

Canyon Rim PTA

Open Meeting Minutes (Approved)

September 6, 2018

5:30 PM

- I. Call to Order 5:31pm
- II. Introductions / Sign In Sheet
 - a. In attendance: Monica Garza, Sarah Weigley, Kelli Hinkhouse, Marilee Garbison, Kaitlyn Gifford, Ali Betancourt, Mia Betancourt, Wendi Howe, Theresa Koepke, Lynette Tucker, Steven Weigley, Chris Dippong, Misty Dewey, Maria Tefft, Cindie DeCorte, Lana Moore
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion by Wendi Howe to approve attached school requests in the amount of \$8,335.81. Motion carries.
 - ii. Motion by Chris Dippong to move \$6,800 from savings account to checking account. Motion carries.
 - iii. Motion by Lynette Tucker to close savings account after transfer of \$6,800. Motion carries.
 - c. Meetings with Principal Recap
 - i. Playground Cover ETA
 - ii. Parking Lot Lights ETA
 - iii. Cookie Dough Delivery Schedule
 - iv. November Voting and Security
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. August 9, 2018 Meeting
 - i. Motion by Chris Dippong to approve August meeting minutes. Motion carries.
- VII. Review Financial Statements (*Sarah*)
 - a. August 2018
 - i. Motion by Sarah Weigley to approve August financial statement. Motion carries.
 - b. Reward Programs
 - i. Amazon Smiles = \$8.05
- VIII. Upcoming Events
 - a. Grandparents Breakfast – 09/07/2018 (Amanda)
 - b. Box Top Counting – 09/15/2018 (Sarah/Tina)
 - c. Smoothie Day – 09/19/2018 (Wendi)
 - i. Changing from Jamba Juice to Tropical Smoothies
 - d. Bingo Night – 09/21/2018 (Monica)
 - i. Need callers
 - ii. Need gift card \$15 x 12, movie candy x12
 - e. Fall Conferences – 09/27/2018 and 09/28/2018 (Hospitality?)
 - i. Dinner served by PTA on 9/27, lunch on 9/28.
 - f. Cookie Dough Delivery – 10/02/2018 (Wendi)
 - g. Walk Ride to School – 10/03/2018 (Steven)

Canyon Rim PTA
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- IX. Old Business
 - a. VNET Recap
 - b. Tax Preparation
 - i. Completed
 - 1. Federal Submitted and Approved on 08/26/2018
 - 2. State mailed on 09/04/2018
 - c. PTA Board Training
 - i. In Progress
 - d. PTA Event Coordinators
 - i. Review Sign Up Genius
- X. New Business
 - a. New Treasurer Bios and Voting
 - i. Motion by Steven Weigley to appoint Kelli Hinkhouse as Treasurer. Motion carries.
 - ii. Motion by Steven Weigley to remove Susanna Larranaga as a signer on checking and savings accounts. Motion carries.
 - iii. Motion by Steven Weigley to appoint the following signers to savings and checking accounts: Steven Weigley, Wendi Howe, Ali Betancourt, Kelli Hinkhouse. Motion carries.
 - b. Roundtable
- XI. Committee Reports
 - a. Membership (*Chris*)
 - b. Fundraising (*Wendi*)
 - i. Back To School Party – Peter Piper Pizza
 - 1. \$650
 - ii. Cookie Dough
 - 1. Net = \$11,400
 - iii. Family Night Out – Chipotle
 - 1. \$336.72
 - c. Hospitality (*Wendi*)
 - d. Volunteer (*Misty*)
 - e. Publicity (*Ali*)
 - f. Review Past Month Events
 - i. Curriculum Nights (Steven)
 - 1. \$1200
 - 2. 15 Yearbooks
 - 3. 17 Memberships
 - 4. 45 Shirts
- XII. Next Scheduled Meeting Date = 10/04/2017 @ 5:30 PM
- XIII. Adjournment 6:51pm

