$500.00 Check Paid
 - 2. \$958.00 Remaining Balance
 - ii. Art Masters
 - 1. \$4,483.00
 - a. To be paid in 3 increments
- c. Walk Through History Assemblies paid in full \$2,249.00

Motion to release funds from 2025-2026 budget made by Lesley Pond, 2nd by Lynn-Marie Frediani.

Discussion regarding the \$3,800.00 square total added to the Budget Report. Lynn-Marie Frediani advised that the \$3,795.70 that was earned through the Square platform for the 2024-2025 School Carnival Event get added to the budget under the *cash forward* line item.

After discussion, Lesley Pond *amended* her motion to add \$3,795.70 earned through the Square platform for the 2024-2025 School Carnival Event to the budget under the *cash forward* line item, increasing that total from \$29,439.19 to \$33,234.89 as well as release funds from the 2025-2026 Budget for the following items:

- a. 4th District Donation \$100.00
- b. Account Fees: PT EZ \$150.00
- c. Hospitality Expense - Supplies \$500.00
- d. Hospitality Expense - PTA Meeting Refreshments \$600.00
- e. Installation Breakfast \$250.00
- f. Insurance Expense (AIM) \$288.00
- g. Legislative Coalition \$35.00
- h. Merchant Fees \$300.00
- i. Nonprofit Raffle Application Fee \$30.00
- j. OUCPTA Admin Fee \$150.00
- k. Printing, Paper & Postage Expense \$200.00
- l. PTA Convention \$500.00
- m. PTA Service Awards (HSA) \$200.00
- n. State Registration Fee: Charitable Trust \$50.00
- o. Supplies & Equipment Expense \$1,200.00
- p. Turkey Trot Expense \$7,500.00
- q. Back to School Playdate \$50.00
- r. BooHoo/Yahoo Expense \$400.00
- s. School Garden \$2,000.00
- t. Parent's Night Out Expense \$500.00

- u. Red Ribbon Week \$1,000.00
- v. Art Masters Legacy Expense \$4,500.00
- w. Imagination Machine \$1,460.00
- x. Reflections \$700.00
- y. Walk Through Assemblies \$2,500.00
- z. School Custodial Workers Appreciation Day \$100.00
- aa. School Librarian Appreciation Day \$50.00
- bb. Teacher Appreciation Week Expense \$800.00
- cc. Teacher Supply Fund Expense \$2,800.00
 - i. Total funds for release \$28,913.00

2nd by Nichol Forbes, *motion passed unanimously.*

VIII. **2025-2026 Calendar** - *Kimberly Buchan, President*

- a. Reviewed changes made to the calendar:
 - i. Parents Night Out, Friday, September 26th
 - ii. National Walk to School Day, Wednesday, October 8th
 - iii. Red Ribbon Week, October 27th-31st
 - iv. Kat moved to pass the proposed 2025-2025
- b. *Motion* to approve the 2025-2026 PTA Events Calendar made by Kat Metzen, 2nd by Nichol Forbes, *motion passed unanimously* with no discussion.

IX. **Appointments and Open Positions** - *Kimberly Buchan, President*

- a. Free Money Chair is still open if anyone wants to break that out of being a part of Ways and Means
- b. *Motion* to appoint the following positions made by Lynn Marie Frediani:
 - i. Karen Barrigan as Legislative Chair
 - ii. Kathleen Mutch as Financial Secretary
 - iii. Judith Amaro as Programs Chair
 - iv. Shannon Crogran as Membership Chair
 - v. Grace Carmody as Communications Chair
 - vi. Chris Metzen as Reflections Chair
 - vii. Stacie Macias as Corresponding Secretary
 - viii. Jessica Breier-Feldman as Room Parent Coordinator
 - ix. Kristi Eberhardt as Hospitality Chair
- c. 2nd by Kat Metzen, *motion passed unanimously* with no discussion.

X. **Executive Board Reports**

- a. **Historian Update** - *Michelle Byerly*
 - i. Sent out a Program Summary report for all members to fill out their volunteer hours once per month. Will create a QR code for this link and post it to the website and have it added to the Sunday emails

1. These hours get turned into the District so they can help utilize these reports to help determine money and benefit and value the PTAs show for future Legislation

b. **Membership Update** - *Shannon Crogan*

- i. Currently have 95 active members, got all manual payments into the system
 1. 9 staff/teachers have not signed up yet, Shannon is going to reach out to these individuals and may enlist Dr. Barry's help
- ii. Working on getting the classroom competition going but waiting on the last of the staff/teachers
- iii. The Welcome Packet is coming along with Nichol's help and should have this out by the end of September.
- iv. Discussed how the letter for the PTA Directory will be implied consent and members will need to opt out if they do not want their information in there. A member asked if we needed approval from the District to do that. Lynn Marie stated that since the PTA Directory is separate from the District, we do not need District approval on if implied consent and opting out options are allowed.

c. **Room Parent Coordinator Update** - *Jessica Breiter-Feldman*

- i. Room Parent meeting will be Thursday, September 11th at 2:30pm
- ii. Hoping to make a google drive with information for the room parents to access
- iii. Kimberly asked to please ensure to include all the important event dates that the room parents need to know
- iv. Currently have a room parent for each class but have had some people reaching out so may have to have room parents in other rooms help out with those classes.

d. **Reflections Update** - *Kat Metzen*

- i. Reflections Kick Off Assembly took place
- ii. Friday, September 12th is the afterschool workshop from 2:30pm-3:30pm in the Learning Center but may have to utilize or move to A7
 1. Can still grab a permission slip and fill it out if needed
 2. If a lot of interest may do break out groups
 3. Volunteers to help are welcome
- iii. Waiting to finalize judges until they are able to see what categories there is work submitted in
- iv. Friday, October 3rd is the Final Submission Due Date

e. **Fundraising Update** - *Michelle Garcia*

- i. Michelle was not present for the report, went into Turkey Trot information by Kat Metzen
- ii. Turkey Trot is underway.
 1. Last year there were issues with the permission slips and getting information for tshirt sizing

2. Dr. Barry suggested that teachers can get the student's shirt sizes and add that to a roster to get to PTA.
3. Kimberly Buchan asked about doing a digital permission slip, or if permission slips are needed for the turkey trot. Dr. Barry will find out from the district.
4. Kat stated that she sent out a list of prizes to the board for feedback and has only received one response, would like input.

XI. **New Business** - *All*

- a. Dr. Barry announced that she has began organizing the school site planning committee, need volunteers for a 2 year commitment
 - i. 5 staff, 5 parents
 - ii. Any one interested needs to fill out the form and would need to commit to 4-5 meetings per year
- b. Kathleen asked if otter pops / treats would be prizes for Paw bucks. Dr. Barry stated this would be every last Friday beginning on September 26th. Prizes would be done at lunch time and she will need volunteers.
- c. Stacy asked about whether or not the PTA will be doing more Italian ice fundraisers. Discussion was had that we will be a few more this year and we are also planning other ice cream fundraisers.

XII. **Adjourn** - *Kimberly Buchan, President - The meeting was adjourned at 9:32 am.*