

# Canyon Rim PTA

## Open Meeting Minutes (Approved)

May 3, 2018

5:30 PM

- I. Call to Order 5:36 PM
- II. Introductions / Sign In Sheet
  - a. In attendance: Steven Weigley, Sarah Weigley, Wendi Howe, Lynette Tucker, Nathan Gold, Chris Dippong, Misty Dewey, Ali Betancourt, Tina Padilla, Susanna Larrañaga, Lana Moore
- III. Review and Approval Meeting Minutes
  - a. April 12, 2018 Meeting
    - i. Motion to approve April meeting minutes by Wendi Howe. Motion carries.
- IV. Review Financial Statements (*Susanna*)
  - a. April 2018
    - i. Motion to approve April Financial Statements by Chris Dippong. Motion carries.
- V. Call to Administration
  - a. Announcements
    - i. Traditional up to 120 students and averaging about 20 per class.
  - b. School Requests
    - i. Motion to approve attached school requests in the amount of \$4,071.76 by Tina Padilla. Motion carries.
    - ii. Motion to approve attached school request revisions in the amount of \$275.00 by Tina Padilla. Motion carries.
  - c. Meetings with Principal Recap
- VI. Call to Teachers – Open Forum
- VII. Call to Members – Open Forum
- VIII. Committee Reports
  - a. Membership (*Ali and Chris*)
    - i. Update for next year
    - ii. Memberships already for 2018-2019
      1. Approved 3 gifts cards (\$15 each) for early Staff signup before end of May.
  - b. Fundraising (*Wendi*)
    - i. Family Night Out – Chik-Fil-A – 04/17/2018 (*Wendi*)
      1. \$200.00
    - ii. Jamba Juice – 05/16/2018 (*Wendi*)
    - iii. Yearbook Signing Party – 05/17/2018 (*Wendi*)
  - c. Hospitality (*Wendi*)
    - i. Wendi will provide donuts for final assembly on the last day of school.
  - d. Volunteer (*Misty*)
  - e. Calendar Updates (*Chris*)
  - f. Yearbook (*Steven*)
    - i. Received 4/16/2018
  - g. Cougarnival (*Steven*)

# Canyon Rim PTA

## Open Meeting Minutes (continued) (Approved)

May 3, 2018  
5:30 PM

- IX. Old Business
  - a. National PTA School of Excellence (Steven)
    - i. Survey results
      - 1. 141 submitted on final survey compared to 96 on baseline!
      - 2. Question 1 – Increased from unknown to always by 11.3% which was our goal.
      - 3. Question 2 – Lowered unknown by 3.9%, increased always by 17.4% which is much better than baseline.
      - 4. All other questions – Always was the highest percentage and increased from baseline survey.
    - ii. Final Steps
      - 1. Submit final application before end of May.
  - b. PTA Convention update
    - i. 4 Registrations Paid
    - ii. 1 Night in hotel will be reimbursed per attendee
- X. New Business
  - a. Shirts for Next Year
    - a. Give to staff – Yes
    - b. Work with vendors to get quotes
  - b. Financial Audit
    - a. Ask auditor from last year (Karen Johnston) if she is interested again.
      - i. Motion to approve auditor services in the amount of \$250.00 by Chris Dippong. Motion carries.
  - c. Meeting Dates for Summer
    - a. June 14<sup>th</sup> – Scheduling Meeting at Native Grill and Wings 5:00 PM
    - b. June 28<sup>th</sup> – Pre Budget Meeting at Weigley House 5:00 PM
      - i. President, Vice President, Treasurer and Assistant Treasurer required to attend. Other board members may attend, but it is optional.
    - c. July 5<sup>th</sup> – Budget Meeting at Weigley House 5:00 PM
  - d. Calendar
    - a. Continue monthly calendar for 2018-2019
    - b. Start sending out through School Messenger as well as hard copy
    - c. Check on iCalendar to see if available
  - e. Roundtable
- XI. Next Scheduled Meeting Date = 06/14/2018 @ 5:00 PM
- XII. Review Past Month
- XIII. Upcoming Events
  - a. Cougarnival – 05/04/2018 (Steven)
  - b. Muffins With Mom – 5/11/2018 (Steven)
- XIV. Adjournment 7:26 PM

