

# Canyon Rim PTA

## Open Meeting Minutes (Approved)

May 2, 2019

5:30 PM

- I. Call to Order 5:40pm
- II. Introductions / Sign In Sheet
  - a. In attendance: Kaitlyn Gifford, Jen Holgerson, Monica Garza, Chris Dippong, Lynette Tucker, Kelli Hinkhouse, Theresa Koepke, Maria Tefft, Steven Weigley, Wendi Howe, Jennifer Reading, Mary Everts, Misty Dewey, Joseph Lopat
- III. Call to Administration
  - a. Announcements
    - i. New Principal Joseph Lopat
  - b. School Requests
    - i. Motion to approve school requests in the amount of \$8215 by Lynette Tucker. Motion carries.
  - c. Meetings with Principal Recap
    - i. Visitor Aware at Canyon Rim Update
      1. Meeting set for Friday with administration and district leadership.
      2. District bringing another option to the table.
    - ii. Electronic Marque Update
      1. On hold indefinitely due to funding issues at district
      2. Wendi Howe heading up finding vendors to pay for sign without district help.
    - iii. Removal of Title One Items
      1. 14 doc cameras = \$300 each to purchase
      2. 7 smart boards = \$1300 each to purchase
        - a. Could purchase screens if they are not used as smart boards = \$50 -\$100
      3. Motion to purchase replacement equipment being removed, not to exceed \$5500 by Wendi Howe. Motion carries.
- IV. Call to Teachers – Open Forum
- V. Student Council Update
- VI. Call to Members – Open Forum
- VII. Review and Approval Meeting Minutes
  - a. April 2019 Meeting
    - i. Motion at approve April 2019 meeting minutes by Lynette Tucker. Motion carries.
- VIII. Review Financial Statements (Kelli)
  - a. April 2019
    - i. Motion at approve April 2019 financials by Kelli Hinkhouse. Motion carries.
  - b. Cougarnival Petty Cash Item
    - i. \$100 discrepancy noted and discussed.
- IX. Upcoming Events
  - a. Muffins With Mom – May 3<sup>rd</sup> (Steven)
  - b. Yearbook Signing Party – May 16<sup>th</sup> (Wendi)

# Canyon Rim PTA

## Open Meeting Minutes (continued) (Approved)

May 2, 2019

5:30 PM

- X. Old Business
  - a. State PTA Convention (June 7 & 8)
    - i. Motion to allow Kelli Hinkhouse and Wendi Howe to represent and be voting delegates for Canyon Rim PTA at state PTA Convention by Lynette Tucker. Motion carries.
  - b. Calendar Overview for 2019-2020 School Year Update
- XI. New Business
  - a. Atlas Automotive
  - b. Roundtable
    - i. May 17<sup>th</sup> – Staff Happy Hour (PTA Board Invited)
- XII. Committee Reports
  - a. Membership (*Chris*)
    - i. Staff early membership forms being sent out.
  - b. Fundraising (*Wendi*)
  - c. Hospitality (*Wendi*)
    - i. Popcorn for Building Blocks Graduation
      - 1. May 22<sup>nd</sup>, 60 people, 10:00 AM
    - ii. Popcorn machine used for Reading Night
      - 1. Purchasing extra popcorn so it will be available for use.
    - iii. Teacher Appreciation week
      - 1. Tuesday - Breakfast 7:00 AM
      - 2. Wednesday - Snack 1:00 PM
      - 3. Friday - Lunch 11:30 AM – 1:00 PM
  - d. Volunteer (*Misty*)
  - e. Publicity (*Ali*)
  - f. Review Past Month Events
    - a. Bingo Night – April 12<sup>th</sup> (Monica)
      - a. Net Profit = \$150.00
    - a. Smoothie Day - April 24<sup>th</sup> (Wendi)
      - a. Net Profit = \$208.55
    - b. Box Tops – April 27<sup>th</sup> (Sarah/Tina)
      - a. Collected = \$381.40
      - b. Dispersed = \$240
- XIII. Summer Meeting Dates
  - a. June = Thursday, June 13<sup>th</sup>
    - i. Location to be determined
  - b. July = Thursday, July 11<sup>th</sup>
    - i. Location to be determined
- XIV. Adjournment 7:22 pm

