

Canyon Rim PTA

General Meeting Minutes (Approved)

August 4, 2022

5:30 PM

- I. Call to Order
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Sarah Weigley, Joseph Lopat, Monica Garza, Jackie Galloway, Anna Combe, Nick Controne, Derek Serrano, Brittany Deemer, Mike Cavicchioni, Jennifer Poitra, Clinton Poitra, Curtis Fletcher, Amanda Patrick, Carrie Alarie, Jeremy Crawford, Alexis Volkman, Cecilia Campos, Liz Luedtke, Lana Murphy, Bonni Beveridge, Tara Terry, Brittany Cavicchioni
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion to approve school request in the amount of \$1,590 by Bonni Beveridge. Motion approved unanimously.
 - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
 - a. Need to update Mobile version of Canyon Rim Website
 - b. Here Comes the Bus app – Not available for Elementary Schools currently.
 - c. Pickup Procedures – Parent Pickup Line and Security
 - i. Following up with school about alternatives to help safeguard students.
- VI. Review and Approval Meeting Minutes
 - a. July 14, 2022 Meeting
 - i. Motion to approve July 14, 2022 Meeting Minutes by Liz Luedtke. Motion passes unanimously.
- VII. Review Financial Statements (*Chris*)
 - a. July 2022
 - i. Motion to approve July 2022 financial statements by Bonni Beveridge. Motion passes unanimously.
- VIII. General Information
 - a. School Security Update
 - i. Perforated Vinyl Coverings on Front Door and All Outside entrances for \$4,000
 - ii. Looking into other alternatives like mirrored tint to get more windows covered.
 - iii. Going to engage the SRO at High School to get law enforcement perspective in adding those items to school windows.

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General Meeting Minutes (continued) (Approved)

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- IX. Discussion Topics
 - a. Review and Approve 2022 – 2023 PTA Budget
 - i. Motion to approve 2022 – 2023 PTA Budget by Liz Luedtke. Motion passes unanimously.
 - b. Review and Approve AZ PTA Bylaws
 - i. Motion to approve AZ PTA Bylaws by Bonni Beveridge. Motion passes unanimously.
 - c. Review and Approve Canyon Rim PTA Standing Rules
 - i. Motion to approve Canyon Rim PTA Standing Rules by Bonni Beveridge. Motion passes unanimously.
 - d. Review and Approve Canyon Rim PTA Money Handling Procedures
 - i. Motion to approve Canyon Rim PTA Money Handling Procedures by Liz Luedtke. Motion passes unanimously.
 - e. Review and Approve Financial Audit (*Chris*)
 - i. Motion to approve Financial Audit by Jai Pester. Motion passes unanimously.
 - f. Roundtable
- X. PTA Business
 - a. Event Coordinators
 - i. Tabled until September Meeting
 - b. PTA Bulletin Board
 - i. Hayley working on it.
 - c. Water Bottle Sales
 - i. Sold 88 for initial Meet The Teacher Promotion
 - ii. Prices increased to \$23 and \$20 to cover costs better.
 - d. VNET Expo
 - i. Steven, Chris, Bonni, Jai and Liz attending
 - e. PTA Convention Expenses
 - i. Approved by general membership to allow the attendees from June 2022 to expense travel and lodging expense.
 - ii. Already planned into this year's budget that was approved earlier.
 - f. Roundtable

