

Whitney Ave Elementary Parent Teacher Organization Meeting
Thursday 12/4/25, 3:30-4:30 P.M. Room D5

Next meeting details: Monday January 12, 2026 at 3:00-4:00 P.M. Room D5

In Attendance: Nicole Santillan (parent), Chelsea Spier (parent), Victoria Quintero (parent), Whitney Belton (Ms. B, school community specialist), Julie Sagara (lead teacher), Stephanie King (principal), Megan Matteoni (early learning coordinator), Shermin Hamidi (parent)

Agenda

1. Key goals and initiatives:

- Raise funds for the school to support kids and teachers
- Provide volunteer opportunities
- Build community between parents and teachers

2. PTO organized holiday breakfast for teachers and staff on Wednesday December 17th.

- Ms. B will look into bagel donation from Noah's bagels and received a \$50 Safeway gift card from a parent towards this.
- Chelsea will set up a donation sign-up list and send out to the PTO email list.
- Food could be dropped off Tuesday December 16 or around 7am on December 17th.

3. Next family night event: Science STEM night with support from Sierra Nevada Journeys, Date will be January 27. Another event, TBD will be held in March or April (5 minutes). Parent Volunteers will be needed.

- We will ask Marquesa to send a note to the registered volunteers to see about interest as well
- Penny wars will be started as a fundraiser in mid-January with the announcement to be made during the Jan 27 Science night.
 - Each classroom will get a clean empty milk jug to fill (Julie and Chelsea to collect them over the next few weeks).
 - School Credit union will count coins at no additional cost. Julie is a member.
 - Prize for winning class will be a hot chocolate and muffin party

4. Updating the Bulletin Board by the Front Office: Deidra not able to make it today, but she is still working on it and was in touch with Ms. B just a few days before.

5. Revitalizing the campus garden

- Soil is ready from County of Sacramento's Department of Waste Management & Recycling composting program. They will provide 60 bags of soil. Julie's husband will pick these up on Wednesday 12/10. Saturday 12/13 will have a volunteer fix the broken boards on one of the boxes, remove weeds and add new soil.
- Looking into grants and will look for business donations once we have the soil and boxes fixed up (request letter attached).
- Chelsea is meeting with Jeri Dewitt (retired teacher) next week about possibly helping with volunteer coordination.

6. Interest in formalizing the PTO as a non-profit? FACE team advises holding off for a little while until there is stronger participation to make sure that it will be able to continue into next year

7. Budget and Future fundraisers (10 minutes)

- Funds raised so far. (Snack sales, paw print art fund raiser, Panda Express fundraiser, box tops for education, Dave's Hot Chicken). Current funds: \$242 in cash and \$170 in the school's donation account
- Fundraisers in progress: Box tops for education (\$70.40 credit so far, will be paid to the school in December), Chipotle fundraiser to be held Tuesday December 16th, 4-8pm at 2795 FULTON AVE, SACRAMENTO, CA, 95821. (Flyer attached)
- Future fundraisers: penny wars (January, this will be paired with STEM night in January).
 - a. Paw decorating with donation request (similar to what we did at the beginning of school, but with winter theme decorations). This will be done in February and displayed at the minute to win it assembly.
 - b. We may also sell tattoos and allow kids to tattoo their teacher at this event. This one needs to be run by Ms. King to make sure it would be OK.
 - c. Ms. B will look into t-shirt donation so we can make shirts with circuit to sell to students

8. Fun Community building activities (10 minutes)

- School recipe book. Update from Luis on translation coming soon, no update yet.
- Picnic in the park: sometime in the Spring. Chelsea will look into details of this.
- Meet up at Effie Yeaw (\$7 for parking). This is a possible idea for the springtime.
- **Adjournment**

DO GOOD WITH CHIPOTLE



CHIPOTLE FUNDRAISER FOR

WHITNEY AVE ELEMENTARY SCHOOL

25% OF EVENT SALES GET DONATED TO THE CAUSE

TUESDAY, DECEMBER 16TH | 4-8PM
2795 FULTON AVE, SACRAMENTO, CA, 95821

ORDER ONLINE FOR PICKUP USING CODE **NXXGD6D**
OR SHOW THIS FLYER IN RESTAURANT



For online orders to count towards the fundraiser, they must be placed for pickup only from the restaurant location of, and during the hours of, the fundraiser. Delivery orders and gift cards do not qualify. \$150 minimum event sales required to receive any donation.