# PTA School Requests

## Meeting: May 2, 2019

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
AR for 2019-2020 School Year (500 AR Licenses, 225 STAR licenses)	AR used by grades K - 4 and all traditional classes.	\$ 7,000.00		Yes	N/A	Yes	No	Yes	AR / Renaissance	Yes
Prizes for upcoming Reading Night April 9th for students.	Students will receive prizes for participation in reading night.	\$ 300.00	X	N/A	N/A	Yes	No	Yes	Requests - General	Yes
End of year Happy Hour Event for Staff	To celebrate a job well done for the 2018-2019 school year.	\$ 800.00	X	Yes	N/A	Yes	No	Yes	Teacher Recognition	Yes
Pizza for the Title One reading night.	We will use this opportunity to share with parents and students strategies that they can work on during the summer to continue reading.	\$ 115.00	X	Yes	N/A	No	No	No	Requests - General	Yes
1000 Pieces Adhesive (500 Pair Sets) 0.59in Diameter Sticky Back Coins Hook & Loop Self Adhesive Dots Tapes Magic Sticky Dots 15mm White (15mm D White) by color mogu	Students with Autism benefit from a picture exchange system (PECS) and visual schedules, engaging them in their routine throughout the day. Students with Autism also benefit from nonverbal and non-writing activities to demonstrate their abilities through the use of File Folder activities. This year, we have gone through three bolts (matched pairs) to create these communication and educational systems in our SPICE classrooms. We are now, again, completely out. We are requesting another three bolts (which are \$45 each by the foot) or 3,000 pieces (which we cut in half).	\$ 50.00	X	Yes	Yes	No	No	No		No

\$ 8,215.00

\$ 7,000.00	AR / Renaissance
\$ 800.00	Teacher Recognition
\$ 350.00	Requests - General

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	-	16.04	-16.04	-100.00	83.96
Carryover From Previous Year	6,854.55	-	6,854.55	4,000.00	2,854.55
Event Supplies	-	471.64	-471.64	-	-471.64
Gifts / Donations	2,588.78	-	2,588.78	-	2,588.78
Insurance	-	-	-	-165.00	165.00
Membership Dues 2017-2018	-	-	-	-	-
Membership Dues 2018-2019	2,700.00	1,166.00	1,534.00	850.00	684.00
Membership Incentives	-	568.54	-568.54	-500.00	-68.54
Office Supplies (PTA Only)	-	173.53	-173.53	-500.00	326.47
PayPal Charges	-	189.30	-189.30	-250.00	60.70
Petty Cash	6,665.00	6,665.00	-	-	-
Postage / Shipping	-	13.65	-13.65	-50.00	36.35
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-500.00	500.00
Sign Up Genius	-	99.90	-99.90	-120.00	20.10
State Conference / Training	-	440.00	-440.00	-2,000.00	1,560.00
Tax Preparation	-	-	-	-300.00	300.00
Transaction Error / Pass Through	924.00	7,241.55	-6,317.55	-	-6,317.55
Website	9.03	770.20	-761.17	-300.00	-461.17
<b>Total</b>	<b>19,741.36</b>	<b>18,180.60</b>	<b>1,560.76</b>	<b>-395.00</b>	<b>1,955.76</b>

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	1,590.00	596.15	993.85	500.00	493.85
Carnival	11,625.61	9,416.43	2,209.18	-	2,209.18
Donuts With Dad	1,024.50	543.60	480.90	350.00	130.90
Father Daughter Night	728.03	656.62	71.41	-600.00	671.41
Grandparents Breakfast	1,227.85	543.72	684.13	350.00	334.13
Mother Son Night	-	575.80	-575.80	-600.00	24.20
Muffins With Mom	-	-	-	250.00	-250.00
Spelling Bee	-	-	-	-	-
Teach or Treat	-	572.97	-572.97	-	-572.97
<b>Total</b>	<b>16,195.99</b>	<b>12,905.29</b>	<b>3,290.70</b>	<b>250.00</b>	<b>3,040.70</b>

