

# Canyon Rim PTA

## Open Meeting Minutes (Approved)

August 10, 2017

5:30 PM

- I. Call to Order 5:34pm
- II. Introductions / Sign In Sheet
  - a. Members present: Theresa Koepke, Danielle Pollett, Kristina Romero, Chris Dippong, Arielle Bohorquez, Andrea Fierro, Bridgett Alder, Alana Olson, LeeAnn Buckland, Maria Tefft, Tina Padilla, Marilee Garbison, Donna Wesley, Karie Beehler, Sarah Weigley, Christine Graef, Sean O'Fallon, Emryn Gold, Stacy Quantick, Susanna Larrañaga
- III. Call to Administration
  - a. Announcements
  - b. School Requests (See list)
    - i. Motion to approve all requests presented for \$4,745.72 by Tina Padilla, second Sarah Weigley. Motion carries.
  - c. Infinite Campus / School Messenger
  - d. Calendar Updates
- IV. Call to Teachers – Open Forum
  - a. Marilee Garbison – Cougar of the Month (Climate Committee)
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
  - a. July 13, 2017 Meeting
    - i. Motion to approve July meeting minutes by Sarah Weigley, second Susanna Larranga. Motion carries.
- VII. Review Financial Statements (*Sarah*)
  - a. July 2017
    - i. Update on savings account. Currently have \$6800 toward marquee.
    - ii. Motion to approve July financial statements by Tina Padilla, second Sarah Weigley. Motion carries.
  - b. Check Writing Policy Update
    - i. Only Treasurer can write checks
    - ii. 3 signers on account, checks must be double signed
  - c. Bank Account Sign on
    - i. Only 1 account login – Treasurer
    - ii. PayPal – changing to Treasurer as well because technically you can purchase things with it.
- VIII. Committee Reports
  - a. Membership (*Ali*)
    - i. 150 members and 9 businesses
      1. Class Pizza Party for the class with the most membership
        - a. Number and Percentage
      - ii. Goal of 300 for end of September – whole school gets a snow cone party!
  - b. Fundraising (*Wendi*)
    - i. Cookie Dough coming up next week
    - ii. Cookie Dough Assemblies on Wednesday
  - c. Hospitality (*Wendi*)
    - i. August
      1. Back to School Gifts – Huge Success
      2. Luncheon on 1<sup>st</sup> day
    - ii. Coming Up
      1. Teacher Conferences – Lunch and Dinners
  - d. Volunteer (*Misty*)

# Canyon Rim PTA

## Open Meeting Minutes (Approved) (continued)

August 10, 2017  
5:30 PM

- e. Yearbook 2017-2018 Committee Chair
  - i. Christine Graef volunteers as chair
  
- IX. Old Business
  - a. VNET Registration
    - i. To be a PTA we must attend mandatory financial responsibility info training
  - b. Tax Preparation
    - i. Started with H&R Block
    - ii. Power of Attorney to tax professional who is an Agent for the IRS and she said we may get our \$850, but it still might take as long as 6 months to rectify the situation.
  - c. PTA Board Training
  
- X. New Business
  - a. National PTA School of Excellence
    - i. Welcome all families into the school community
      - 1. Back To School Night and Curriculum Nights
    - ii. Communicate Effectively
      - 1. Invite Teachers to PTA meetings
    - iii. Supporting Student Success
      - 1. Family Night Outs
    - iv. Speaking up for every child
      - 1. Just by being members we are advocates for our students
    - v. Sharing power
      - 1. More collaboration with teachers
    - vi. Collaborating with community
      - 1. Business Members
    - vii. This is something we plan to work towards this year.
  - b. AZ PTA Bylaws Review and Adoption
    - i. Same from 2016.
      - 1. Motion to approve PTA bylaws by Susanna Larrañaga, second Kristina Romero. Motion carries.
  - c. Canyon Rim PTA Standing Rules Review and Adoption
    - i. Same as we reviewed in May
      - 1. Motion to approve Canyon Rim Standing Rules by Tina Padilla, second Sarah Weigley. Motion carries.
  - d. Financial Audit Review and Approval
    - i. Recommendations
      - 1. Using Accounting Software – Done
      - 2. Check not be written without supporting documentation – new policy
      - 3. Petty Cash withdrawals be shown with bank deposit slips. – in progress
      - 4. Membership Dues are just dues and income – added new line for membership incentives
      - 5. Event recap be submitted in minutes – in progress
    - ii. Motion to approve Financial Audit and Review by Sarah Weigley. Second Tina Padilla. Motion carries

