

Tualatin Elementary PTA

Meeting Minutes

September 9, 2025 | 7:00 PM | in-person meeting

Attending Board Members:

Stephanie Milstien, Co-President
Nicole Roth, Co-President
Charles Gravis, Treasurer
Lindsay Kinzer, VP of Communications
Jen Mann, Teacher Liaison
Nikki Coleman, Secretary
Anna Booth, Member-at-Large
Karrie Spencer, Member-at-Large

Not in attendance:

Melissa Hinkle, Teacher Liaison
Vacant: VP of Volunteers and Recruitment
Vacant: Assistant to VP of Communications

Agenda

Call to Order, *Nicole Roth & Stephanie Milstein*

Board introductions, *PTA Board Members*

- 2025-26 Pala Liaison: Erika Miguel

President's Report, *Nicole Roth & Stephanie Milstein*

- Motion by Ashley Young to approve June Meeting Minutes. Motion approved unanimously. Past minutes can be found on PTA website.
- Recent Event Recap:
 - Back to School BBQ & Kinder playdate
 - Boohoo Woohoo in the Library
 - PTA Membership & Kahaneeta Drawing - Celeste Henderson won!

Treasurer's Report, *Charlie Gravis*

- Kona Ice Back to School Fundraiser:
 - \$170 check back to the school

- Summary Report - Current balance **\$68,884.71**
 - Posted on the website
- 25-26 Reimbursement Form
 - Posted on the website

Principal's Report, *Dr. Bobbie Brown*

- Smooth start to the school year, windows have been replaced, building is very clean
- Bond work to start up this year
- Please renew school volunteer applications if you haven't already - they are on a 3 year cycle

Executive Board Report, *Executive Board*

VP of Communications: Marketing/website updates

Lindsay Kinzer

- Website updated, social media, parent square, year-at-a-glance calendar released
- Monthly newsletter around the 15th of each month

Secretary: Current Status of PTA Membership

Nikki Coleman

- 40 current members
- Dues are now \$16.00 (\$13.50 plus fees)

Standing Committees

Yearbook Committee: Volunteers needed

Ashley Young

- New Yearbook Photos Submission Link:
<https://howto.buytheyearbook.com/index.php/sharing-photos/>

Art Lit: Volunteer opportunities/Classroom Sign-up

Ashley Young & Kristin Faircloth

- Check with your teacher to see if they need additional helpers!
- 3 is the ideal number of helpers

Fun Run

Charlie Gravis

- October 3rd - fundraiser MyBooster
- Spirit Week to conclude with the Fun Run
- Mystery Runner will be making an appearance

Other Reports *(Staff, students, councils, or others)*

Library

Kathleen Cunningham

- Fall Book Fair 9/23-9/26
- Kona Ice on Friday
- Parents can load an e-wallet
- Proceeds go to new library books and supplies
- Volunteers needed - SignUp Genius to come soon

Title 1 Coordinator/Literacy Specialist

Elizabeth Garber

- Title 1 Feedback requested using both digital and hard copies
- Hosting a Community Reading Night on Weds, 9/24
 - 6-7pm and pizza is provided
 - Readings by the school SRO, Tualatin Mayor, THS student volunteers, and Principal Brown

New Garden Educator Welcome & Update

Trish Osbourne

- Volunteer Opportunities
 - QR Code posted in the garden
 - Sign Up here:
<https://m.signupgenius.com/#!/showSignUp/4090544ACAD2DA2FB6-56508379-garden>
- Teachers please contact Trish if you have lesson ideas

Unfinished business, *Charlie Gravis*

- 2025-2026 Budget
 - Posted on website
 - \$29,000 additional income from the Auction - added back into the current budget (i.e. \$11,000 to TEAF)
 - Looking at putting money into a high-yield savings account
 - Budget approval: Kristin motioned to approve. Motion approved unanimously.

New Business, *Nicole Roth & Stephanie Milstein*

Standing Rules

- Karrie motioned to approve. Motion approved unanimously.

Voting in 2 new board members:

- Assistant to VP of Communications: Kasia Moukalled
- VP of Volunteers and Recruitment: Alexandra Jones
 - Sarah motioned to approve. Motion approved unanimously.

Announcements, Nicole Roth & Stephanie Milstein

- Reminder: Parent Volunteer Background Check & School Guidelines need to be updated for each parent.

Upcoming Events:

- Lee's Farm Fall Festival on Friday 9/12 from 4-7pm
- Book Fair 9/23-9/26 - Literacy special event night at book fair on 9/24
- Please see the Year at a Glance Calendar for all school events: posted in Rotunda

Adjournment, Nicole Roth & Stephanie Milstein

SPECIAL NOTES:

Next Meeting - Virtual Meeting: October 14th, 2025 @ 7 PM

Google Meet joining info & video call link: <https://meet.google.com/uxf-jjge-zmd>

STAY CONNECTED!

WEBSITE - <http://www.tualatinelementarypta.org>

Facebook- www.facebook.com/groups/TualatinElementaryPTA

Instagram- <https://www.instagram.com/tualatinelementarypta/>

Questions/concerns? Email: tualatinpta@gmail.com