

Canyon Rim PTA

Open Meeting Minutes (Approved)

October 3, 2019

5:30 PM

- I. Call to Order 5:35 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Kerry Draney, Sarah Weigley, Joe Lopat, Cecilia Campos, Kelli Hinkhouse, Jamie McLean, Jennifer Reading, Misty Dewey, Ali Betancourt, Monica Garza, Jason Dewey
- III. Call to Administration
 - a. Announcements
 - i. Forced faculty fun event on October 14th. PTA invited.
 - b. School Requests
 - i. Second grade requested to use popcorn and machine for AR incentive. Board agreed.
 - ii. Motion to approve school requests in the amount of \$5,727 by Sarah Weigley. Motion carries.
 - c. Meetings with Principal Recap
 - i. Escape room team building with staff and PTA on the 14th.
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
 - a. Event Names – Board Final Decision and Member Comments
 - i. “Donuts with Dads” will be “Donuts with my Favorite Guys”
 - ii. “Muffins with Moms” will be “Muffins with my Favorite Gals”
 - iii. Grandparents Breakfast will remain the same
 - iv. “Father/Daughter Game Night” and “Mother/Son Game Night” will be “Primary (Pre-2nd) and Intermediate (3rd-6th) Students Game Night”
- VI. Review and Approval Meeting Minutes
 - a. September 5, 2019 Meeting
 - i. Motion to approve September 2019 meeting minutes by Ali Betancourt. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. September 2019
 - i. About \$11000 from cookie sales - down a little from last year.
 - ii. Motion to approve September 2019 financial statements by Kelli Hinkhouse. Motion carries.
 - b. Reward Programs - \$395 from Kroger

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VIII. Upcoming Events

- a. Smoothie Day – 10/23/2019 (*Wendi*)
- b. Teach or Treat – 10/29/2019 (*Sarah*)
 - i. 5:00 PM - 6:30 PM
 - ii. Sign Up Genius for candy donations.
 - iii. High school students to possibly volunteer to work event.
 - iv. Sarah to purchase 15,000 pieces of candy.
 - v. Candy collection bin to be placed in the office.
 - vi. Two committees will work to decorate and plan crafts for the event.
- c. Robison Candy Buy Back – 11/01/2019
 - i. Halloween candy traded in \$1 per pound for kids and \$1 per pound for Canyon Rim PTA. Candy is sent to the troops. Student MUST be present!
- d. Butterbraid Orders Due – 11/04/2019 (*Wendi*)
- e. Family Movie Night – 11/15/2019 (*Kelli*)
 - i. Toy Story 4
 - ii. Forky craft
- f. Sunshine Acres Clothing Drive Start – 11/16/2019 (*Steven*)
 - i. Arrange U-Haul and storage facility needed.
- g. Butterbraid Delivery – 11/19/2019 (*Wendi*)
- h. Chipotle and Bahama Bucks Family Night Out - 11/20/2019 (*Wendi*)
- i. Sunshine Acres Clothing Drive Pickup – 11/23/2019 (*Steven*)

IX. Old Business

- a. New Board Member Training Update
 - i. Everyone has completed the required training.
- b. PTA Event Coordinators
 - i. These will remain the same except Jackie Galloway has taken over popsicles at field day events.
- c. Safety Fence in Parking Lot
 - i. 3 vendors
 - 1. American Fence = \$3,960
 - 2. L.M. Fence Works = \$4,150
 - 3. GuyCom Construction = \$2,995
 - ii. American Fence Selected - Work scheduled for week of Fall Break
- d. Website Update
 - i. Still need to activate ability to accept payment for store.
 - ii. Still need pictures of Cosmo.
- e. Zippered, Hooded Sweatshirts
 - i. \$23 if we buy 100.
 - ii. Board decided to hold off at this time.
 - iii. Will look at other possible vendors.
- f. Shirts for Boosterthon Update
 - i. Wendi is looking for a sponsor.
- g. Roundtable
 - i. Game truck date set - Wendi to finalize.