PTA School Requests

Meeting: September 6, 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
16 copies of The Mysterious Benedict Society books for Literature Study	We will be doing Socratic Seminars and using the story for meeting Literary and Reading Standards	\$ 200.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Pizza from Geno's pizza	It is a Title Night to share information with parents about our programs. Students will learn new educational games that they can play at home.	\$ 80.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes
IXL membership for intermediate Math ALP students. IXL is website that provides personalized learning for students and analytical tools for teachers.	Because students in Math ALP are jumping two grade levels in Math for the 2018-19 school year, significant learning gaps need to be filled. IXL.com provides an engaging tool students can either use at school or at home. Canyon Rim has a wonderful opportunity for students to accelerate in Math. Many of my 6th grade students will be going into Algebra I next year (two years ahead of their peers!). This is an exciting option for parents and their students and can attract and retain our most talented students. Providing this tool to my 4th and 5th grade students will better prepare them for acceleration for the coming years. The year long membership will benefit 25 students for a year (and can be used during the summer!).	\$ 300.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
The 7 habits of happy kids poster set (two complete sets). One set for the M.P.R. and one set for the library.	Canyon Rim has been implementing Coveys (7 habits of happy kids)	\$ 100.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Storage Bins in the STEAM Room and Wire Storage Shelves for Computers	Students will be able to engage in fun STEM/ STEAM/ Project Based Learning Activities using donated and collected supplies. These bins will help organize the supplies so that teachers can access them to do these hands on activities with their students. Wire bins to hold Chrome Books so students can use them when in Computer lab without taking up counter space in STEAM room.	\$ 400.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Dish Dryer and Power Strips for Chrome Book storage in Primary classrooms.	Each classroom has 5 or 6 computers and they need to be stored in an organized space which can keep the units plugged in. A Dish Drying rack worked perfect for that function and the powerstrips will allow the items to be powered for immediate use in primary classrooms for centers.	\$ 275.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Electronic Stapler	Electronic Stapler for use in Workroom when needed.	\$ 35.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Projectors and speakers for Canyon Rim 3rd - 6th Grade Classrooms	Teachers will be able to utilize projectors to enhance learning.	\$ 6,800.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Assorted items for SPICE Classroom for beginning of new year.	Posters, Binders, Folder Dividers, Pencil Boxes, Velcro, Laminating Sheets, Filler Paper, positive incentives to be used throughout the year by student in this classroom.	\$ 95.81		Yes	N/A	Yes	No	Yes	Requests	Yes
Assorted items for SPICE Classroom for beginning of new year.	Bins and other items used to arrange/contain items in room	\$ 50.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes
Motivators for my students, smalls treats (M & M's, Skittles, fruit snacks, etc.) small toys or sensory toys.	This is the way we are able to motivate our students to complete jobs and to be able to attend specials and other activities that allow them to be part of the school community.	\$ 25.00	X	Yes	N/A	Yes	No	Yes	Requests	Fullfilled by PTA member

\$ 8,335.81

\$ 8,335.81	Requests
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Canyon Rim PTA
Treasurer's Report 07/01/2018 to 08/31/2018

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	206.25	-206.25	-300.00	93.75
Bank Charges	-	15.00	-15.00	-100.00	85.00
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	2,595.00	-	2,595.00	850.00	1,745.00
Membership Incentives	-	-	-	-500.00	500.00
Office Supplies (PTA Only)	-	173.53	-173.53	-500.00	326.47
PayPal Charges	-	100.17	-100.17	-250.00	149.83
Petty Cash	1,070.00	1,070.00	-	-	-
Postage / Shipping	-	-	-	-50.00	50.00
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-500.00	500.00
Sign Up Genius	-	19.98	-19.98	-120.00	100.02
State Conference / Training	-	-	-	-2,000.00	2,000.00
Tax Preparation	-	-	-	-300.00	300.00
Transaction Error / Pass Through	5.00	-	5.00	-	5.00
Website	-	222.00	-222.00	-300.00	78.00
Total	3,670.00	2,205.33	1,464.67	-395.00	1,859.67

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	363.32	-	363.32	1,200.00	-836.68
Smoothie Day	-	-	-	2,000.00	-2,000.00
Student Council Proceeds	-	-	-	-	-
Sunshine Acres Clothing Drive	-	-	-	300.00	-300.00
Total	363.32	-	363.32	34,800.00	-34,436.68

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	50.00	-	50.00	150.00	-100.00

Concessions	-	-	-	-500.00	500.00
Miscellaneous	-	-	-	-	-
T-Shirts	3,129.00	775.24	2,353.76	-1,000.00	3,353.76
Yearbooks	2,256.00	-	2,256.00	650.00	1,606.00
Total	5,435.00	775.24	4,659.76	-700.00	5,359.76

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	0.55	-	0.55	-	0.55
Bank Fees	-	-	-	-	-
Total	0.55	-	0.55	-	0.55

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	34.32	454.80	-420.48	-1,000.00	579.52
Hospitality - Holiday Gifts	-	-	-	-2,200.00	2,200.00
Hospitality - Staff of the Year	-	-	-	-500.00	500.00
Requests	-	3,980.88	-3,980.88	-12,255.00	8,274.12
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	-	2,750.00	-2,750.00	-3,000.00	250.00
Teacher Recognition	-	97.96	-97.96	-	-97.96
Volunteer Recognition	-	-	-	-400.00	400.00
Total	34.32	7,283.64	-7,249.32	-33,955.00	26,705.68

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	9,503.19	10,264.21	-761.02	-	-761.02

Bank Account Balances	07/01/2018	08/31/2018	Last Reconciled	Summary for the Period	
Checking - Compass	3,883.17	3,121.60	08/31/2018	Starting Total	10,736.89
Savings - Compass	6,853.72	6,854.27	08/31/2018	Income	9,503.19
Total	10,736.89	9,975.87		Expenses	- 10,264.21 -761.02
				Ending Total	9,975.87

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____

These withdrawals had not cleared the bank as of 08/31/2018

Date	Ref	Paid To	Uncleared Withdrawal
08/20/2018	3882	Tees And More	210.14
08/22/2018	3887	Steven Weigley	18.04
08/22/2018	3888	Canyon Rim Elementary	173.53
Total			\$401.71