

Canyon Rim PTA

Open Meeting Minutes (Approved)

March 8, 2018

6:30 PM

- I. Call to Order
- II. Introductions / Sign In Sheet
 - a. In attendance: Misty Dewey, Theresa Koepke, Lana Moore, Marilee Garbison, Chris Dippong, Tina Padilla, Sarah Weigley, Susanna Larrañaga, Lynette Tucker, Wendi Howe, Ryan Salazar, Steven Weigley
- III. Review and Approval Meeting Minutes
 - a. February 8, 2018 Meeting
 - i. Motion to approve February meeting minutes by Chris Dippong. Motion carries.
- IV. Review Financial Statements (*Susanna*)
 - a. February 2018
 - i. Motion to approve February financial statements by Susanna Larrañaga. Motion carries.
- V. Call to Administration
 - a. Announcements
 - i. Ryan Salazar will be our full time Dean until the end of the year.
 - ii. Plans for traditional school within CR are moving forward
 1. Teachers visited Neely
 2. Traditional teachers will be determined for each grade level
 3. Open house will be held for interested parties to meet traditional teachers
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$790. By Chris Dippong. Motion carries.
 - c. Meetings with Principal Recap
 - i. Introduced new design for next year's shirts
 - ii. Bulletin board used by Climate Committee will now be managed by PTA with a sign up available for all parties to use
- VI. Call to Teachers – Open Forum
- VII. Call to Members – Open Forum

Canyon Rim PTA

Open Meeting Minutes (continued) (Approved)

March 8, 2018
6:30 PM

- VIII. Committee Reports
- a. Membership (*Ali*)
 - b. Fundraising (*Wendi*)
 - i. Jamba Juice Day – 03/21/2018 (*Wendi*)
 - ii. Boosterthon – 03/26/2018 through 04/05/2018 (*Wendi*)
 - 1. Meeting for teachers to be held on 3/22
 - iii. Barnes and Noble Night – 02/27/2018 (*Steven*)
 - 1. Great turn out by students and teachers
 - a. 104 students attended
 - 2. Gross Sales – \$2006.26
 - a. Gift Card for just over \$400
 - b. Only \$264 last year
 - iv. Family Night Out – Little Caesar’s Pizza – 01/31/2018 (*Wendi*)
 - 1. \$582
 - 2. Definitely want to get on their schedule again for next year.
 - c. Hospitality (*Wendi*)
 - d. Volunteer (*Misty*)
 - e. Calendar Updates (*Chris*)
 - i. Science Camp moving to May 14 – 16.
 - 1. This moves 6th grade concert to 5/8
 - f. Yearbook (*Steven*)
 - g. Cougarnival (*Steven*)
- IX. Old Business
- a. National PTA School of Excellence (*Steven*)
 - i. New welcome sign at front of school
 - ii. Letters on side doors
 - iii. TV for hallway
 - b. Nomination Committee
 - i. Present 2018-2019 Ballot

Canyon Rim PTA
Open Meeting Minutes (continued) (Approved)
March 8, 2018
6:30 PM

- X. New Business
 - a. Bingo Night
 - i. Does PTA want to take over this event for this year?
 1. Yes, and possibly all future events
 2. Student council will continue to manage the concessions
 3. PTA will provide prizes/gift cards
 - b. IRS Issues
 - i. Due to not sending in taxes for last 3 years, we have received a penalty from the IRS.
 1. \$4000 per tax year for as total of \$12,000 we currently owe the IRS
 - ii. I have spoken to the IRS and sent in the information request to have the penalty removed.
 1. Sent in on February 23rd
 2. Have to wait 30 days to get answer
 - a. Will follow up on March 24th
 - b. Update in next PTA meeting
 - c. Roundtable
- XI. Next Scheduled Meeting Date = 04/12/2018 @ 5:30 PM
 - a. May's meeting will be moved to 5/3 to allow for participation in Title 1 Reading Night on 5/10
- XII. Review Past Month
 - a. Father-Daughter Dance – 02/16/2018 (Sarah)
 - b. Box Tops (Tina)
 - i. \$250 given back to teachers
 - c. Read-A-Thon – 02/26/2018 through 03/02/2018 (Lynette)
- XIII. Upcoming Events
 - a. Bingo Night – 03/23/2018 (Steven)
 - b. Family Night Out – Chik-Fil-A – 04/17/2018 (Wendi)
- XIV. Adjournment

