

MINUTES



PTA Association Meeting Linda Vista Elementary PTA Wednesday, October 08, 2025, 8:21AM

Kimberly Buchan, President	Kristi Eberhardt, Fundraising Chair
Kat Metzen, Executive Vice President	Shannon Crogan, Membership Chair
Lesley Pond, Treasurer	Chris Metzen, Reflections Chair
Nichol Forbes, 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. Welcome new parent Victoria (Tori), has a child in TK

- III. **In Attendance** – Kimberly Buchan, Kat Metzen, Michelle Garcia, Nichol Forbes, Kathleen Mutch, Belinda Linares, Judith Amaro, Grace Carmody, Michelle Byerly, Stacie Macias, Kristi Eberhardt, Karen Barragan
Dr. Jacqueline Barry, Kate McPheeters

- IV. **Approval Of Minutes** - *Nichol Forbes, Recording Secretary*
 - a. *Motion to approve September 10, 2025 PTA Association Meeting minutes made by Nichol Forbes, 2nd by Kat Metzen, motion passed unanimously with no discussion.*

- V. **Red Ribbon Week** - *Kimberly Buchan, President standing in for Lynn-Marie Frediani*
 - a. Lynn-Marie sent Dr. Barry an update with the list of activities for the week of October 27th-31st
 - i. The staff wanted pajama day so that was added in
 - ii. That Friday is Halloween and it had to all wear a certain color. The staff liked last year letting the kids dress in their school appropriate costumes for school and would like to do that again. Students can wear their costumes or halloween colors
 - iii. Michelle is making signs and the posters, Kristi offered to help with the posters. There will be a poster per day

- iv. Grace is doing the flyers
- v. Decorating the front of the school will be Sunday, October 26th

VI. **President's Report** - *Kimberly Buchan, President*

- a. Great turn out for Walk To School Day
 - i. Thank you Linda The Leopard for coming out and joining the walk
 - ii. There was a district photographer there taking pictures
- b. Meet the parents had a good turn out and went well
 - i. \$300.00 on raffle
 - ii. Nicole Magner won the PTA parking spot (August 29, 2025-December 31, 2025)
 - 1. Michelle will have a sign made with her name so that people don't move the cone.
 - 2. Dr. Barry will add a congratulations note for the raffle winner with details and ask that nobody moves the cone or parks there. Michelle and Kimberly will be painting that spot soon as well
 - 3. Next raffle will be at Holiday Sing
 - a. Winner will get the parking spot for January 12, 2026-June 11, 2026
 - b. Raffle for the following school year (1st day of school 2026 to December 31, 2026) will be part of the Silent Auction for Carnival
- c. Celebrated School Custodial Workers Appreciation Day on October 2nd
 - i. Put a shout out on our social media page
- d. Update requested on Consolidation Committee
 - i. New Superintendent may slow down the one school closure per feeder pattern all at once and has more of a close and wait and see approach
 - ii. Discussion brought up about teacher to student ratio and how to bring that down
 - 1. Dr. Barry explained that it is part of negotiations and contract discussion. Mrs. Ward is the union representative for this.
- e. Robotics program will be starting soon: Casey Harr will be running the program and Ms. Stafford will be the teacher assigned to it
 - i. 3rd-6th grade: 3rd and 4th grades will be participatory, 5th and 6th grades will compete

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

- a. Nothing to report just wanted to thank PTA for getting flyers sent to her to put out for communications.