# Canyon Rim PTA

## Open Meeting Minutes (Approved) (continued)

August 10, 2017  
5:30 PM

- e. PTA Event Coordinators
    - i. Event Coordinators will be in charge of the event, including volunteers and recap for membership
  - f. Canyon Rim 5K idea (Julie Hamilton)
    - i. Lots of liability to have kids off campus
    - ii. Lots of volunteers needed
    - iii. Talk to Greg Howell – he is working on feeder schools to Desert Ridge to set something up?
  - g. Box Tops Idea (Julie Hamilton)
    - i. We do by Quarter
    - ii. Teachers give out incentives because they get rewards
    - iii. Might be able to tie into something else. (read-a-thon)
  - h. Roundtable
    - i. Canyon Rim PTA Shirts
      - 1. Use existing shirts – Lynette to add PTA on backs
    - ii. School Store Admin Flyer
      - 1. Talk to Student Council as something instead or in addition to Student Store
      - 2. Need to get more information.
    - iii. SchoolWay Information Flyer
      - 1. Not something we are going to pursue.
- XI. Review Past Month Events
- a. Back to School Night – 7/31/2017
    - i. Great Event
    - ii. 41 Individual Memberships
    - iii. 27 Family Membership
    - iv. 1 Elite Business Membership
    - v. 2 Exclusive Business Memberships
    - vi. 1 Brick
    - vii. 76 PTA Yearbooks
    - viii. 43 Regular Yearbooks
    - ix. 7 Yearbook Messages
    - x. 231 Shirt Sales
    - xi. Total Gross Revenue = \$4925
    - xii. 4 missing yearbook forms
      - 1. Letters already sent home. Received 3 back so far.
    - xiii. 1 missing membership form
      - 1. Letters already sent home.
  - b. Back to School Party – 8/9/2017 (Peter Piper Pizza)
    - i. Made almost \$700
    - ii. We had a great response from Canyon Rim Families and Teachers
    - iii. We asked the teachers to be a part of our family night outs this year and they exceeded our expectations. We appreciate everything they do.

**Canyon Rim PTA**  
**Open Meeting Minutes (Approved) (continued)**  
August 10, 2017  
5:30 PM

- XII. Upcoming Events
- a. Curriculum Night – 8/15/2017 and 8/17/2017
  - b. Cookie Dough Fundraiser – 8/16/2017 thru 8/30/2017
  - c. Jamba Juice Day – 8/23/2017
  - d. Grandparents Breakfast – 9/8/2017
  - e. Title One Parent Night – 9/12/2017
  - f. Art Masterpiece Training – 9/13/2017
  - g. Fall Pictures – 9/19/2017
  - h. Jamba Juice Day – 9/20/2017
  - i. Family Night Out - Chipotle – 9/21/2017
  - j. Calendar Updates
- XIII. Adjournment 7:15pm

