



Use QR Code to  
review current  
standing rules

# PTSA Meeting

September 2025



General Meeting  
Minutes 5/2025



AZ PTA Unit Bylaws

PTSA Member? **JOIN TODAY!** <https://hiddenhills.givebacks.com/store>



# Welcome!

## - Agenda:

- Board Introductions
- Membership
- 2025-2026 Goals
- Master Calendar
- T-shirt Sale
- Audit Committee
- Proposed Budget
- Treasurer Report
- Reimbursement Forms
- Grant Forms
- Fry's Community Rewards
- Vote on Bylaws, Minutes, & Budget
- Additional Updates



**PTSA**<sup>®</sup>  
*everychild.one voice.*<sup>®</sup>

**PTA Mission:** to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

# Executive Team 2025-2026

**President:** Christopher Taylor

**VP Marketing:** Kim Peska

**VP Volunteers:** Priscilla Sachs

**VP Fundraising:** Elisa Mendez & Melissa Hillier

**Treasurer:** Barbara Lyons

**Secretary:** Donna Londot



*Yay Team!*

# Membership

## ✨ Why Join the PTSA?

Because being in the know feels good and helping your school makes a difference!

Here's what you get:

- 🗣️ A Voice: Speak up and help shape what's happening at school.
- 🍷 The Scoop: Hear about events, volunteer opportunities, and school updates before they hit the backpacks!
- 📊 Eyes on the Budget: Know where the dollars go—and how they help our kids shine.
- ❤️ Connection: Build real relationships with staff, students, and other awesome parents.
- 🎈 Fun! From school carnivals to family nights, we make it happen—with your help!

\*Join the PTSA—because Hidden Hills is better when we do it together.

✨ *One school. One crew. Let's do this.* ✨



# 2025 - 2026 Goals

Top 3 areas of focus for the year:

1. MAKING MEMORIES
2. STAFF APPRECIATION
3. INCREASE ENROLLMENT



# Master Calendar

## July:

- Meet the Teacher: 7/31 @ 4-5PM
- T-Shirt Sale: 7/31 @ 4-5PM
- Kona Ice: 7/31 @ 4-5:30PM: **\$113**

## August:

- 1st Day of School: 8/4
- Curriculum Night: 8/6 @ 5:30-7PM
- Peter Piper Pizza % Night: 8/28 @ 4-8PM: **\$313**

## September:

- PTSA #1 General Meeting: 9/5 @ 8-8:45AM
- Picture Day: 9/11
- Standards of Affiliation: 9/30

## October:

- Fall Break: 9/22-23 & 10/2-10/3
- Executive Meeting: 10/11 @ 2PM
- Parent/Teacher Conferences: 10/27-10/30
- Trunk or Treat: 10/24 @ 6-7:30 PM

## July:

- ☐ Meet the Teacher: 7/31 @ 4-5PM
- ☐ T-Shirt Sale: 7/31 @ 4-5PM
- ☐ Kona Ice: 7/31 @ 4-5:30PM

## August:

- ☐ 1st Day of School: 8/4
- ☐ Curriculum Night: 8/6 @ 5:30-7PM
- ☐ Peter Piper Pizza % Night: 8/28 @ 4-8PM

## September:

- ☐ PTSA #1 General Meeting: 9/5 @ 8-8:45AM
- ☐ Picture Day: 9/11
- ☐ Standards of Affiliation: 9/30

## October:

- ☐ Fall Break: 9/22-23 & 10/2-10/3
- ☐ Executive Meeting: 10/11 @ 2PM
- ☐ Parent/Teacher Conferences: 10/27-10/30
- ☐ Trunk or Treat: 10/24 @ 6-7:30 PM

## November:

- ☐ PTSA #2 General Meeting: 11/7 @ 8-8:45
- ☐ Tax Form 990: 11/15
- ☐ Butter Braids: TBD
- ☐ Title I Night: 11/18 @ 5:30-7 PM
- ☐ Thanksgiving Break: 11/26-11/28

## December:

- ☐ Winter Break: 12/22-1/2

## January:

- ☐ PTSA #3 General Mtg: 12/12 @ 8-8:45AM
- ☐ Serafina % Night: TBD
- ☐ Parent/Teacher Conferences: 1/26-1/30
- ☐ Book Fair: 1/23-1/30

## February:

- ☐ Valentine Family Dance: TBD
- ☐ Picture Day: 2/4 (classroom pics)
- ☐ PTSA Exec Meeting: TBD @ 6-7PM