**Canyon Rim PTA**  
**Treasurer's Report 07/01/2017 to 04/30/2018**

<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	55.27	76.00	-20.73	-200.00	179.27
Carryover From Previous Year	666.50	-	666.50	13,000.00	-12,333.50
Event Supplies	-	48.51	-48.51	-	-48.51
Gifts / Donations	594.00	-	594.00	-	594.00
Insurance	-	-	-	-150.00	150.00
Membership Dues 2017-2018	2,215.00	922.50	1,292.50	1,400.00	-107.50
Membership Dues 2018-2019	-	-	-	-	-
Membership Incentives	-	115.24	-115.24	-	-115.24
Office Supplies (PTA Only)	-	314.68	-314.68	-1,000.00	685.32
PayPal Charges	-	167.70	-167.70	-300.00	132.30
Petty Cash	2,650.00	2,650.00	-	-	-
Postage / Shipping	-	35.53	-35.53	-75.00	39.47
President Discretionary	-	-	-	-500.00	500.00
Sign Up Genius	-	89.91	-89.91	-	-89.91
State Conference / Training	-	25.00	-25.00	-2,000.00	1,975.00
Tax Preparation	-	250.00	-250.00	-500.00	250.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	-	-	-300.00	300.00
PTA School of Excellence	-	263.89	-263.89	-	-263.89
<b>Total</b>	<b>6,180.77</b>	<b>5,537.96</b>	<b>642.81</b>	<b>9,215.00</b>	<b>-8,572.19</b>

<b>Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Carnival	-	601.40	-601.40	-	-601.40
Donuts With Dad	597.00	606.76	-9.76	200.00	-209.76
Father Daughter Dance	505.00	677.95	-172.95	250.00	-422.95
Grandparents Breakfast	1,050.00	570.09	479.91	300.00	179.91
Mother Son Night	-	653.36	-653.36	-700.00	46.64
Muffins With Mom	-	-	-	100.00	-100.00
Bingo Night	558.20	162.00	396.20	-	396.20
<b>Total</b>	<b>2,710.20</b>	<b>3,271.56</b>	<b>-561.36</b>	<b>150.00</b>	<b>-711.36</b>

<b>Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Boosterthon	27,221.30	13,453.65	13,767.65	15,000.00	-1,232.35
Box Tops	1,257.40	1,337.60	-80.20	1,000.00	-1,080.20
Butterbraids	6,928.00	4,039.00	2,889.00	3,000.00	-111.00
Cookie Dough	27,542.50	16,337.00	11,205.50	10,000.00	1,205.50
FNO - Cafe Rio	408.40	-	408.40	400.00	8.40
FNO - Chik-Fil-A	200.00	-	200.00	200.00	-
FNO - Chipotle	485.06	-	485.06	600.00	-114.94
FNO - Dairy Queen	38.30	-	38.30	200.00	-161.70
FNO - Firehouse Subs	125.00	-	125.00	150.00	-25.00
FNO - Peter Piper Pizza	631.88	-	631.88	1,200.00	-568.12
FNO - Venezias	110.10	-	110.10	200.00	-89.90
Harkins Summer Movie	1,753.00	1,225.00	528.00	500.00	28.00
Hurricane Harvey Relief	415.05	415.05	-	-	-
Rewards Programs	1,369.31	-	1,369.31	500.00	869.31
Smoothie Day	6,177.81	4,098.00	2,079.81	3,000.00	-920.19
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	-	-	-	200.00	-200.00
Readathon	154.12	64.68	89.44	-	89.44

FNO - Little Caesars	582.00	-	582.00	-	582.00
<b>Total</b>	<b>75,399.23</b>	<b>40,969.98</b>	<b>34,429.25</b>	<b>34,470.00</b>	<b>-40.75</b>