PTA School Requests

Meeting: March 8, 2018

Item Requested	How it will Impact Students?	Amount Requested	Not to Exceed?	Includes Tax	Includes Shipping	Approved By Administration	Pay by School	Pay by PTA	PTA Budget Line Item	Approved By PTA
1 pair of headphones, storage bins, and folders.	The headphones are used in the listening center I have provided for them to listen/watch, Sight word videos and educational games/videos. The storage bins and folders are used in our Independent Work station. The students have an individual schedule inside the IW station and they get different task boxes with fine motor activities . The folders are used in a binder that holds work sheets for them to do in the Independent Work station as well. These items help with working independently in the classroom.	\$ 40.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes
Gift cards for quarterly golden paw winners	Golden paws are awarded to students who show character. It is a motivational tool.	\$ 150.00		N/A	N/A	Yes	No	Yes	Student Recognition	Yes
Items for Teacher of the Year and Support Staff of the Year Gift baskets at district dinner.	Supplies to be used to fill a gift basket for the Teacher of the Year and the Support Staff of the Year winners at the yearly district dinner. These are important distinctions for the winners as they provide a better environment for other staff members and for the students.	\$ 200.00	X	Yes	N/A	Yes	No	Yes	Hospitality	Yes
Breakfast for Staff	Continued motivation and comradery for teachers at Canyon Rim.	\$ 200.00	X	Yes	N/A	Yes	No	Yes	Hopsitality	Yes
Bunko prizes for staff	Bunko afternoon during PLC after AZ Merit testing has been completed. Continued motivation and comradery for teachers at Canyon Rim.	\$ 200.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes

\$ 790.00

\$ 240.00	Requests
\$ 150.00	Student Recognition
\$ 400.00	Hospitality

Canyon Rim PTA
Treasurer's Report 07/01/2017 to 02/28/2018

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	420.00	-420.00	-	-420.00
Bank Charges	55.27	61.00	-5.73	-200.00	194.27
Carryover From Previous Year	666.50	-	666.50	13,000.00	-12,333.50
Event Supplies	-	-	-	-	-
Gifts / Donations	594.00	-	594.00	-	594.00
Insurance	-	-	-	-150.00	150.00
Membership Dues 2017-2018	2,215.00	909.00	1,306.00	1,400.00	-94.00
Membership Dues 2018-2019	-	-	-	-	-
Membership Incentives	-	115.24	-115.24	-	-115.24
Office Supplies (PTA Only)	-	314.68	-314.68	-1,000.00	685.32
PayPal Charges	-	167.70	-167.70	-300.00	132.30
Petty Cash	1,850.00	2,250.00	-400.00	-	-400.00
Postage / Shipping	-	35.53	-35.53	-75.00	39.47
President Discretionary	-	-	-	-500.00	500.00
Sign Up Genius	-	69.93	-69.93	-	-69.93
State Conference / Training	-	25.00	-25.00	-2,000.00	1,975.00
Tax Preparation	-	250.00	-250.00	-500.00	250.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	-	-	-300.00	300.00
Total	5,380.77	4,777.08	603.69	9,215.00	-8,611.31

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Carnival	-	559.43	-559.43	-	-559.43
Donuts With Dad	597.00	606.76	-9.76	200.00	-209.76
Father Daughter Dance	-	677.95	-677.95	250.00	-927.95
Grandparents Breakfast	1,050.00	570.09	479.91	300.00	179.91
Mother Son Night	-	653.36	-653.36	-700.00	46.64
Muffins With Mom	-	-	-	100.00	-100.00
Total	1,647.00	3,067.59	-1,420.59	150.00	-1,570.59