Next Scheduled Meeting Date = 9/14/2017 @ 5:30 PM

# Canyon Rim PTA

## Open Meeting Minutes (Approved) (continued)

August 10, 2017  
5:30 PM

### Upcoming Event Details

1. Curriculum Night – 8/15/2017
  - a. Schedule (5:00 PM – 6:30 PM)
  - b. Volunteers (4) (4:30 PM – 7:30 PM)
    - i. Sign Up Genius (8/9/2017)
  - c. Posting on Facebook (8/14/2017)
2. Curriculum Night – 8/17/2017
  - a. Schedule (5:00 PM – 7:30 PM)
  - b. Volunteers (4) (4:30 PM – 6:30 PM) & (6:30 PM – 8:30 PM)
    - i. Sign Up Genius (8/9/2017)
  - c. Posting on Facebook (8/16/2017)
3. Cookie Dough Fundraiser – 8/16/2017 thru 8/30/2017
  - a. Facebook (8/16/2017)
  - b. IC/School Messenger (8/21/2017)
    - i. Draft submitted to Monica Garza by (8/14/2017)
4. Jamba Juice Day – 8/23/2017
  - a. Schedule (Lunch 11:30 PM – 1:30 PM)
  - b. How Many PTA Volunteers Needed (5)
    - i. When posting on Sign Up Genius? (8/9/2017)
  - c. When posting on Facebook? (8/22/2017)
  - d. When are flyers going home? (8/18/2017)
    - i. When does the draft need to be submitted to Copier Specialist? (8/11/2017)
  - b. When is School Messenger communication going out? (8/21/2017)
    - i. When do we need to have IC draft submitted? (8/14/2017)
5. Grandparents Breakfast – 9/8/2017
  - a. Schedule (7:15 AM – 8:15 AM)
  - b. How Many PTA Volunteers Needed
    - i. 9/7/2017
      1. (2) from 1:30 PM – 2:00 PM
    - ii. 9/8/2017
      1. (4) from 6:30 AM – 7:15 AM (Setup)
      2. (7) from 7:00 AM - 8:15 AM (Servers)
      3. (4) from 7:00 AM - 8:15 AM (Money Takers)
      4. (2) from 7:00 AM - 8:15 AM Membership and Shirt Sales)
      5. (4) from 8:15 AM - 8:45 AM (Cleanup)
      6. (1) from 6:30 AM - 8:45 AM (Event Coordinator)
    - iii. When posting on Sign Up Genius? (8/25/2017)
  - c. When posting on Facebook? (9/7/2017)
  - d. When are flyers going home? (8/30/2017)
    - ii. When does the draft need to be submitted to Copier Specialist? (8/23/2017)
  - c. When is School Messenger communication going out? (9/5/2017)
    - i. When do we need to have IC draft submitted? (8/29/2017)
6. Title One Parent Night – 9/12/2017
  - a. Anything needed from PTA?
7. Art Masterpiece Training – 9/13/2017
  - a. Anything needed from PTA?

**Canyon Rim PTA**  
**Open Meeting Agenda (Approved) (continued)**  
**August 10, 2017**  
**5:30 PM**

8. Fall Pictures – 9/19/2017
  - a. When posting on Facebook? (9/15/2017 and 9/18/2017)
    - i. On post please add “Used for Yearbook and Class Photo”
  - b. When are flyers going home? (Not PTA)
    - ii. When does the draft need to be submitted to Copier Specialist? (N/A)
  - d. When is School Messenger communication going out? (9/13/2017)
    - i. When do we need to have IC draft submitted? (School should provide message)
9. Jamba Juice Day – 9/20/2017
  - a. Schedule (Lunch 11:30 PM – 1:30 PM)
  - b. How Many PTA Volunteers Needed (5)
    - i. When posting on Sign Up Genius? (9/6/2017)
  - c. When posting on Facebook? (9/19/2017)
  - d. When are flyers going home? (9/15/2017)
    - ii. When does the draft need to be submitted to Copier Specialist? (9/8/2017)
  - e. When is School Messenger communication going out? (9/18/2017)
    - i. When do we need to have IC draft submitted? (9/11/2017)
10. Family Night Out - Chipotle – 9/21/2017
  - a. Schedule (4:00 PM – 8:00 PM)
  - b. When posting on Facebook? (9/20/2017)
  - c. When are flyers going home? (9/14/2017)
    - ii. When does the draft need to be submitted to Copier Specialist? (9/7/2017)
  - f. When is School Messenger communication going out? (9/18/2017)
    - i. When do we need to have IC draft submitted? (9/11/2017)

