

Canyon Rim PTA

Open Meeting Minutes (Approved)

August 9, 2018

5:30 PM

- I. Call to Order 5:30pm
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Misty Dewey, Sarah Weigley, Terri Jones, Ali Betancourt, Diane Brusius, Theresa Koepke, Heidi Ball, Jason Failla, Stephanie Schmitz, Lee Ann Buckland, Kirsten Taylor, Brenda Chase, Chris Dippong, Rebekah Pereira
- III. Call to Administration
 - a. Announcements
 - i. Mrs. Moore out for the week
 - b. School Requests
 - i. Motion to approve attached school requests in the amount of \$2233.88 by Sarah Weigley. Motion carries.
 - c. Meetings with Principal Recap
 - i. Money for Projectors – coming from Savings
 - ii. Event Checklist – working on over next couple of weeks
 - iii. Art Masterpiece
 - iv. Curriculum Night
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. July 5, 2018 Meeting
 - i. Motion to approve July 2018 meeting minutes by Chris Dippong. Motion carries.
- VII. Upcoming Events
 - a. Back To School Party – Peter Piper Pizza - 08/10/2018 (Wendi)
 - b. Curriculum Nights – 08/14/2018, 08/15/2018 and 08/16/2018 (Steven)
 - c. Cookie Dough Fundraiser – 8/13/2018 thru 8/24/2018 (Wendi)
 - d. Fall Pictures – 09/22/2018 (Steven)
 - e. Grandparents Breakfast – 09/07/2018 (Steven)
 - f. Family Night Out – Chipotle – 08/28/2018 (Wendi)
- VIII. New Business
 - a. AZ PTA Bylaws Review and Adoption
 - i. Motion to adopt AZ PTA Bylaws by Chris Dippong. Motion carries.
 - b. Canyon Rim PTA Standing Rules Review and Adoption
 - i. Changes on Page 1 and Page 3
 1. Motion to approve changes on page 3 only by Ali Betancourt. Motion carries.
 - c. Financial Audit Review and Approval
 - i. Motion by Sarah Weigley to approve Financial Audit. Motion carries.
 - ii. Recommendations
 1. Double Counting of Weekly (Yellow Box) Deposits.
 2. Show Outstanding Checks on Monthly Treasurer Report.

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- d. PTA Event Coordinators
 - i. Event Coordinators will be in charge of the event, including volunteers and recap for membership.
- e. Yellow Box Processing Assignment
- f. Roundtable
- IX. Committee Reports
 - a. Membership (*Chris*)
 - i. 172 Members
 - ii. 9 Business Members
 - iii. Coupons for events
 - b. Fundraising (*Wendi*)
 - i. Barnes and Noble Bookfair – 01/15/2019 (Steven)
 - 1. Scheduled and should be fun.
 - c. Hospitality (*Wendi*)
 - d. Volunteer (*Misty*)
 - e. Publicity (*Ali*)
 - i. Calendar Updates
 - ii. PTA Newsletter Monthly – 1st of each month
 - f. Review Past Month Events
 - i. Back to School Night – 7/31/2018
 - 1. Excellent Event
 - 2. 19 Individual Memberships
 - 3. 37 Family Memberships
 - 4. 10 Silent Memberships
 - 5. 1 Brick
 - 6. 69 PTA Yearbooks
 - 7. 46 Regular Yearbooks
 - 8. 4 Yearbook Messages
 - 9. 252 Shirt Sales
 - 10. Total Gross Revenue = \$5,447
- X. Review Financial Statements (*Susanna*)
 - a. July 2018
 - i. Motion to approve July 2018 Financial Statement by Sarah Weigley. Motion carries.
- XI. Old Business
 - a. National PTA School of Excellence Decision
 - b. VNET Registration Completed
 - i. Steve and Wendi to attend
 - c. Tax Preparation Needed
 - d. PTA Board Training
 - i. Theresa to complete online training
- XII. Next Scheduled Meeting Date = 09/06/2017 @ 5:30 PM
- XIII. Adjournment 7:07pm

