

AGENDA

Simpson Middle – PTSA Board of Directors Meeting

August 8, 2025 Meeting called by Kelly Tamayo and Ashley Sewak

Board Members – members in attendance have been highlighted in yellow

Kelly Tamayo, Ashley Sewak, Jenn Barton, Julia Delgadillo, Amanda D’Errico, Dana Tougas, Maryn Cox, Corey Stanley, Lori Coram, Chad Boone, Kelly Baldwin, Kim Swenson, Kinnari Sheth, Bill Ruhsam, Jessica Alvarez, Stephanie Gouveia, Kim Lindsay, Jenn Bimmerle, Bob Konopelski, Racquel Anderson, Priyanka Wadhwa, Natalie Baron, Amanda Duffy, Jenna Carpenter, Kaley Harris

Call to Order: 10:32 AM

Approval of Minutes: The minutes from the previous meeting were distributed prior to this meeting for review and comment. There were no additional corrections or additions to the minute. A quorum was present, and the minutes were approved and initialled.

Item	Owner
President’s Report <ul style="list-style-type: none">• Introductions - Exec committee (Ashley) - Ashley made introductions• Code of Ethics Form (Ashley) - Fill out and send a copy to Dana for every board member if you haven’t already. Please do not save to shared drive.• Review 2025-26 Bylaws (Kelly) - Nothing to review, bring a friend to general meeting for quorum• Approval of 2025-26 Bylaws (Kelly) - no changes, not required• Vote on auditor and auditor fee (Kelly) –ECCC will provide the audit for free this year.• Sharing socials with Foundation (Ashley) – We are sharing Instagram and Facebook with Foundation	Kelly/Ashley

Item	Owner
<p>Treasurer's Report</p> <ul style="list-style-type: none"> July 2025 Financials - \$9600 income and \$7900 expenses for July, bank account \$36,000 Review of Money Matters document (in Drive) – please review document on the drive <ul style="list-style-type: none"> Check requests, cash box and verification of funds. <ul style="list-style-type: none"> Check requests should be used when paying vendors or reimbursement. Make sure to download and fill out. Do not edit on the drive. Please be detailed – add the committee and event the expense is for. Please let me know if check should be mailed to the vendor. Include the receipt and copy the co-presidents on email or provide hard copy If you need a way to scan check request, genius scan is a cool app. Please provide at least a week turn around and be timely in submitting reimbursement. For events if you need petty cash please give a week notice and provide check request to create the petty cash for the event. At the end of the event you'll have a funds verification form where it has to be verified and signed by Amanda or one of the Co-Presidents. The cash box goes into the safe at the end of the event. <p>Safe location – The safe is in the office behind the front desk.</p>	Amanda
<p>Vice Presidents' Report</p> <ul style="list-style-type: none"> Review Committee General Info Document (Jenn) – <ul style="list-style-type: none"> Ashley sent document that includes the budget for the year. It's also on the google drive. Use your connections in the community to get donations, etc. If you have a event that needs a special needs support please contact the person in charge of that. EIN and tax exempt status is in there if you need it for vendors. Let Amy at the front office know if you're coming to the school to sign-in if you're working on an event the day before. If you need access to the PTA room also let Amy know. We can use the teacher's break room for printing but we need to use our own paper. Student count by homeroom will be finalized next week. Teacher liaison will be assigned by event. Kelly will confirm in need FERPA and the Identi-a-Kid for volunteering. 	Julia/Jenn

Item	Owner
<ul style="list-style-type: none"> • Plan of Work Completion date August 29th (Jenn) • Communications - Newsletter, Remind, Website (Jenn) – email anything for newsletter or website what event info to the communicationsall email to Kim. Look at the calendar for the deadline of when information needs to be submitted. We also have a free Canva account to use. All prior year info is saved on Canva as well. Please make sure to duplicate instead of updating all. • Volunteer Process (Julia) – Same as last year. • Open Committee positions (Julia) <ul style="list-style-type: none"> o Silent Auction – need someone to speak to businesses. Priority as it's soon. o Partners in Ed - have someone setting up but need chair – Holly has set up spirit nights but still need a chair to collect payments, etc. o 7th Grade Activity Night – looking for a volunteer – can copy from last year o Health & Wellness – someone who is into being active and healthy. Challenges and posting weekly motivations. o Social Media (Facebook/Instagram/Linktree) – Posting via meta business suite and responding to messages. o Environmental – looking for someone who loves the environment o Co-Chair: Spirit Wear, Kindness Init – looking to split the work with spirit wear and kindness initiative o Post descriptions online with available items and what • Committee Chair Introductions and updates <ul style="list-style-type: none"> o Membership (Lori Coram) – 347 members o Spirit Wear (Chad Boone) - \$4987 sold o School Supply boxes - (Kelly Baldwin) – no report, will ask Lisa o Hospitality (Jessica, Jenna, and Kaleya) o Reflections - (Natalie Baron) o Hearing & Vision - (Jenn Bimmerle) – need people to volunteer. Sign-up genius on Facebook. Staff training on digital learning day. Need to know date of actual screenings. Some confusion on sign-up with many more dates from county. o 6th Grade Activity Night - (Priyanka Wadhwa) o 8th Grade Dance - (Janett Park) o Red Ribbon Week (Kim Lindsay) – last week in October o International Night - (Priyanka Wadhwa) o Steamapalooza - (Bob Konopelski) o Kindness - (Amanda Duffy) o Cultural Connections (Raquel Anderson) 	

Item	Owner
<ul style="list-style-type: none"> o Legislation (Bill) – find any information to push out by membership. Visit to the capital every year. o Student Recognition – (Stephanie, Jennifer) – Co-chairing PBIS store. Mandy would like store ready by Labor day. Mr. Stanley asked possibly open 3 days a week for each class. Usually had enough volunteers last year. Possibly 2 days per week. Opening up online store for whole school possibly. Maybe set up meeting to determine what Mr. Stanley is envisioning. o Please try to upload all information to the google drive. <p>New Business</p>	
<p>Adjournment – 11:10 AM</p> <p>Upcoming Dates</p> <ul style="list-style-type: none"> • August 18th - Digital Learning Day • September 1st - Labor Day • September 11th - 6th Grade Activity Night • September 18th - Open House • September 22nd - Fall Break • October 3rd - BOD Meeting • October 13th - Conference Week • October 23rd - Reality U • October 24th - Reflections Submissions TBD • October 27th - Red Ribbon Week • October 30th - 7th & 8th Chorus Concert 	