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	31,821.85	15,969.43	15,852.42	15,000.00	852.42
Box Tops	858.00	645.00	213.00	500.00	-287.00
Butterbraids	6,037.50	3,802.50	2,235.00	3,000.00	-765.00
Cookie Dough	29,169.00	17,387.60	11,781.40	10,000.00	1,781.40
FNO - Chipotle	336.72	-	336.72	500.00	-163.28
FNO - Dairy Queen	41.39	-	41.39	100.00	-58.61
FNO - Little Caesars	-	-	-	500.00	-500.00
FNO - Peter Piper Pizza	697.43	-	697.43	1,200.00	-502.57
Harkins Summer Movie	77.00	994.70	-917.70	500.00	-1,417.70
Popcorn and Pickles	274.60	124.18	150.42	-	150.42
Readathon	-	-	-	-	-
Rewards Programs	1,611.25	-	1,611.25	1,200.00	411.25
Smoothie Day	3,743.73	2,526.00	1,217.73	2,000.00	-782.27
Student Council Proceeds	-	-	-	-	-
Sunshine Acres Clothing Drive	510.55	-	510.55	300.00	210.55
<b>Total</b>	<b>75,179.02</b>	<b>41,449.41</b>	<b>33,729.61</b>	<b>34,800.00</b>	<b>-1,070.3</b>

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	0.83	-	0.83	-	0.83
Bank Fees	-	99.00	-99.00	-	-99.00
<b>Total</b>	<b>0.83</b>	<b>99.00</b>	<b>-98.17</b>	<b>-</b>	<b>-98.17</b>

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	100.00	218.50	-118.50	150.00	-268.50
Concessions	-	-	-	-500.00	500.00
FNO - Cafe Zupas	88.19	-	88.19	-	88.19
Miscellaneous	1,444.50	245.50	1,199.00	-	1,199.00
Pogo Pass	15.00	-	15.00	-	15.00
T-Shirts	3,580.00	775.24	2,804.76	-1,000.00	3,804.76
Yearbooks	2,791.00	2,100.00	691.00	650.00	41.00
<b>Total</b>	<b>8,018.69</b>	<b>3,339.24</b>	<b>4,679.45</b>	<b>-700.00</b>	<b>5,379.45</b>

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	426.80	-426.80	-4,000.00	3,573.20
Art Masterpiece	-	400.21	-400.21	-400.00	-0.21
Education / Training	-	-	-	-2,000.00	2,000.00
Family In Need Fund	-	350.00	-350.00	-500.00	150.00
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	-	974.09	-974.09	-1,000.00	25.91
Field Trips - Pre School	-	-	-	-	-
Hospitality - Teacher App Week	-	-	-	-2,000.00	2,000.00
Hospitality - Staff Meals	34.32	1,595.49	-1,561.17	-1,000.00	-561.17
Hospitality - Holiday Gifts	-	1,116.19	-1,116.19	-2,200.00	1,083.81
Hospitality - Staff of the Year	-	446.82	-446.82	-500.00	53.18
Requests - General	-	10,873.63	-10,873.63	-12,255.00	1,381.37
Requests - Technology	-	7,612.00	-7,612.00	-	-7,612.00
Scholastic Items - 6th Grade	-	-	-	-700.00	700.00
Scholastic Items - 5th Grade	-	672.35	-672.35	-700.00	27.65
Scholastic Items - 4th Grade	-	702.17	-702.17	-	-702.17
Scholastic Items - 3rd Grade	-	-	-	-	-
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	-	-	-700.00	700.00
Student Recognition	-	453.45	-453.45	-2,000.00	1,546.55
Teacher Classrooms	-	2,750.00	-2,750.00	-3,000.00	250.00
Teacher Recognition	-	805.30	-805.30	-	-805.30
Volunteer Recognition	-	276.27	-276.27	-400.00	123.73
<b>Total</b>	<b>34.32</b>	<b>29,454.77</b>	<b>-29,420.45</b>	<b>-33,955.0</b>	<b>4,534.55</b>

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	119,170.21	105,428.31	13,741.90	-	13,741.90

Bank Account Balances	07/01/2018	04/30/2019	Last Reconciled	Summary for the Period	
Checking - Compass	3,883.17	24,478.79	04/30/2019	Starting Total	10,736.89
Savings - Compass	6,853.72	0.00	09/30/2018	Income	119,170.21
<b>Total</b>	<b>10,736.89</b>	<b>24,478.79</b>		Expenses	- 105,428.31 13,741.90
				Ending Total	24,478.79

These withdrawals had not cleared the bank as of 04/30/2019

Date	Ref	Paid To	Uncleared Withdrawal
04/04/2019	3985	Jen Holgerson	21.92
04/04/2019	3986	CCV East Mesa	578.09
04/25/2019	3991	Steven Weigley	59.21
04/26/2019	3992	Terra Stauss	64.61
04/26/2019	3993	Danielle Campbell	211.66
<b>Total</b>			<b>\$935.49</b>