

Tualatin Elementary PTA

Meeting Minutes

November 4, 2025 | 7:00 PM | virtual meeting

Attending Board Members:

Stephanie Milstien, Co-President
Nicole Roth, Co-President
Charles Gravis, Treasurer
Nikki Coleman, Secretary
Lindsay Kinzer, VP of Communications
Kasia Moukalled, Assistant to VP of Communications
Alexandra Jones, VP of Member Recruitment & Volunteers
Melissa Hinkle, Teacher Liaison
Jen Mann, Teacher Liaison
Anna Booth, Outgoing President (Board Member at Large)
Karrie Spencer, Outgoing Treasurer (Board Member at Large)

Agenda

Call to Order, *Nicole Roth & Stephanie Milstein*

Board introductions, *PTA Board Members*

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

- Motion by Charlie Gravis, Stephanie Milstein seconded, to approve October Meeting Minutes. Motion approved unanimously. Past minutes:
<https://docs.google.com/document/d/12bCJm0qz58d9aDxX0e2JkTRndJX5-W6cglbm5as0fIA/view>

Treasurer's Report, *Charlie Gravis*

- Budget was shared with expenses and updated balance:
https://drive.google.com/file/d/12tn6Pe8sQjxb4cuKRk3x5ffwf5OxFqkN/view?usp=drive_link

Principal's Report, *Dr. Bobbie Brown*

- Socktober update: filled up all 6 bins, will be donated to the Caring Closet
- Food assistance for needy families:
 - Food backpack program for families in need - can access food every week
 - Season of Giving - families can donate gift cards to grocery stores to support families in need of food support
 - Food Drive upcoming

Executive Board Report, *Executive Board*

VP of Communications: Marketing/website updates

Lindsay Kinzer

- We have lots of ways to stay in touch - email, ParentSquare, social media, monthly newsletter, etc...
- Upcoming Fundraisers:
 - Regal Cinemas - ticket bundle promotion - \$7.50 back to our school for each bundle sold
 - MudPuddles - toy/book store in Sherwood, donating 20% of all purchases back to the school November 17-23rd, you have to mention it during your purchase
 - CPK Night - November 18 all day, 20% back to the school
 - Evereve - December 4 5-8pm, donating 15% of purchases back to the school,

Secretary: Current Status of PTA Membership

Nikki Coleman

- 58 current members - One of our largest groups in the past few years
- Dues are now \$16.00 (\$13.50 plus fees)

Standing Committees

Winter Festival: January 2026 (Bingo Night!)

Stephanie Milstein

- Possibly Cosmic Bingo
- Thursday, January 29th around 5pm

Yearbook

Stephanie Milstein

- New Yearbook Photos Submission Link:
<https://www.buytheyearbook.com/en/bty/findmyschool>

2026 Auction

Kasia Moukalled/Alexandra Jones

- First Committee Meeting (Alexandra Jones Home-Please text Nicole at 503-866-3052 for address)
 - November 13th, 7:00pm
 - tualatinelementaryauction@gmail.com
- Auction Date & Location
 - May 16th, 2026, St. Irene's
 - Theme is undecided

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

Grade Level Report - Music

Melissa Hinkle

- October - 1st Grade Informances
- Thursday - 2nd grade concert (Raffi)
- HS Band coming towards the end of the month
- December - 5th grade concert (80s theme)
- January - 4th grade concert (Oregon)
- February - 3rd grade concert (kid movies)
- May - 4th graders to Arlene Schnitzer Concert Hall to play with the Oregon Symphony
- Possible parent committee to help decorate with these concerts

Garden Report

Patricia Osbourne

- All but 5 classes have made it out to the garden
- Strawberry Patch and overcrowding discussed
- Moved banana tree into cafeteria
- Social Media page on Facebook
 - Tualatin Elementary Sustainable Garden
- Garden Work Party - November 15th

Unfinished business

Winter Fundraiser Update

Nicole Roth

- Working with more restaurants rather than a larger winter fundraiser

New Business,

Spirit Wear Shop Update

Nikki Coleman

- 25 orders total, down from 60 last year

Announcements, Nicole Roth & Stephanie Milstein

- Reminder: Parent Volunteer Background Check & School Guidelines need to be updated for each parent. Background Checks are good for 3 years. Please be sure yours is up to date!

Upcoming Events:

- Regal Cinemas 11/1- 01/10, online ticket sales campaign, \$7.50 from every bundle back to the school
- 11/6: 2nd Grade Music Concert
- Restaurant Night 11/18, California Pizza Kitchen, Promo code: Back20%
- Evereve Shopping Event, 12/4, 5-8 PM, 20% back to the school on all purchases
- Please see Year at a Glance Calendar for all school events: Posted in Rotunda.

Adjournment, Nicole Roth & Stephanie Milstein

SPECIAL NOTES:

Next Meeting- Virtual Meeting: December 9th, 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