## March:

- ☐ Chipotle % Night: TBD
- ☐ PTSA #4 General Meeting: 3/6 @ 8-8:45AM
- ☐ Spring Break: 3/16-3/20
- ☐ Spring Carnival: TBD @ 4-7PM

## April:

- ☐ PTSA Exec Meeting: TBD @ 6-7PM
- ☐ Movie Night: TBD

## May:

- ☐ PTSA #5 General Meeting: 5/8 @ 8-8:45AM
- ☐ Teacher Appreciation Week: 5/4-5/8
- ☐ Last Day of School: 5/21

## June-July:

- ☐ AZ PTA Training: TBD
- ☐ Insurance Due: 6/30

# T-Shirt Sale

Short Sleeve: \$20

Female Cut: \$20

Long Sleeve: \$25

Most sizes S-XL still available  
except Youth Medium

*\*Softer t-shirts based on previous year's feedback\**



# Audit Committee

Review of '24 - '25 financial statements

- Need: x1 board member
- Need x1 general members

*Treasurer to guide and provide all documents  
-- but cannot complete*

**DUE 9/30**





# HHES PTSA Budget 2025-2026

| Income                                   |         | Actual | Teacher / Staff Expenses          |             | Actual | Name              | Title       | Funds | Actual |
|------------------------------------------|---------|--------|-----------------------------------|-------------|--------|-------------------|-------------|-------|--------|
| ButterBraid's / World's Finest Chocolate | \$1,800 |        | Principal - Jackie Woods          | \$300       |        | Marla Molvin      | Kinder      | \$50  |        |
| Donations                                | \$50    |        | Assistant Principal - Kelly Rietz | \$300       |        | Shantz            | K/1         | \$50  |        |
| Book Fair                                | \$500   |        | Grant Fund                        | \$500       |        | Desiree Strege    | Art         | \$50  |        |
| Box Tops                                 | \$50    |        | Staff Funds                       | \$850       | \$0    | Ashley Cortez     | 1           | \$50  |        |
| Fry's Kroger                             | \$450   |        | Total Teacher/Staff Expenses      | \$1,950.00  | \$0.00 | Miranda Rodriguez | 2           | \$50  |        |
| Silent Auction                           | \$200   |        |                                   |             |        | Sam Ortega        | 2/3? or 4th | \$50  |        |
| Memberships                              | \$550   |        | Administrative Expenses           |             |        | Megan Gerard      | 3           | \$50  |        |
| Percentage Nights                        | \$1,000 |        | AZ PTA Membership Fees            | \$300       |        | Kim Pestka        | 3           | \$50  |        |
| Concessions (Trunk or Treat)             | \$200   |        | Training                          | \$200       |        | Jill Culliver     | 4           | \$50  |        |
| Concessions (Valentine's Dance)          | \$100   |        | Insurance                         | \$165       |        | Jeanne Tolan      | 4           | \$50  |        |
| Concessions (Title I Nights)             | \$50    |        | Supplies / Equipment              | \$200       |        | New? Connect      | 6th         | \$50  |        |
| Concessions (Movie Night)                | \$100   |        | Smore Newsletter                  | \$100       |        | Frank Boteilho    | 5           | \$50  |        |
| Concessions (Spring Carnival)            | \$500   |        | Total Admin Expenses              | \$965       | \$0.00 | Kristy Pownall    | 5           | \$50  |        |
| Merchandise                              | \$500   |        |                                   |             |        | Amy Weber         | EL          | \$50  |        |
| Loved Book Sale                          | \$50    |        | PROJECTED TOTAL INCOME            | \$6,100     | \$0.00 | Greg Londot       | 6           | \$50  |        |
| Total Income                             | \$6,100 | \$0.00 | PROJECTED TOTAL EXPENSES          | \$8,115     | \$0.00 | Tobie Lovenduski  | 6           | \$50  |        |
|                                          |         |        | PROJECTED NET INCOME              | -\$2,015.00 | \$0.00 | Taryn Dyer Smith  | Gifted      | \$50  |        |
| General Expenses                         |         |        |                                   |             |        | Total             |             | \$850 | \$0    |
| Back to School Breakfast                 | \$200   |        |                                   |             |        |                   |             |       |        |
| AZ Merit Snacks                          | \$200   |        |                                   |             |        |                   |             |       |        |
| Teacher Appreciation Week                | \$300   |        |                                   |             |        |                   |             |       |        |
| Parent Teacher Conference Dinner         | \$200   |        |                                   |             |        |                   |             |       |        |
| Concessions                              | \$500   |        |                                   |             |        |                   |             |       |        |
| Spring Carnival                          | \$1,500 |        |                                   |             |        |                   |             |       |        |
| Title I Night x3                         | \$300   |        |                                   |             |        |                   |             |       |        |
| Books (Library/Inchy)                    | \$300   |        |                                   |             |        |                   |             |       |        |
| Student Council Partnership              | \$200   |        |                                   |             |        |                   |             |       |        |
| Garden fund                              | \$300   |        |                                   |             |        |                   |             |       |        |
| School Marketing materials               | \$200   |        |                                   |             |        |                   |             |       |        |
| Volunteer Appreciation                   | \$300   |        |                                   |             |        |                   |             |       |        |
| Husky Pride Patches                      | \$300   |        |                                   |             |        |                   |             |       |        |
| Field Day T-Shirts                       | \$300   |        |                                   |             |        |                   |             |       |        |
| Disney Productions Musical               | \$300   |        |                                   |             |        |                   |             |       |        |
| Total General Expenses                   | \$5,200 | \$0.00 |                                   |             |        |                   |             |       |        |