HAZ EL BIEN CON CHIPOTLE



RECAUDACIÓN DE FONDOS PARA

WHITNEY AVE ELEMENTARY SCHOOL

25% DE LAS VENTAS DEL EVENTO SERÁN DONADAS A LA CAUSA

MARTES, DICIEMBRE 16º | 4-8PM
2795 FULTON AVE, SACRAMENTO, CA, 95821

ORDENA EN LÍNEA PARA RECOGER USANDO EL CÓDIGO **NXXGD6D**
O MUESTRA ESTE VOLANTE EN EL RESTAURANTE



Para que las órdenes en línea se tengan en cuenta para el evento de recaudación de fondos, deberán ser del mismo lugar del evento y realizarse durante las horas del mismo. Las órdenes con servicio de entrega y las realizadas con una tarjeta de regalo no cuentan para el evento. Se requiere un mínimo de \$150 dólares de ventas para recibir cualquier donación.

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and use the referral code below
to receive a bonus after
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Referral Code:

KUWX2F62





December 5th, 2025

To Whom It May Concern,

Whitney Ave Elementary school is a title 1 school within the San Juan District. We are working on revitalizing our campus garden. School gardens are shown to improve academic performance through hands-on learning, improve student's physical and mental health. Gardens also promote environmental awareness and healthier eating habits by teaching students where food comes from and encouraging them to try new fruits and vegetables.

We currently have 6 large garden beds with irrigation, some basic tools, and a space with amazing potential and are asking local businesses to support our students by providing any of the following materials to help us get the garden ready for students to enjoy this spring:

- Live fruits and vegetable plants and a few flowers to bring pollinators (tomatoes, kale, potatoes, radishes, peas, beans, carrots, pumpkins, lettuce, sunflower, etc.)
- Low maintenance fruit tree (pomegranate, fig, mandarin, Meyer lemon)
- Tomato cages/trellis
- Plant tags
- Bird feeders/seed/bird feeder poles/bird bath
- Steppingstones, sundial, other decorative garden items
- Bench and/or table
- Shade pop-up or other shade structure
- 4 inch and 1-gallon pots for starting seeds
- Child size gardening gloves

If you have any questions, please feel free to reach out to Chelsea Spier at OwenCiprisAndMom@gmail.com. We greatly appreciate any support you can provide,

Whitney Ave Elementary School



San Juan Unified
SCHOOL DISTRICT

Melissa Bassanelli
Superintendent of Schools

Joel Ryan
Chief Financial Officer

July 29, 2025

To Whom It May Concern:

Thank you for interest in supporting our schools. We often receive inquiries about our nonprofit status. Please accept this letter as certification that San Juan Unified School District qualifies as a not-for-profit organization.

We are a state educational institution, which is considered a political subdivision of the State of California. Because of this, we are considered a nonprofit state entity rather than a private 501 (c) (3) nonprofit organization. Donations and private grants made to our schools are tax-deductible under these statutes.

If you have any other questions, please feel free to contact me at the phone number or e-mail listed below.

Thank you,

Gertrude Igbineweka
Manager, Fiscal Services
San Juan Unified School District
916-971-7608
gertrude.igbineweka@sanjuan.edu

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 971-7237

WEBSITE
www.sanjuan.edu

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
SAN JUAN UNIFIED SCHOOL DISTRICT

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 3

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3738 Walnut Avenue

6 City, state, and ZIP code
Carmichael, CA 95608

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

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or

Employer identification number

9	4	-	6	0	0	2	5	3	3
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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *David Kelley* Date ▶ *8/11/25*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.