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- X. New Business
 - a. Bond / Override – Support, just Help Out or Stay Out of it?
 - i. Support
 - ii. Will increase taxes by approximately \$49 per \$100,000 value of home
 - b. Roundtable
- XI. Committee Reports
 - a. Membership (*Misty*)
 - i. 177 Personal Memberships
 - ii. 12 Business Memberships
 - b. Volunteer (*Misty*)
 - c. Fundraising (*Wendi*)
 - d. Hospitality (*Wendi*)
 - i. Papa Murphy's Night January 15th
 - ii. Staff requests soda and dessert when we feed them.
 - e. Event Manager (Monica)
 - i. Turkey Bingo around Thanksgiving? - Board decided not to pursue this.
 - f. Publicity (*Ali*)
 - i. We have to make sure the calendar that is sent out matches the website.
 - ii. Please update website and remove the August and September months.
 - iii. PTA events need to be prominent.
- XII. Review Past Month Events
 - a. Grandparents Breakfast – 09/06/2019 (*Steven*)
 - i. Over 500 breakfasts sold
 - ii. \$1,150 = Gross Receipts
 - iii. \$550 = Net Profit
 - b. Box Top Counting – 09/14/2019 (*Sarah*)
 - i. \$384 collected
 - ii. \$254 given back to Teachers
 - c. Smoothie Day – 09/18/2019 (*Wendi*)
 - i. Sold out
 - ii. \$400 = Net Profit
 - d. Bingo Night - 09/20/2019 (*Monica*)
 - i. Over 200 participants
 - ii. \$890 = Gross Receipts
 - iii. \$750 = Net Profit
 - iv. Ran out of daubers – about 7 short for the event.
 - e. Cookie Dough Delivery – 09/24/2019 (*Wendi*)
 - f. Fall Conference Hospitality – 09/26/2019 & 09/27/2019 (*Wendi*)
 - i. PTA needs to clean up after events.
 - g. National Walk to School Day – 10/02/2019 (*Steven*)
 - i. Possibly look into photographers for events as backup for yearbook club students.
- XIII. Next Scheduled Meeting Date = 11/14/2019 @ 5:30 PM
- XIV. Adjournment 7:11 PM

PTA School Requests

Meeting: October 3, 2019

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
Laminating Machine	Laminating is done quite often in an Elementary School and our current laminator is broken and old. They are looking for parts, but we may need one sooner rather than later. If money can be found in the school budget that will be used before the approval for PTA funds is consumed.	\$ 2,250.00	X	Y	Y	Yes	No	Yes	Requests - General	Yes
Embroidery Logo Design	Extra Spirit shirts are being made available to the staff and others in a wider variety of designs and shirt styles. A setup fee is being charged for the embroidery work.	\$ 75.00	X	Y	N/A	Yes	No	Yes	Requests - General	Yes
Canyon Rim Banner for Gilbert Days Parade	A banner is needed for our students to walk in the Gilbert Days parade. The banner will be designed by Student Council and carried by our students during the parade. It is something we can use for many years to come.	\$ 400.00	X	Y	N/A	Yes	No	Yes	Banners	Yes
Staff Team Building Exercise	Beginning of the year staff team building exercise that will put staff members with people other than their normal teams in situations where they have to work together to accomplish a goal. Includes luncheon and 2 hours of team building events.	\$ 3,002.00		Y	N/A	Yes	No	Yes	Staff Recognition	Yes