Budget '25-'26

# Treasurer Report

| Hidden Hills PTSA          |                               |            |  |
|----------------------------|-------------------------------|------------|--|
| Monthly Treasurers Report  |                               |            |  |
| For the Month of July 2025 |                               |            |  |
|                            | Checking Beginning Balance    | \$5,430.51 |  |
|                            | Savings Beginning Balance     | \$300.51   |  |
|                            | Cash Box Beginning Balance    | \$0.00     |  |
| Income (Deposits)          |                               |            |  |
| Date                       | Description                   | Amount     |  |
| 7/3/25                     | Arizona PTA conference Refund | \$ 225.00  |  |
| 7/18/25                    | Memberships                   | \$35.00    |  |
| 7/25/25                    | Kroger Rewards                | \$137.20   |  |
| 7/31/25                    | interest                      | \$0.01     |  |
|                            | Total Deposits                | \$397.20   |  |
| Expense (Pay out)          |                               |            |  |
| Date                       | Description                   | Amount     |  |
| 7/14/25                    | AZPTA board training          | \$50.00    |  |
| 7/14/25                    | Smore                         | \$99.00    |  |
|                            | Total Expense                 | \$149.00   |  |
|                            | Checking Ending Balance       | \$5,678.71 |  |
|                            | Savings Ending Balance        | \$300.52   |  |
|                            | Cash Box Ending Balance       | \$0.00     |  |
|                            | Total Balance                 | \$5,979.23 |  |

| Hidden Hills PTSA            |                            |            |  |
|------------------------------|----------------------------|------------|--|
| Monthly Treasurers Report    |                            |            |  |
| For the Month of August 2025 |                            |            |  |
|                              | Checking Beginning Balance | \$5,678.71 |  |
|                              | Savings Beginning Balance  | \$300.52   |  |
|                              | Cash Box Beginning Balance | \$0.00     |  |
| Income (Deposits)            |                            |            |  |
| Date                         | Description                | Amount     |  |
| 8/1/25                       | Memberships                | \$ 20.00   |  |
| 8/1/25                       | Donation                   | \$5.87     |  |
| 8/8/25                       | Merchandise                | \$303.00   |  |
| 8/8/25                       | Memberships                | \$200.00   |  |
| 8/15/25                      | Memberships                | \$85.00    |  |
| 8/15/25                      | Merchandise                | \$45.00    |  |
| 8/22/25                      | Memberships                | \$55.00    |  |
|                              | Total Deposits             | \$713.87   |  |
| Expense (Pay out)            |                            |            |  |
| Date                         | Description                | Amount     |  |
| 8/4/25                       | Walmart (Carnival game)    | \$32.70    |  |
| 8/21/25                      | Shirt purchase             | \$959.27   |  |
|                              | Total Expense              | \$991.97   |  |
|                              | Checking Ending Balance    | \$5,400.61 |  |
|                              | Savings Ending Balance     | \$300.52   |  |
|                              | Cash Box Ending Balance    | \$0.00     |  |
|                              | Total Balance              | \$5,701.13 |  |

# Teacher Reimbursement

- Fill out reimbursement form (utilizing hyperlink above or find a printed copy in the PTSA mailbox)
- Must include receipt(s)
- Return to PTSA mailbox
- Must be a PTSA member to take advantage of your budget line

Hidden Hills Elementary School

## PTSA Check Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_

Funds will be/were used for: \_\_\_\_\_

Funds to be deducted from: ☐ my classroom budget line ☐ other \_\_\_\_\_

RECEIPTS (original or copy) must be attached for REIMBURSEMENT.