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XI. Committee Reports

- a. Publicity (*Hayley*)
 - i. Absent, but doing a great job with social media!
 - ii. Need to add Raising Caines and Menchies FNO's on 09/27/2022 from 4:00 PM – 9:00 PM
- b. Membership (*Jai*)
 - i. Diamond Business Member for Shirt – KDA Financial – Jacob Lausen
 - ii. Platinum Business Member for Agenda – MacDonald Orthodontics
 - iii. Platinum Business Member for Grandparents Breakfast – Morris Hall Premier Estate Planning Law Firm
 - iv. Bronze Business Member – AZ Wholesale Floors
 - v. Few other businesses in the works
 - vi. 118 General Member
- c. Fundraising (*Liz*)
 - i. Back To School at Peter Piper Pizza – Flyers are ready and need to be picked up. Steven will pick them up on Friday.
 - ii. Raising Caines and Menchies FNO's setup on 09/27/2022 from 4:00 PM – 9:00 PM, we receive 15%.
 - iii. Quick Quack Car Wash – set a date for 08/31/2022. Steven will confirm and send in signed agreement. We will be onsite from 3:00 PM – 6:00 PM
- d. Hospitality (*Jackie*)
 - i. Gearing up for Parent Teacher Conferences
 - 1. Dinner on 22nd for classroom teachers
 - 2. Lunch on 23rd for entire staff
- e. Event Manager (*Sarah*)

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- XII. Upcoming Events (see Event Manager attachment)
- a. Curriculum Nights – Virtual (08/09/2022) (*Steven*)
 - i. Revamped slides for teacher presentation.
 - b. Kona Ice Day – 08/17/2022 (*Jackie*)
 - i. When going out in backpacks – 08/11/2022
 - ii. Facebook – 08/11/2022 and 08/15/2022 with a reminder on 08/16/2022
 - iii. Peachjar – 08/11/2022
 - c. Peter Piper Pizza Back to School Party FNO – 08/19/2021 (*Liz*)
 - i. When going out in backpacks – 08/15/2022
 - ii. Facebook?08/15/2022 and 08/18/2022
 - iii. Peachjar?08/15/2022
 - iv. Engagement Sheet for Attendees – Yes
 - Curriculum Night Slides – laminate and put on tables if allowed by Peter Piper Pizza.
 - d. Grandparents Breakfast – 09/09/2022 (*Steven*)
 - i. Order Status – French Toast Sticks and REAL Bacon and all drinks ordered. Coffee from Starbucks (7.5 Regular, 2.5 Decaf)
 - ii. When going out in backpacks
 - Save the Date – 08/22/2022
 - Normal Flyer for event - 09/01/2022
 - iii. Facebook – Save the Date 08/22/2022, Normal 09/01/2022
 - iv. Peachjar – 09/01/2022
 - v. Morris Hall Law will be attending
 - vi. Have laminated sheets from PPP with Membership info.
 - vii. Send email to PTA members (as a perk of membership) with a tip/trick to let them know to go to Bookfair first.
 - e. Butterbraids / Cookie Dough Fundraiser – 09/12/2022 (*Liz*)
 - i. When going out in backpacks – 09/12/2022
 - ii. Facebook – 09/12/2022
 - iii. Peachjar – 09/12/2022
 - f. Walk The Rim – 09/28/2022 (*Steven*)
 - i. When going out in backpacks – 09/22/2022
 - ii. Facebook – 09/26/2022 OR 09/27/2022

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XIII. Review Past Month Events

a. Back To School Night – 07/22/2022 (*Steven*)

iii. What went well

- Don't engage parents as they walk in.
- They are stressed - Help them find teachers and To Do list
- To Do List was Awesome! Heard from both teachers and parents it was useful and welcomed.
- Giving forms to teachers was a good idea. Maybe clean them up a bit or have the same flyer we hand out with rewards and everything on it.
- Maybe put the Curriculum Night slide of "What PTA Does" on the back of the activity sheets as a reason to join PTA.
 - a. Need something parents can look at after they have left and still engage them.

b. First Day of School – 07/26/2022 (*Steven*)

- i. Thanks everyone for being there.
- ii. PTA Board members thought it was a good experience being able to help kids and be with their own kids inside the school on the first was priceless.