\$ 5,727.00

\$ 3,002.00	Staff Recognition
\$ 2,325.00	Requests - General
\$ 400.00	Banners

PTA Request Not Approved by Administration

Item Requested	How it will Impact Students?	Amount Requested	Not to Exceed?	Includes Tax	Includes Shipping	Approved By Administration	Denied Reason
Great Minds: Geodes Level 1 Classroom Library	Geodes are a collection of knowledge-building books (decodable) especially designed for struggling readers. It is aligned with the Wilson program that both Kathy and I use with our reading groups. This library would replace the set of decodable books that were taken when we lost our Title status. The kit includes: 64 unique books containing both information and literary text. These titles are divided into four topical modules with 16 titles in each module. Six copies of each title, resulting in 384 total books. My Geodes™, each a grayscale book that is a compilation of the four titles that comprise a set. There are 20 copies of each My Geodes™ (total of 320) to allow each child to have one for extra practice in school or at home. Inside Geodes, a teacher resource that includes a comprehensive introduction to the module design and components and provides suggestions for implementation.	\$ 4,297.29		Yes	Yes	No	Something not needed by the district otherwise it would be provided. Large cost for a small amount of students that will benefit.

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 09/30/2019

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$165.36	-\$165.36	-\$160.00	-\$5.36
Annual Audit / Financial Review	-	\$360.00	-\$360.00	-\$300.00	-\$60.00
Bank Charges	-	\$74.00	-\$74.00	-\$50.00	-\$24.00
Banners	-	\$1,541.35	-\$1,541.35	-\$2,500.00	\$958.65
Carryover From Previous Year	\$1,103.23	-	\$1,103.23	-	\$1,103.23
Event Supplies	-	\$235.62	-\$235.62	-\$750.00	\$514.38
Gifts / Donations	\$10,738.00	-	\$10,738.00	-	\$10,738.00
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2019-2020	\$2,155.00	\$1,017.50	\$1,137.50	\$1,175.00	-\$37.50
Membership Dues 2020-2021	-	-	-	-	-
Membership Incentives	-	-	-	-\$250.00	\$250.00
Office Supplies (PTA Only)	-	-	-	-\$300.00	\$300.00
PayPal Charges	-	\$113.83	-\$113.83	-\$200.00	\$86.17
Petty Cash	\$1,480.00	\$1,480.00	-	-	-
Postage / Shipping	-	\$19.80	-\$19.80	-\$75.00	\$55.20
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	\$408.44	-\$408.44	-\$600.00	\$191.56
Sign Up Genius	-	\$29.97	-\$29.97	-\$120.00	\$90.03
State Conference / Training	-	-	-	-\$1,100.00	\$1,100.00
Transaction Error / Pass Through	\$60.20	\$60.20	-	-	-
Website	-	-	-	-\$300.00	\$300.00
Administration Totals	\$15,536.43	-\$5,506.07	\$10,030.36	-\$5,695.00	\$15,725.36
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	\$858.00	\$198.37	\$659.63	\$600.00	\$59.63
Carnival	-	\$246.00	-\$246.00	-	-\$246.00
Donuts With Dad	-	-	-	\$800.00	-\$800.00
Father Daughter Night	-	-	-	-\$300.00	\$300.00
Grandparents Breakfast	\$1,151.95	\$646.59	\$505.36	\$400.00	\$105.36
Mother Son Night	-	-	-	-\$600.00	\$600.00
Muffins With Mom	-	-	-	\$500.00	-\$500.00
Teach or Treat	-	-	-	-\$800.00	\$800.00
Events Totals	\$2,009.95	-\$1,090.96	\$918.99	\$600.00	\$318.99
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	\$15,000.00	-\$15,000.00

Box Tops	-	\$254.00	-\$254.00	\$400.00	-\$654.00
Butterbraids	-	-	-	\$1,750.00	-\$1,750.00
Cookie Dough	\$27,423.00	\$16,235.50	\$11,187.50	\$11,500.00	-\$312.50
FNO - Chipotle	-	-	-	\$350.00	-\$350.00
FNO - Dairy Queen	\$36.50	-	\$36.50	\$50.00	-\$13.50
FNO - Peter Piper Pizza	\$770.98	-	\$770.98	\$1,200.00	-\$429.02
FNO - Venezias	-	-	-	\$100.00	-\$100.00
Harkins Summer Movie	-	-	-	\$350.00	-\$350.00
Rewards Programs	\$6.94	-	\$6.94	\$1,600.00	-\$1,593.06
Smoothie Day	\$1,206.68	\$800.00	\$406.68	\$1,500.00	-\$1,093.32
Sunshine Acres Clothing Drive	-	-	-	\$400.00	-\$400.00
Fundraising Totals	\$29,444.10	-\$17,289.50	\$12,154.60	\$34,200.00	-\$22,045.40