# PTA School Requests

## Meeting: August 10, 2017

Requester Name	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
Monica Garza	Additional Fund to pay for Ice Cube Maker - Original Quote was received from an Unapproved Vendor	An ice cube maker will not directly impact the students, but would be beneficial to the staff at Canyon Rim.	\$ 533.60		Yes	N/A	Yes	No	Yes	Requests	Yes
Marilee Garbison	Karma Card prizes	This impacts teacher morale. Karma cards are turned in, drawn monthly, and two prizes are given to certified staff, with one prize given to classified staff. This request covers the first half of the school year (August through December).	\$ 300.00		N/A	N/A	Yes	No	Yes	Requests	Yes
Terra Stauss	AR folders for students grades K-3	Needed to keep AR information specific to each student.	\$ 64.83		Yes	N/A	Yes	No	Yes	AR / Renaissance	Yes
Terri Jones	Emergent Reader Series, Word Chain Activity Cards, Foundation Skills Card Booklet	The Emergent Reader Series provides successful, motivational reading experiences for beginning and struggling readers. The series supports early literacy development with connected reading practice in narrative and informational decodable texts. The series can be used to supplement and enhance any beginning reading program. The comprehensive scope & sequence covers the letter-sound correspondences and irregular high-frequency words introduced in most K-1 beginning reading programs. <b>One time large cost - can be used each year. Only the workbooks have to be replaced yearly.</b>	\$ 2,394.88		Yes	Yes	Yes	Yes \$500	Yes	Requests	Yes
Marilee Garbison	Training - Teacher Leader Academy	This will help me in my role as a classroom teacher and a teacher leader (head of Cougar Climate Committee) in collaboration, helping our culture, facilitating change and innovation, and presenting knowledge/sharing.	\$ 600.00		N/A	N/A	Yes		Yes	Education / Training	Yes
Marilee Garbison	Frames and photo developing for front office staff pictures	It is for the impression the school leaves on visitors, and gives visitors (parents, in particular) faces to match with teacher and staff names.	\$ 38.97		Yes	Yes	Yes		Yes	Requests	Yes
Marilee Garbison	Cougar of the Month certificates	When students win Cougar of the Month awards, this will be their "take home" memory for the wall, scrapbooks, etc.	\$ 30.00	X	No	Yes	Yes		Yes	Student Recognition	Yes
Marilee Garbison	Cougar of the Month t-shirts	Reward for Cougar of the Month that others can see; these would be "special" t-shirts that stand out from typical school shirts; students are proud of them	\$ 738.44		Yes	N/A	Yes		Yes	Student Recognition	Yes
Karie Beehler	MYMAHDI Digital Compact and Portable MP3 / MP4 Player with Photo Viewer, E-Book Reader and Voice Recorder	I plan to use this for my listening centers. Students will be able to sit any place in the room to listen to a story during center time. Students who are learning to read and become stronger readers, benefit from listening to readers.	\$ 45.00	X	N/A	N/A	Yes		Yes	Requests	Yes

\$ 4,745.72

Requester Name	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
Gregory Howell	Playground Equipment/ Recess Balls	All students will utilize the equipment during recess. The equipment promotes the the importance of living an active and healthy lifestyle. In addition, the equipment helps to provide structure to recess.	\$ 525.00	X	No	Yes	Yes			Use Label For Education Points

**Canyon Rim PTA**  
**Treasurer's Report 07/01/2017 to 07/31/2017**

<b>Administration</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	420.00	-420.00	-	-420.00
Bank Charges	-	-	-	-200.00	200.00
Carryover From Previous Year	618.50	-	618.50	13,000.00	-12,381.50
Gifts / Donations	300.00	-	300.00	-	300.00
Insurance	-	-	-	-150.00	150.00
Membership Dues 2017-2018	500.00	45.00	455.00	1,400.00	-945.00
Membership Dues 2018-2019	-	-	-	-	-
Office Supplies (PTA Only)	-	29.00	-29.00	-1,000.00	971.00
PayPal Charges	-	86.19	-86.19	-300.00	213.81
Petty Cash	-	1,100.00	-1,100.00	-	-1,100.00
Postage / Shipping	-	-	-	-75.00	75.00
President Discretionary	-	-	-	-500.00	500.00
State Conference / Training	-	-	-	-2,000.00	2,000.00
Tax Preparation	-	-	-	-500.00	500.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	-	-	-300.00	300.00
<b>Total</b>	<b>1,418.50</b>	<b>1,839.19</b>	<b>-420.69</b>	<b>9,215.00</b>	<b>-9,635.69</b>