PTA School Requests

Meeting: August 9, 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
New Lunch Buckets for New Teachers	Allows students to easily transport class lunches to cafeteria	\$ 43.17		Yes	N/A	Yes	No	Yes	Requests	Yes
STAR Program	Teachers and students need this to go with the AR Program	\$ 1,142.63		Yes	Yes	Yes	No	Yes	AR / Renaissance	Yes
AR Folders	Student folders for AR	\$ 40.47		Yes	Yes	Yes	No	Yes	AR / Renaissance	Yes
Rainbow Sports Ball Pack Ge02-014	The ball set will be used strictly for grade level and lunch	\$ 675.00	X	No	Yes	Yes	No	Yes	Requests	Yes
There are a few more items that we would like to order from Spalding after getting started with the program. Items include posters, student books, and name cards for desks.	It will enrich the spalding program and help the students in the traditional classrooms to be more successful.	\$ 150.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
privacy folders - class set	I use these almost daily in my classes for quizzes, test, and independent work time. I have loaned the set the PTA bought me 5 years ago countless times to others and they are now falling apart - they are not as well cared for by other classes and have been somewhat abused. I am happy to donate my remaining "good" ones to smaller classrooms (resource, Title, reading specialist, etc.).	\$ 147.61		Yes	Yes	No	No	Yes	Requests	Yes
I could really use a vacuum. A simple inexpensive sweeper to help clean up after my students throughout the day.	New carpet + Kindergarten SPICE snacks and lunches.... The kiddos make quite a mess throughout the day and it can be quite distracting.	\$ 35.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes

PTA School Requests (continued)

Meeting: August 9, 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
Three APPLE iPads 9.7 inch with Wifi at least 64 GB- These can be purchased refurbished on Amazon. The iPad does not need to be the most recent model. It just needs to have wifi access, minimum of 64 GB and a functional camera. Additionally, I am requesting three OtterBox Defender Series Cases & Utility Series Latch II Case with Accessory Bag for a 10" tablets for classroom academic and core vocabulary instruction. This will allow teachers to have a better grip on the devices and increase their range of motion when carrying out aided language stimulation* and presenting the device to students when asking comprehension and academic questions.	This year, as the Speech and Language Pathologist at Canyon Rim Elementary, I am focused on the development of core vocabulary and universal communication systems for students who are nonverbal or minimally verbal. My goal is to increase communication skills for all of our nonverbal to limited verbal students. At our site, I would love to be able to incorporate technology in the form of district-provided iPads equipped for communication apps. I am requesting three classroom based iPads (one for each of the SPICE classrooms) to increase communication and engagement of students with Autism Spectrum Disorders. These devices provide our students a voice for meeting their wants and needs, and for participating in structured academic tasks. Without the iPad communication device, these students are highly limited in their ability to engage in their academics. One of my goals is to provide access to communication across contexts in the academic setting. In doing this, we decrease the occurrence of challenging behaviors related to communication by increasing their ability to get their wants and needs met and supporting their academic development.	\$ 1,300.00	X	Yes	N/A	No	No	No	Requests	Tabled
Ticonderago Erasable Red Pencils - 2 dozen for Lee Ann Buckland and 3 dozen for Michelle Blakely These are \$4.24 a dozen on Amazon and the Spalding store charges \$6.75.	There is a section in Spalding that the students need to use red colored pencils and these work well because they are erasable.	\$ 22.90		Yes	Yes	No	No	No	Requests	No
MobyMax license for all of Canyon Rim	This is a standards-supported program that can help students in two subject areas (math, reading) during Computers time and during math/ELA blocks. It tracks student progress. There is also a ONE subject license for \$995.00 - it would be preferable to have this as a math resource.	\$ 1,995.00		N/A	N/A	Tabled for further Discussion with Staff	--	--	Requests	Tabled

\$ 2,233.88

\$ 1,050.78	Requests
\$ 1,183.10	AR / Renaissance

Canyon Rim PTA
Treasurer's Report 07/01/2018 to 07/31/2018

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	-	-	-300.00	300.00
Bank Charges	-	-	-	-100.00	100.00
Carryover From Previous Year	-	-	-	4,000.00	-4,000.00
Event Supplies	-	239.40	-239.40	-	-239.40
Gifts / Donations	-	-	-	-	-
Insurance	-	-	-	-165.00	165.00
Membership Dues 2017-2018	-	-	-	-	-
Membership Dues 2018-2019	-	-	-	850.00	-850.00
Membership Incentives	-	-	-	-500.00	500.00
Office Supplies (PTA Only)	-	-	-	-500.00	500.00
PayPal Charges	-	-	-	-250.00	250.00
Petty Cash	-	800.00	-800.00	-	-800.00
Postage / Shipping	-	-	-	-50.00	50.00
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-500.00	500.00
Sign Up Genius	-	9.99	-9.99	-120.00	110.01
State Conference / Training	-	-	-	-2,000.00	2,000.00
Tax Preparation	-	-	-	-300.00	300.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	222.00	-222.00	-300.00	78.00
Total	-	1,430.39	-1,430.39	-395.00	-1,035.39