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

- a. Great turn out for today's Walk To School event. Likes location at the back gate and would like to meet there next year.
- b. The Reflections Art Contest submission deadline was extended, 5 submissions so far

- c. Ms. K's 4th grade class had a robotics programming class where they built cars and programmed them to work.
- d. Lunch with a loved one is Wednesday, October 15th
- e. Career Day is Thursday, October 23, 2025
 - i. Kristi is working on this but we will need to provide food and drinks for volunteers
- f. Pumpkin night is Friday, October 24, 2025 and planning is going well. Had 9 trunks as of last week.
 - i. 5th graders are running this event
- g. 5th grade fundraising event Boo-Grams are being worked on but there were complaints from teachers about it not being fair that some kids do not get any
 - i. Michelle Byerly suggested 5th grade provide (5) Boo-Grams per classroom in case there are any kids that do not get any. The teachers will hand these out. 12 classes so 60 extra Boo-Grams will be made.
- h. Monday, October 13, 2025 is Imagination Machine
 - i. 8:30a.m.-9:30a.m. for lower graders
 - ii. 9:30a.m.-10:30a.m. for upper graders
 - iii. Dr. Barry has a training that day so will not be able to attend
 - iv. Nichol asked if kids have submitted stories, Dr. Barry will find out what is needed.
- i. Red Ribbon Week is October 27-31, 2025
 - i. Make up picture day is Tuesday, October 28, 2025
 - ii. Thursday, October 30, 2025 is 6th Grade Camp Information Night
- j. Reflections
 - i. Kat will display the winners of each category in the Learning Center
 - ii. Winners will be given awards at the school awards ceremony again
 - iii. Nichol asked that the students who win at the school level are put on the marquee for recognition
- k. VAPA Program with Elevo started with art for the lower graders two weeks ago.
 - i. Programs are rotations of Art, Music and Dance, Friday mornings
 - ii. If anyone has music teaching experience, can look at hiring them in the same manner as a walk on coach.

IX. **Treasurer's Report** - *Lesley Pond, Treasurer, Kathleen Mutch standing in for Lesley Pond*

- i. September Financials: 9/01/2025-9/30/2025
 - 1. Main WellsFargo Account
 - a. Start \$27,873.10
 - b. Deposits: \$1,391.00
 - c. Checks written: \$2,911.70
 - d. Ending \$29,382.40

2. 2nd WellsFargo Account
 - a. Start \$2,757.82
 - b. Deposits: \$737.25
 - c. Checks written: \$2,850.00
 - d. Ending \$645.07
3. Paypal
 - a. Start \$868.37
 - b. Deposits: \$0.00
 - c. Checks written: \$650.00
 - d. Ending \$218.37

Motion to ratify check #2663 in the amount of \$2,866.86 to check #2668 made by Kathleen Mutch, 2nd by Nichol Forbes, motion passed unanimously with no discussion.

- ii. September Financial Secretary Report: 9/01/2025-9/30/2025
 1. Checks written: \$2,686.86
 2. \$44.84 square fee payment

Motion to pay AIM bill in the amount of \$305.00 made by Kathleen Mutch, 2nd by Nichol Forbes, motion passed unanimously with no discussion.

Motion to release funds from 2025-2026 budget made by Kathleen Mutch for:

- a. WinterFest: \$3,000.00
- b. Staff Luncheon: \$700.00
- c. Red Ribbon Week: \$1,000.00
 - i. Total funds for release \$4,700.00

2nd by Nichol Forbes, motion passed unanimously with no discussion.

- X. **Membership Update** - *Shannon Crogan*, Kimberly Buchan standing in for Shannon Crogran
 - a. Currently have 117 active members as of Monday, October 6, 2025
 - b. Recognized at the District PTA meeting for having over 100 members
 - c. Membership contest ends Friday, October 10, 2025
 - i. The winning class gets to choose if they want an ice cream party or pizza party.
Teacher must be an active member of the PTA for the class to win the prize
 - d. Wants to have a membership table set up at Lunch With A Loved One
 - e. **Lunch With A Loved One Update** - *Nichol Forbes*
 - i. Wednesday, October 15, 2025
 - ii. Starting time 12:00p.m., we will open the doors to the Learning Center where loved ones will go through there out to the lunch area to pick a spot (lunch tables, black top, grass), welcome to bring blankets, chairs, umbrellas, ez-ups
 - iii. We will have the Italian Ice truck from 11:45a.m.-1:30p.m.