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	210.00	220.00	-10.00	350.00	-360.00
Concessions	177.32	592.38	-415.06	-	-415.06
Harkins Movie Cups	35.00	-	35.00	-	35.00
Miscellaneous	158.00	-	158.00	-	158.00
T-Shirts	4,129.00	3,057.93	1,071.07	800.00	271.07
Yearbooks	1,805.00	4,538.10	-2,733.10	650.00	-3,383.10
<b>Total</b>	<b>6,514.32</b>	<b>8,408.41</b>	<b>-1,894.09</b>	<b>1,800.00</b>	<b>-3,694.09</b>

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	1.86	-	1.86	-	1.86
Bank Fees	-	3.00	-3.00	-	-3.00
<b>Total</b>	<b>1.86</b>	<b>3.00</b>	<b>-1.14</b>	<b>-</b>	<b>-1.14</b>

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	3,003.80	-3,003.80	-3,200.00	196.20
Art Masterpiece	-	124.64	-124.64	-400.00	275.36
Education / Training	-	1,081.00	-1,081.00	-2,000.00	919.00
Family In Need Fund	-	200.00	-200.00	-500.00	300.00
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	-	870.48	-870.48	-400.00	-470.48
Field Trips - Pre School	-	-	-	-200.00	200.00
Hospitality -Teacher App Week	-	-	-	-850.00	850.00
Hospitality -Staff Meals	-	935.42	-935.42	-2,100.00	1,164.58
Hospitality -Holiday Gifts	-	2,211.09	-2,211.09	-1,500.00	-711.09
Hospitality -Birthdays	-	-	-	-300.00	300.00
Hospitality -Teacher of the Year	-	242.85	-242.85	-250.00	7.15
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	15,669.52	-15,669.52	-14,835.00	-834.52
Scholastic Items - 6th Grade	-	284.62	-284.62	-700.00	415.38
Scholastic Items - 5th Grade	-	345.41	-345.41	-700.00	354.59
Scholastic Items - 4th Grade	-	-	-	-700.00	700.00
Scholastic Items - 3rd Grade	-	643.12	-643.12	-700.00	56.88
Scholastic Items - 2nd Grade	-	659.42	-659.42	-700.00	40.58
Scholastic Items - 1st Grade	-	767.58	-767.58	-700.00	-67.58
Scholastic Items - Kindergarten	-	32.08	-32.08	-700.00	667.92
Student Recognition	-	1,596.09	-1,596.09	-1,500.00	-96.09
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00

<b>Total</b>	-	31,417.12	-31,417.12	-45,635.00	14,217.88
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<b>Grand Total</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
	90,806.38	89,608.03	1,198.35	-	1,198.35

<b>Bank Account Balances</b>	<b>07/01/2017</b>	<b>04/30/2018</b>	<b>Last Reconciled</b>	<b>Summary for the Period</b>	
Checking - Compass	21,165.20	15,510.38	04/30/2018	Starting Total	21,165.20
Savings - Compass	0.00	6,853.17	04/30/2018	Income	90,806.38
<b>Total</b>	<b>21,165.20</b>	<b>22,363.55</b>		Expenses	- 89,608.03      1,198.35
				Ending Total	22,363.55

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

Treasurer's Report Submitted by:

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

# PTA School Requests

Meeting: May 3, 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
Pizza for Title 1 Reading night	This is an incentive to try and get students to come out for our Reading night. We will share with the students and parents ways to keep the children reading during the summer.	\$ 55.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes
AR for 450 students spread through 1st, 2nd, 3rd, 4th, resource and traditional classes.	AR is a standardized reading program used throughout Canyon Rim. The teacher will get training at the beginning of the year to help provide more in depth use of the tools provided with the licensing.	\$ 4,016.76		Yes	N/A	Yes	No	Yes	AR/ Renaissance	Yes

\$ 4,071.76

\$ 55.00	Requests
\$ 4,016.76	AR/ Renaissance

## PTA School Request Revisions

Item Requested	Reason for Revision	Original Amount Requested	New Amount Requested	Not to Exceed?	
The committee that's putting together the retirement party for Donna Wesley, Monika Wells, Margaret Curran and Denise Weber would like to request \$50 per staff member to put toward expenses.	Another retiree has joined the group - Ruth Lee	\$225.00	\$ 275.00	X	