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	500.00	-500.00
Carnival	-	-	-	-	-
Donuts With Dad	-	-	-	350.00	-350.00
Father Daughter Night	-	-	-	-600.00	600.00
Grandparents Breakfast	-	-	-	350.00	-350.00
Mother Son Night	-	-	-	-600.00	600.00
Muffins With Mom	-	-	-	250.00	-250.00
Total	-	-	-	250.00	-250.00

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	15,000.00	-15,000.00
Box Tops	-	-	-	500.00	-500.00
Butterbraids	-	-	-	3,000.00	-3,000.00
Cookie Dough	-	-	-	10,000.00	-10,000.00
FNO - Chipotle	-	-	-	500.00	-500.00
FNO - Dairy Queen	-	-	-	100.00	-100.00
FNO - Little Caesars	-	-	-	500.00	-500.00
FNO - Peter Piper Pizza	-	-	-	1,200.00	-1,200.00
Harkins Summer Movie	-	-	-	500.00	-500.00
Popcorn and Pickles	-	-	-	-	-
Readathon	-	-	-	-	-
Rewards Programs	-	-	-	1,200.00	-1,200.00
Smoothie Day	-	-	-	2,000.00	-2,000.00
Student Council Proceeds	-	-	-	-	-
Sunshine Acres Clothing Drive	-	-	-	300.00	-300.00
Total	-	-	-	34,800.00	-34,800.00

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	-	-	-	150.00	-150.00

Concessions	-	-	-	-500.00	500.00
Miscellaneous	-	-	-	-	-
T-Shirts	-	-	-	-1,000.00	1,000.00
Yearbooks	-	-	-	650.00	-650.00
Total	-	-	-	-700.00	700.00

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	0.27	-	0.27	-	0.27
Bank Fees	-	-	-	-	-
Total	0.27	-	0.27	-	0.27

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	-	-	-4,000.00	4,000.00
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	-	-	-	-200.00	200.00
Field Trips - 5th Grade	-	-	-	-400.00	400.00
Field Trips - 4th Grade	-	-	-	-	-
Field Trips - 3rd Grade	-	-	-	-	-
Field Trips - 2nd Grade	-	-	-	-	-
Field Trips - 1st Grade	-	-	-	-	-
Field Trips - Kindergarten	-	-	-	-1,000.00	1,000.00
Field Trips - Pre School	-	-	-	-	-
Hospitality - Teacher App Week	-	-	-	-2,000.00	2,000.00
Hospitality - Staff Meals	-	-	-	-1,000.00	1,000.00
Hospitality - Holiday Gifts	-	-	-	-2,200.00	2,200.00
Hospitality - Staff of the Year	-	-	-	-500.00	500.00
Requests	-	1,024.69	-1,024.69	-12,255.00	11,230.31
Scholastic Items - 6th Grade	-	-	-	-700.00	700.00
Scholastic Items - 5th Grade	-	-	-	-700.00	700.00
Scholastic Items - 4th Grade	-	-	-	-	-
Scholastic Items - 3rd Grade	-	-	-	-	-
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	-	-	-700.00	700.00
Student Recognition	-	-	-	-2,000.00	2,000.00
Teacher Classrooms	-	2,250.00	-2,250.00	-3,000.00	750.00
Volunteer Recognition	-	-	-	-400.00	400.00
Total	-	3,274.69	-3,274.69	-33,955.00	30,680.31

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	0.27	4,705.08	-4,704.81	-	-4,704.81

Bank Account Balances	07/01/2018	07/31/2018	Last Reconciled	Summary for the Period	
Checking - Compass	3,883.17	-821.91	07/31/2018	Starting Total	10,736.89
Savings - Compass	6,853.72	6,853.99	07/31/2018	Income	0.27
Total	10,736.89	6,032.08		Expenses	- 4,705.08 -4,704.81
				Ending Total	6,032.08

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

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____

Canyon Rim PTA
Bank Reconciliation Report - Checking - Compass
Statement Ending 07/31/2018

These withdrawals had not cleared the bank as of 07/31/2018

Date	Ref	Uncleared Withdrawal
06/03/2018	3871	29.70
06/28/2018	3864	14.65
06/30/2018	3868	138.19
06/30/2018	3870	55.72
07/30/2018	3869	16.00
07/30/2018	3870	1,024.69
07/31/2018	3873	223.40
07/31/2018	3874	222.00