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	\$150.00	-	\$150.00	\$100.00	\$50.00
Concessions	\$5.00	-	\$5.00	-	\$5.00
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$4,340.91	\$3,637.04	\$703.87	-	\$703.87
Yearbooks	\$2,290.00	-	\$2,290.00	\$750.00	\$1,540.00
Sales Totals	\$6,785.91	-\$3,637.04	\$3,148.87	\$850.00	\$2,298.87

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	\$500.00	\$939.81	-\$439.81	-	-\$439.81
AR / Renaissance	-	\$7,532.37	-\$7,532.37	-\$7,500.00	-\$32.37
Art Masterpiece	-	-	-	-\$400.00	\$400.00
Author Visits	-	-	-	-\$1,000.00	\$1,000.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	-	-	-	-\$1,000.00	\$1,000.00
Education / Training	-	\$263.24	-\$263.24	-\$2,000.00	\$1,736.76
Family In Need Fund	-	-	-	-\$500.00	\$500.00
Field Trips - 6th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 5th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 4th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 3rd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 2nd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 1st Grade	-	-	-	-\$200.00	\$200.00
Field Trips - Kindergarten	-	-	-	-\$700.00	\$700.00
Field Trips - Pre School	-	-	-	-\$300.00	\$300.00
Field Trips - SPICE	-	-	-	-\$300.00	\$300.00
Hospitality - Teacher Appreciation Week	-	-	-	-\$2,000.00	\$2,000.00

Hospitality - Staff Meals	-	\$797.81	-\$797.81	-\$2,000.00	\$1,202.19
Hospitality - Holiday Gifts	-	-	-	-\$1,500.00	\$1,500.00
Hospitality - Staff Members of the Year	-	-	-	-\$500.00	\$500.00
Requests - General	\$260.00	\$2,440.70	-\$2,180.70	-\$10,585.00	\$8,404.30
Requests - Technology	-	\$299.85	-\$299.85	-\$7,000.00	\$6,700.15
Scholastic Items - 6th Grade	-	-	-	-	-
Scholastic Items - 5th Grade	-	-	-	-	-
Scholastic Items - 4th Grade	-	-	-	-\$750.00	\$750.00
Scholastic Items - 3rd Grade	-	\$813.11	-\$813.11	-	-\$813.11
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	\$869.34	-\$869.34	-	-\$869.34
Science Fair / STEAM Night	-	-	-	-\$1,000.00	\$1,000.00
Spelling Bee	-	\$172.50	-\$172.50	-\$250.00	\$77.50
Staff Recognition	-	\$3,002.00	-\$3,002.00	-\$3,000.00	-\$2.00
Student Recognition	-	\$840.84	-\$840.84	-\$2,500.00	\$1,659.16
Teacher Classrooms	-	\$2,881.74	-\$2,881.74	-\$2,750.00	-\$131.74
Visitor Aware	-	\$81.68	-\$81.68	-\$500.00	\$418.32
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	\$760.00	-\$20,934.99	-\$20,174.99	-\$49,885.00	\$29,710.01
Grand Totals					
		\$54,536.39	-\$48,458.56	\$6,077.83	-\$19,930.00
					\$26,007.83

Bank Account Balances	07/01/2019	09/30/2019	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$29,007.46	09/30/2019	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$54,536.39
Totals	\$22,929.63	\$29,007.46		Expenses	-\$48,458.56
				Ending Total	\$29,007.46

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

⊘ These withdrawals had not cleared the bank as of 09/30/2019.

Date	Reference	Details	Withdrawal
09/24/2019	4036	Kaitlyn Gifford	-\$44.97
Total			-\$44.97

Submitted by:

Name: _____ Signature: _____

Date: _____