XIV. Next Meeting Date and Time

- a. September 8, 2022 @ 5:30 PM @ Canyon Rim Library

XV. Adjournment

PTA School Requests

Meeting: August 4, 2022

| Item Requested | How it will Impact Staff, Students and Families? | 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 |
|--|---|------------------|----------------|--------------|-------------------|----------------------------|---------------|------------|-----------------------|--|
| Teachers Pay Teachers interactive notebook for ELA, Math & Science and Amazon math posters, superhero all about me posters, superhero pencils. | The interactive notebooks will help students to better understand concepts and have organized notes to refer to. The math poster will allow students a visual in the classroom to help them with key words for math word problems. The all about me posters will be used for Super Student of the week and the superhero pencils will give them a special pencil to write with. | \$ 40.00 | X | Yes | Yes | Yes | No | Yes | Requests - General | Yes |
| 4 Shelving Units for Building Management office | Help store items needed for cleaning the school. Current shelving is not safe and is unable to be used. District does not have shelving to give the schools. | \$ 650.00 | X | Yes | Yes | Yes | No | Yes | Requests - General | Yes |
| IPEVO V4K Ultra High Definition 8MP USB Document Camera — Mac OS, Windows, Chromebook Compatible for Live Demo, Web Conferencing, Distance Learning, Remote Teaching | Doc Camera to project materials and resources | \$ 550.00 | X | Yes | Yes | Yes | No | Yes | Requests - Technology | Yes |
| Replacement Batteries for old radios | Provides safety for student ...staff can communicate amongst each other. | \$ 350.00 | X | Yes | Yes | Yes | No | Yes | Requests - Technology | Yes |
| Storage Cabinet for Student Supplies | Our resource team community/warehouse supplies will no longer be covering the small group table in my portable where I will be working with students. These are materials that will be used daily with students (paper/notebooks/glue/etc.) | \$ - | X | Yes | Yes | No | No | No | Requests - General | Cabinet in Electrical Room to be used if nothing else found on campus. |

\$ 1,590.00

| | |
|-----------|-----------------------|
| \$ 690.00 | Requests - General |
| \$ 900.00 | Requests - Technology |

Canyon Rim PTA FY 2022

Treasurer's Report

07/01/2022 - 08/31/2022

| Administration | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| Accounting Software | - | - | - | -\$250.00 | \$250.00 |
| Annual Audit / Financial Review | - | \$380.00 | -\$380.00 | -\$400.00 | \$20.00 |
| Bank Charges | - | - | - | - | - |
| Banners | - | \$72.77 | -\$72.77 | -\$1,500.00 | \$1,427.23 |
| Carryover From Previous Year | - | - | - | \$36,000.00 | -\$36,000.00 |
| Electronic Transaction Fees | - | \$2.00 | -\$2.00 | -\$200.00 | \$198.00 |
| Gifts / Donations | \$582.60 | - | \$582.60 | - | \$582.60 |
| Insurance | - | - | - | -\$165.00 | \$165.00 |
| Meeting Expenses | - | \$179.85 | -\$179.85 | -\$1,000.00 | \$820.15 |
| Membership Dues 2022-2023 | \$8,647.80 | \$720.50 | \$7,927.30 | \$2,750.00 | \$5,177.30 |
| Membership Dues 2023-2024 | \$30.00 | - | \$30.00 | \$250.00 | -\$220.00 |
| Membership Incentives | - | - | - | -\$1,000.00 | \$1,000.00 |
| Office Supplies (PTA Only) | - | \$297.77 | -\$297.77 | -\$350.00 | \$52.23 |
| Pantry Items | - | - | - | -\$300.00 | \$300.00 |
| Petty Cash | \$210.00 | \$210.00 | - | - | - |
| Postage / Shipping | - | - | - | - | - |
| President Discretionary | - | - | - | - | - |
| Printing | - | \$169.54 | -\$169.54 | -\$1,000.00 | \$830.46 |
| Sign Up Genius | - | - | - | - | - |
| State Conference / Training | - | \$438.82 | -\$438.82 | -\$2,750.00 | \$2,311.18 |
| Transaction Error / Pass Through | - | - | - | - | - |
| Tax Preparation | - | - | - | - | - |
| Website | - | - | - | -\$200.00 | \$200.00 |
| Administration Totals | \$9,470.40 | -\$2,471.25 | \$6,999.15 | \$29,885.00 | -\$22,885.85 |
| Events | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bingo Night | - | - | - | - | - |
| Carnival | - | \$492.00 | -\$492.00 | - | -\$492.00 |
| Donuts With Your Favorite Guy | - | - | - | \$600.00 | -\$600.00 |
| Family Movie Night | - | - | - | - | - |
| Grandparents Breakfast | - | \$1,673.00 | -\$1,673.00 | \$600.00 | -\$2,273.00 |
| Muffins With Your Favorite Gal | - | - | - | \$600.00 | -\$600.00 |
| Teach or Treat | - | - | - | -\$2,500.00 | \$2,500.00 |
| Ultimate Family Fun Night | - | - | - | -\$2,000.00 | \$2,000.00 |
| Events Totals | - | -\$2,165.00 | -\$2,165.00 | -\$2,700.00 | \$535.00 |
| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Boosterthon | - | - | - | \$20,000.00 | -\$20,000.00 |
| Box Tops | - | - | - | - | - |
| Butterbraids | - | - | - | \$3,900.00 | -\$3,900.00 |

| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-----------------------------|-------------------|--------------------|---------------------|--------------------|---------------------|
| Cookie Dough | - | - | - | \$6,000.00 | -\$6,000.00 |
| FNO - Bahama Bucks | - | - | - | \$50.00 | -\$50.00 |
| FNO - Chipotle | - | - | - | \$250.00 | -\$250.00 |
| FNO - Crumbl | - | - | - | \$50.00 | -\$50.00 |
| FNO - Culvers | - | - | - | \$250.00 | -\$250.00 |
| FNO - MOD Pizza | - | - | - | \$150.00 | -\$150.00 |
| FNO - Peter Piper Pizza | - | - | - | \$600.00 | -\$600.00 |
| FNO - Quick Quack Car Wash | - | - | - | \$100.00 | -\$100.00 |
| FNO - Raising Canes | - | - | - | \$200.00 | -\$200.00 |
| FNO - Sonic | - | - | - | \$100.00 | -\$100.00 |
| Kona Days | \$550.00 | - | \$550.00 | \$2,700.00 | -\$2,150.00 |
| Rewards Programs | \$435.88 | - | \$435.88 | \$1,250.00 | -\$814.12 |
| Fundraising Totals | \$985.88 | - | \$985.88 | \$35,600.00 | -\$34,614.12 |
| Sales | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bricks | - | - | - | \$70.00 | -\$70.00 |
| Miscellaneous | - | - | - | - | - |
| Pogo Pass | \$30.00 | - | \$30.00 | - | \$30.00 |
| Spirit Store | \$1,758.00 | \$1,575.26 | \$182.74 | \$75.00 | \$107.74 |
| T-Shirts | - | - | - | -\$8,000.00 | \$8,000.00 |
| Vending | \$170.30 | - | \$170.30 | \$1,250.00 | -\$1,079.70 |
| Yearbooks | \$1,270.00 | - | \$1,270.00 | \$2,000.00 | -\$730.00 |
| Sales Totals | \$3,228.30 | -\$1,575.26 | \$1,653.04 | -\$4,605.00 | \$6,258.04 |
| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Agendas | - | \$1,082.80 | -\$1,082.80 | - | -\$1,082.80 |
| AR / Renaissance | - | \$4,075.87 | -\$4,075.87 | -\$4,250.00 | \$174.13 |
| Art Masterpiece | - | - | - | -\$500.00 | \$500.00 |
| Author Visits | - | - | - | -\$1,000.00 | \$1,000.00 |
| Career Day | - | - | - | -\$250.00 | \$250.00 |
| Club Shirts | - | - | - | -\$1,000.00 | \$1,000.00 |
| Education / Training | - | - | - | - | - |
| Family In Need Fund | - | - | - | -\$500.00 | \$500.00 |
| Field Days | - | - | - | -\$2,000.00 | \$2,000.00 |
| Field Trips - 1st Grade | - | - | - | - | - |
| Field Trips - 2nd Grade | - | - | - | - | - |
| Field Trips - 3rd Grade | - | - | - | - | - |
| Field Trips - 4th Grade | - | - | - | - | - |
| Field Trips - 5th Grade | - | - | - | - | - |
| Field Trips - 6th Grade | - | - | - | - | - |
| Field Trips - Kindergarten | - | - | - | - | - |
| Field Trips - Pre School | - | - | - | -\$400.00 | \$400.00 |
| Field Trips - SPICE | - | - | - | -\$400.00 | \$400.00 |
| Hospitality - Holiday Gifts | - | - | - | -\$2,000.00 | \$2,000.00 |

| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|-------------|---------------------|---------------------|---------------------|--------------------|
| Hospitality - Staff Meals | - | \$416.97 | -\$416.97 | -\$1,500.00 | \$1,083.03 |
| Hospitality - Staff Members of the Year | - | - | - | -\$250.00 | \$250.00 |
| Hospitality - Teacher/Staff Appreciation Week | - | - | - | -\$1,000.00 | \$1,000.00 |
| Oratorical Contest | - | - | - | -\$200.00 | \$200.00 |
| Requests - Curriculum | - | - | - | - | - |
| Requests - General | - | \$1,155.35 | -\$1,155.35 | -\$3,580.00 | \$2,424.65 |
| Requests - Technology | - | \$860.94 | -\$860.94 | -\$1,000.00 | \$139.06 |
| School Beautification | - | \$19,726.62 | -\$19,726.62 | -\$20,000.00 | \$273.38 |
| School Safety | - | - | - | -\$5,000.00 | \$5,000.00 |
| Science Fair / STEAM Night | - | - | - | -\$1,500.00 | \$1,500.00 |
| Spelling Bee | - | - | - | -\$300.00 | \$300.00 |
| Staff Recognition | - | - | - | -\$2,000.00 | \$2,000.00 |
| Student Recognition | - | - | - | -\$5,000.00 | \$5,000.00 |
| Supplemental Items - 1st Grade | - | - | - | - | - |
| Supplemental Items - 2nd Grade | - | - | - | - | - |
| Supplemental Items - 3rd Grade | - | - | - | - | - |
| Supplemental Items - 4th Grade | - | - | - | - | - |
| Supplemental Items - 5th Grade | - | - | - | - | - |
| Supplemental Items - 6th Grade | - | - | - | - | - |
| Supplemental Items - Kindergarten | - | - | - | - | - |
| Teacher Classrooms | - | \$2,891.19 | -\$2,891.19 | -\$2,800.00 | -\$91.19 |
| Visitor Aware | - | - | - | -\$350.00 | \$350.00 |
| Volunteer Recognition | - | \$213.44 | -\$213.44 | -\$1,400.00 | \$1,186.56 |
| School Gifts Totals | - | -\$30,423.18 | -\$30,423.18 | -\$58,180.00 | \$27,756.82 |
| PayPal Fees | Income | Expenses | Year to Date | Net Budget | More/-Less |
| PayPal Fees | - | - | - | - | - |
| PayPal Fees Totals | - | - | - | - | - |
| Grand Totals | | | | | |
| | \$13,684.58 | -\$36,634.69 | -\$22,950.11 | - | -\$22,950.11 |

⊘ These withdrawals had not cleared the bank as of 08/31/2022.

| Date | Reference | Details | Withdrawal |
|--------------|-----------|----------------|------------------|
| 08/18/2022 | 4322 | GPS Print Shop | -\$112.60 |
| Total | | | -\$112.60 |

| Bank Account Balances | 07/01/2022 | 08/31/2022 | Last reconciled | Summary for the Period | |
|--|--------------------|--------------------|-----------------|------------------------|--------------|
| Checking - Compass | \$46,093.91 | \$23,143.80 | 08/31/2022 | Starting Total | \$46,093.91 |
| PayPal Clearing Account | - | - | Never | Income | \$13,684.58 |
| Totals | \$46,093.91 | \$23,143.80 | | Expenses | -\$36,634.69 |
| <i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i> | | | | Ending Total | \$23,143.80 |

Submitted by:

Name: _____ Signature: _____ Date: _____