Please staple RECEIPTS to the BACK of this form.

When check is ready:

☐ Place in my mailbox

☐ Other \_\_\_\_\_

PTSA President approves this request for expenditures as presented.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

FOR TREASURER USE ONLY

Check # issued: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

# PTSA Grant

- Use hyperlink above to access document
- Fill out document and return to PTSA mailbox and/or email to [PTSAHiddenHills@gmail.com](mailto:PTSAHiddenHills@gmail.com)
- Must be a PTSA member to take advantage of the PTSA Grant
- Grant submissions **start 1/1/26**; funds may increase based on leftover money from teacher line items
- Grant funds are **not** intended for incentives (candy, parties, etc.)

## Hidden Hills Elementary School PTSA Grant Submission Form

Interested in funding for special school-related projects? Please fill out the following questionnaire. These requests will be voted on at our general membership meeting. Funds are not guaranteed. All requests will be considered on a first-come, first-serve basis. You must be a PTSA member to apply.

Name:

Relationship to HHES:

PTSA Member: Yes/No

Money requested:

How funds will be spent:

Briefly state how this will help PTSA's mission of: "To make every child's potential a reality by engaging and empowering families and communities to advocate for children."



Please submit completed form to: [PTSAHiddenHills@gmail.com](mailto:PTSAHiddenHills@gmail.com)

# Fry's Community Rewards

Easy \$\$\$ for HHES PTSA :)



## 1. Create a digital account.

A digital account is needed to participate in Fry's Community Rewards. If you already have a digital account, simply link your Shopper's Card to your account so that all transactions apply toward the organization you choose.

## 2. Link your Card to an organization.

Selecting the organization that you wish to support is as simple as updating the Fry's Community Rewards selection on your digital account.

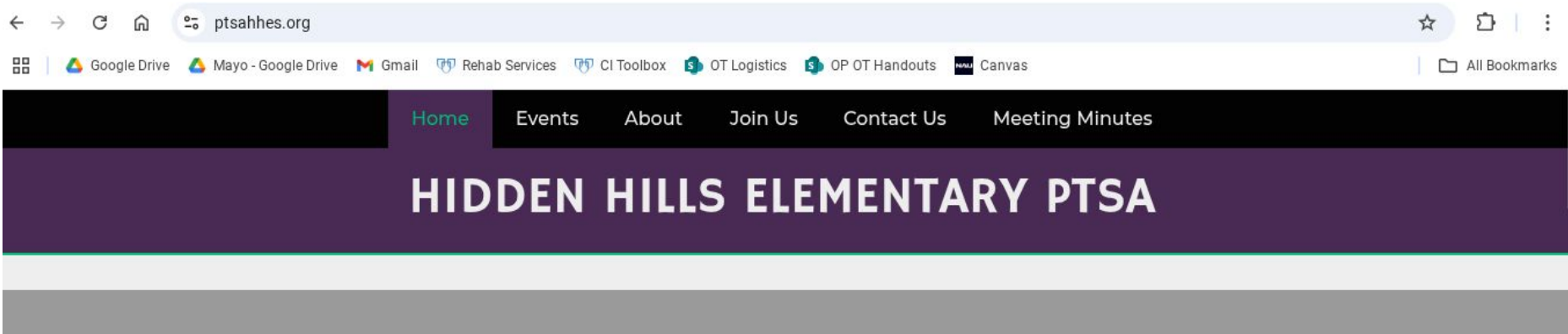
1. Sign in to your digital account.
2. Search for your organization [here](#).
3. Enter the name or NPO number of the organization you wish to support.
4. Select the appropriate organization from the list and click "Save".

Your selected organization will also display in the Fry's Community Rewards section of your account. If you need to review or revisit your organization, you can always do so under your Account details.

## 3. Your organization earns.

# Pressing Needs:

- Website: [ptsahhes.org](https://ptsahhes.org) - need website designer? Carrie & Adrie to assist
- Sensory Paths - upgrades required
- Book Kona Ice for additional events? Reserved for Trunk or Treat
- ANYTHING ELSE??



# Adoption of...

- Last general meeting minutes (May 2025)
- HHES PTSA Standing Rules
- AZ By-laws
- 2025-2026 Budget





# Additional Updates

- School Council Committee (Cathy)
- Student Council (Londot/Careau)
- Teacher Liaison (Tolan / Dyer-Smith)
- Community Outreach (Pownall)
- Principal's Report (Woods)





# Next PTSA Meeting - 11/7 @ 8-8:45AM

## 2025-2026 School Year:

- Every other month (general meeting)
- Every other month (executive meeting)