1. Truck will be parked in front for about 30 minutes so that individuals not staying have a chance to get it as well as any kids attending CARES, after 30 minutes the truck will move to the back
 - iv. Will have small water bottles and extra treats for cash purchase, maybe popcorn machine as well
 - v. We will have a Membership table out and we will make an announcement about the upcoming Turkey Trot
 - vi. In a previous discussion we talked about doing a second date for Thursday, February 13, 2026
 1. Dr. Barry would like to hold off and may not want to do the event during a regular day
 - vii. Kimberly stated she just found out Round Table will take a preorder for pizzas for delivery at a stated time and will donate a percentage, Kristi has number
- f. **Reflections Update** - *Kat Metzen*
- i. Deadline for Art extended to Monday, October 13, 2025
 - ii. Only have 5 submissions so far
 - iii. Will post winners and recognize them
- g. **Fundraising Update** - *Michelle Garcia*
- i. Thursday, October 2, 2025 was the Chipotle fundraiser
 1. Made \$682.99
 - ii. This Friday will be our first after school ice cream sale
 1. Michelle, her daughter Melody and Nichol to cover
 2. Dr. Barry was concerned about delay in pick up line
 - a. Nichol suggested to have set up done inside of the gate (starting with lower graders and moving to upper graders) all sales done before students exit the gates. Kids will not be permitted to get money from parent and going back into the gate to purchase ice cream
 - b. Will get a flyer and email created to send out in communications
 3. Dr. Barry said this Friday she is doing otter pops at lunch as well
- h. **Turkey Trot Update** - *Kimberly Buchan*
- i. Currently have \$2,200.00 in sponsorships
 1. The initial goal is \$5,000.00 but would like to reach \$7,000.00
 - ii. Nichol asked Stacie, Grace and Kristi about the businesses that said they wanted to sponsor Turkey Trot during our last carnival.
 1. Stacie stated that Team Kwon has committed to a Silver Sponsorship and also wants to donate
 - a. 1 Free Month Membership
 - b. 1 Uniform
 2. Have not heard back from their swim school or Aqua Tots
 3. Kristi stated that Escape Room and Improve want to give tickets only

- iii. Stacie stated they have donations that were not used during Carnival that can be used as higher end prizes for Turkey Trot
- iv. Confirmed the DJ and website is updated
- v. Kimberly asked for decision on time, 8:45a.m. was determined as the starting time
 - 1. Kimberly will need to get the information to the janitorial staff
- vi. Danica is going to do a mock up of the tshirts
- vii. Kat stated that they have begun purchasing prizes
- viii. Prizes will be given each day of the week like last year
- ix. The flyer for t-shirt sizes will go out soon

XI. **December Events Update** - *Kimberly Buchan*

- a. Winterfest: Friday, December 5, 2025 | 5:00p.m.-8:00p.m. at Santiago Middle School
 - i. Michelle, Belinda, Kat, Grace will run the event and Lesley will run the snack bar
 - ii. Kat stated they are going to get B&C Food Truck for hamburgers
 - 1. Kimberly stated a different option needs to be booked because B&C requires a minimum and if it is not met you have to pay a fee, last year we had to pay \$500.00 after the event because the minimum was not met
- b. Cookie Exchange (Holiday Treats for Teachers): Monday, December 15, 2025
- c. Teacher Luncheon: Wednesday, December 17, 2025
 - i. Michelle, Belinda, Kimberly, and Kat to run
 - ii. Michelle stated they were planning on catering from a sandwich location the teachers like, more discussion will take place with the committee running it

XII. **New Business** - *All*

- a. Nichol asked if there was a way to remove people from Digest emails and notifications
 - i. Dr. Barry will find out if unsubscribing from email will unsubscribe from text
- b. Nichol asked how many teachers have not signed up for PTA membership
 - i. Membership contest is tied to teachers being members, discussed at the last meeting.
 - ii. Dr. Barry will have a conversation with the teachers before the end of this week.

XIII. **Adjourn** - *Kimberly Buchan, President - The meeting was adjourned at 9:46 am.*