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	15,000.00	-15,000.00
Box Tops	1,257.40	819.00	438.40	1,000.00	-561.60
Butterbraids	6,928.00	4,039.00	2,889.00	3,000.00	-111.00
Cookie Dough	27,007.00	16,337.00	10,670.00	10,000.00	670.00
FNO - Cafe Rio	408.40	-	408.40	400.00	8.40
FNO - Chik-Fil-A	-	-	-	200.00	-200.00
FNO - Chipotle	485.06	-	485.06	600.00	-114.94
FNO - Dairy Queen	38.30	-	38.30	200.00	-161.70
FNO - Firehouse Subs	125.00	-	125.00	150.00	-25.00
FNO - Peter Piper Pizza	631.88	-	631.88	1,200.00	-568.12
FNO - Venezias	110.10	-	110.10	200.00	-89.90
Harkins Summer Movie	-	1,225.00	-1,225.00	500.00	-1,725.00
Hurricane Harvey Relief	415.05	415.05	-	-	-
Rewards Programs	1,010.16	-	1,010.16	500.00	510.16
Smoothie Day	3,698.36	2,440.00	1,258.36	3,000.00	-1,741.64
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	-	-	-	200.00	-200.00
Readathon	-	64.68	-64.68	-	-64.68
FNO - Little Caesars	582.00	-	582.00	-	582.00

Total	42,696.71	25,339.73	17,356.98	34,470.00	-17,113.02
--------------	------------------	------------------	------------------	------------------	-------------------

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	150.00	129.00	21.00	350.00	-329.00
Concessions	15.92	369.58	-353.66	-	-353.66
Harkins Movie Cups	35.00	-	35.00	-	35.00
Miscellaneous	-	-	-	-	-
T-Shirts	4,115.00	3,057.93	1,057.07	800.00	257.07
Yearbooks	1,760.00	-	1,760.00	650.00	1,110.00
Total	6,075.92	3,556.51	2,519.41	1,800.00	719.41

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	1.33	-	1.33	-	1.33
Bank Fees	-	3.00	-3.00	-	-3.00
Total	1.33	3.00	-1.67	-	-1.67

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	3,003.80	-3,003.80	-3,200.00	196.20
Art Masterpiece	-	124.64	-124.64	-400.00	275.36
Education / Training	-	381.00	-381.00	-2,000.00	1,619.00
Family In Need Fund	-	50.00	-50.00	-500.00	450.00
Field Trips - 6th Grade	-	-	-	-600.00	600.00
Field Trips - 5th Grade	-	-	-	-600.00	600.00
Field Trips - 4th Grade	-	-	-	-400.00	400.00
Field Trips - 3rd Grade	-	-	-	-400.00	400.00
Field Trips - 2nd Grade	-	-	-	-400.00	400.00
Field Trips - 1st Grade	-	-	-	-400.00	400.00
Field Trips - Kindergarten	-	870.48	-870.48	-400.00	-470.48
Field Trips - Pre School	-	-	-	-200.00	200.00
Hospitality -Teacher App Week	-	-	-	-850.00	850.00
Hospitality -Staff Meals	-	935.42	-935.42	-2,100.00	1,164.58
Hospitality -Holiday Gifts	-	2,211.09	-2,211.09	-1,500.00	-711.09
Hospitality -Birthdays	-	-	-	-300.00	300.00
Hospitality -Teacher of the Year	-	-	-	-250.00	250.00
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	14,956.72	-14,956.72	-14,835.00	-121.72
Scholastic Items - 6th Grade	-	284.62	-284.62	-700.00	415.38
Scholastic Items - 5th Grade	-	345.41	-345.41	-700.00	354.59
Scholastic Items - 4th Grade	-	-	-	-700.00	700.00
Scholastic Items - 3rd Grade	-	643.12	-643.12	-700.00	56.88
Scholastic Items - 2nd Grade	-	659.42	-659.42	-700.00	40.58
Scholastic Items - 1st Grade	-	767.58	-767.58	-700.00	-67.58
Scholastic Items - Kindergarten	-	32.08	-32.08	-700.00	667.92
Student Recognition	-	1,596.09	-1,596.09	-1,500.00	-96.09
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00

Total	-	29,611.47	-29,611.47	-45,635.00	16,023.53
--------------	---	-----------	------------	------------	-----------

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	55,801.73	66,355.38	-10,553.65	-	-10,553.65

Bank Account Balances	07/01/2017	02/28/2018	Last Reconciled	Summary for the Period	
Checking - Compass	21,165.20	3,758.91	01/31/2018	Starting Total	21,165.20
Savings - Compass	0.00	6,852.64	02/28/2018	Income	55,801.73
Total	21,165.20	10,611.55		Expenses	- 66,355.38 -10,553.65
				Ending Total	10,611.55

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____