<b>Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Carnival	-	-	-	-	-
Donuts With Dad	-	-	-	200.00	-200.00
Father Daughter Dance	-	-	-	250.00	-250.00
Grandparents Breakfast	-	-	-	300.00	-300.00
Mother Son Night	-	-	-	-700.00	700.00
Muffins With Mom	-	-	-	100.00	-100.00
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150.00</b>	<b>-150.00</b>

<b>Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Boosterthon	-	-	-	15,000.00	-15,000.00
Box Tops	-	-	-	1,000.00	-1,000.00
Butterbraids	-	-	-	3,000.00	-3,000.00
Cookie Dough	-	-	-	10,000.00	-10,000.00
FNO - Cafe Rio	-	-	-	400.00	-400.00
FNO - Chik-Fil-A	-	-	-	200.00	-200.00
FNO - Chipotle	-	-	-	600.00	-600.00
FNO - Dairy Queen	-	-	-	200.00	-200.00
FNO - Firehouse Subs	-	-	-	150.00	-150.00
FNO - Little Ceasars	-	-	-	200.00	-200.00
FNO - Peter Piper Pizza	-	-	-	1,200.00	-1,200.00
Harkins Summer Movie	-	-	-	500.00	-500.00
Rewards Programs	348.45	-	348.45	500.00	-151.55
Smoothie Day	-	-	-	3,000.00	-3,000.00
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	-	-	-	200.00	-200.00
<b>Total</b>	<b>348.45</b>	<b>-</b>	<b>348.45</b>	<b>34,470.00</b>	<b>-34,121.55</b>

<b>Sales</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Bricks	-	-	-	350.00	-350.00
Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
T-Shirts	89.00	2,825.83	-2,736.83	800.00	-3,536.83



Yearbooks	20.00	-	20.00	650.00	-630.00
<b>Total</b>	<b>109.00</b>	<b>2,825.83</b>	<b>-2,716.83</b>	<b>1,800.00</b>	<b>-4,516.83</b>

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	2,468.95	-2,468.95	-3,200.00	731.05
Art Masterpiece	-	-	-	-400.00	400.00
Education / Training	-	-	-	-2,000.00	2,000.00
Family In Need Fund	-	-	-	-500.00	500.00
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	-	-	-	-400.00	400.00
Field Trips - Pre School	-	-	-	-200.00	200.00
Hospitality -Teacher App Week	-	-	-	-850.00	850.00
Hospitality -Staff Meals	-	257.79	-257.79	-2,100.00	1,842.21
Hospitality -Holiday Gifts	-	586.17	-586.17	-1,500.00	913.83
Hospitality -Birthdays	-	-	-	-300.00	300.00
Hospitality -Teacher of the Year	-	-	-	-250.00	250.00
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	875.67	-875.67	-14,835.00	13,959.33
Scholastic Items - 6th Grade	-	-	-	-700.00	700.00
Scholastic Items - 5th Grade	-	-	-	-700.00	700.00
Scholastic Items - 4th Grade	-	-	-	-700.00	700.00
Scholastic Items - 3rd Grade	-	-	-	-700.00	700.00
Scholastic Items - 2nd Grade	-	-	-	-700.00	700.00
Scholastic Items - 1st Grade	-	-	-	-700.00	700.00
Scholastic Items - Kindergarten	-	-	-	-700.00	700.00
Student Recognition	-	-	-	-1,500.00	1,500.00
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00
<b>Total</b>	<b>-</b>	<b>6,938.58</b>	<b>-6,938.58</b>	<b>-45,635.00</b>	<b>38,696.42</b>

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	1,875.95	11,603.60	-9,727.65	-	-9,727.65

Bank Account Balances	07/01/2017	07/31/2017	Last Reconciled	Summary for the Period	
Checking - Compass	21,165.20	11,437.55	07/31/2017	Starting Total	21,165.20
Savings - Compass	-	-	Never	Income	1,875.95
<b>Total</b>	<b>21,165.20</b>	<b>11,437.55</b>		Expenses	- 11,603.60 -9,727.65
				Ending Total	11,437.55

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

Treasurer's Report Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_