

# Canyon Rim PTA

## Open Meeting Minutes (Approved)

July 13, 2017

6:00 PM

- I. Call to Order at 6:12pm
- II. Introductions / Sign In Sheet
  - a. Members Present: Lynette Tucker, Wendi Howe, Sarah Weigley, Ali Betancourt, Monica Garza, Misty Dewey, Steven Weigley, Susanna Larrañaga, Dr. Kenneth Fleming
- III. Call to Administration
  - a. Announcements
    - i. Dr. Fleming provides anticipated grade level counts for coming year, new positions being filled and teachers that are not returning. This year's goal is to acquire designation as an A+ school.
  - b. Office Décor Project
    - i. Monica Garza is point on project. Walls will be repainted, new clock & mascot picture to be added. Wendi suggests she confer with climate committee, as they had come up with some ideas earlier last school year. Wendi & Lynette suggest putting up the framed T-shirts from 15 year celebration.
  - c. School Requests
    - i. Total of 5 requests were submitted by Dr. Fleming via online request system:
      1. Faculty Team Building @ Main Event for \$1,654.96
      2. Additional Backpack Hook Racks already installed by Steve for \$25.67
      3. Refreshments for Kindergarten Roundup not to exceed \$50.00
      4. Be Inspiring Pins and Wrist Bands as teacher incentives & rewards not to exceed \$650.00
      5. Backpack and Magnets for Cougar of the Month Awards not to exceed \$1,250.00
    - ii. Sarah Weigley motions to approve, Susanna Larrañaga seconds. Motion carries
  - d. Meeting with Principal
    - i. Main Event on 7/28/17– Steve has been invited to represent PTA
    - ii. PTA Mailboxes moving to main mailboxes
- IV. Call to Teachers – Open Forum
  - a. Teacher Membership Drawing for early sign-ups
    - i. \$15 gift cards will go to Franco, Holden & Tefft
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
  - a. June 7, 2017 Meeting - (Packet Page 4)
    - i. Motion made by Wendi Howe, Ali Betancourt seconds. Motion carries.
- VII. Review Financial Statements (*Sarah*)
  - a. June 2017 - (Packet Page 7)
    - i. Possible amendments needed for bank charges, school gifts, and student recognition.
  - b. Community Rewards
    - i. \$345.00 received from Fry's, 45 households signed up.
  - c. Sarah Weigley motions to approve with possible amendments, Wendi Howe seconds. Motion carries.

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- VIII. Committee Reports
- a. Fundraising (*Wendi*)
    - i. All fundraising vendors set up with the exception of Lil Caesar's, which is expected to be finalized by end of July
  - b. Membership (*Ali*)
    - i. Current membership includes 40 members (34 of which are teachers) & 5 business memberships (Kenny Klaus, Soda Rush, Learning Center, State Farm, and Karate). Business membership goal is 10.
    - ii. Lynette will post business membership opportunities on Social Media.
    - iii. Membership cards will be handed out at back to school night as parents sign up
    - iv. Discuss possibility of posting minutes on website or distributing through Infinite Campus to keep parents updated.
  - c. Hospitality
    - i. 2017-2018 Committee Chair
      - 1. Steven Weigley moves to appoint Wendi Howe as Hospitality Committee Chair, Sarah Weigley seconds. Motion carries.
  - d. Volunteer
    - i. 2017-2018 Committee Chair
      - 1. Steven Weigley moves to appoint Misty Dewey as Hospitality Committee Chair, Sarah Weigley seconds. Motion carries.
- IX. Upcoming Events - (Packet Page 3)
- a. Kindergarten Roundup – 7/25/2017
  - b. Class Rosters Posted – 7/28/2017
  - c. Back to School Night – 7/31/2017
  - d. Teacher Breakfast – Potentially 7/31/2017
  - e. First Day of School – 8/2/2017
  - f. Pride Assembly – 8/9/2017
  - g. Back to School Party – 8/9/2017 (Peter Piper Pizza)
  - h. Curriculum Night – 8/15/2017 & 8/17/2017
  - i. Cookie Dough Fundraiser – 8/16/2017 thru 8/30/2017
  - j. Website Updates
- X. Old Business
- a. Calendar (*Lynette*)
    - i. *Discussion re: adding PTA corner to calendar, making ads smaller. Decide against, Monica offers possibility PTA corner is school newsletter.*
  - b. T-Shirt Order (*Wendi*)
  - c. Student Planners (*Wendi*)- Will be in 7/26/17
  - d. VNet Registration
  - e. AR Amendment – additional \$832.15 (original approval was for \$1,636.80, new total is \$2,468.95)
    - i. 183.95 taxes, \$635 renewal fee, 13.20 – 2 extra licenses for 250 instead of 248
    - ii. Wendi Howe moves to approve additional amount, Sarah Weigley seconds. Motion carries.
  - f. Ratify Approval for PTA Audit - \$450
    - i. Sarah Weigley moves to approve PTA Audit by outside agency, Lynette Tucker seconds. Motion carries.

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## Open Meeting Minutes (Approved) (continued)

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6:00 PM

### XI. New Business

- a. Budget Review and Approval - (Packet Page 9)
  - i. Principal Discretionary Fund
  - ii. Marquee Sign – added \$5,000 from carryover
  - iii. Sarah Weigley moves to approve budget, Wendi Howe seconds. Motion carries.
- b. New Accounting Software – Money Minder \$159/year
  - i. Susanna Larrañaga moves to approve new accounting software, Wendi Howe seconds. Motion carries.
- c. Tax Preparation
  - i. \$350-\$400 estimated cost through H&R Block.  
Wendi Howe moves to have taxes prepared by outside agency, Ali Betancourt seconds. Motion carries
- d. Bank Account Changes (*Sarah*)
  - i. Set up savings account before school starts.
- e. PTA Board Training
  - i. \$25.00 reimbursable online training to be completed by Teresa by 8/10.
- f. Financial Best Practices Class - \$100 (potentially \$80)
  - i. *Decision to not attend*
- g. 2017-2018 PTA Meeting Times
  - i. Discuss moving meeting times to 5:30 PM
- h. New Forms / Procedures
  - i. PTA Receipts
  - ii. Debit Card Request - (Packet Page 11)
    1. Wendi Howe moves to request new debit card, Sarah Weigley seconds. Motion carries.
  - iii. Event Report/Recap - (Packet Page 13)
  - iv. School Request Process - (Packet Page 15)
- i. Back To School Night
- j. Roundtable

### XII. Adjournment at 916pm

Next Scheduled Meeting Date = 8/10/2017

# Canyon Rim PTA

## Open Meeting Minutes (Approved) (continued)

July 13, 2017

6:00 PM

### Upcoming Event Details

1. Kindergarten Roundup – 7/25/2017
  - a. Schedule (3:00 PM – 6:00 PM)
  - b. How Many PTA Volunteers Needed (7)
    - i. When posting on Sign Up Genius (7/14/2017)
  - c. When posting on Facebook (Not Posting)
2. Class Rosters Posted – 7/28/2017 @ 4:00 PM
  - a. When posting on Facebook (7/24/2017)
3. Back to School Night – 7/31/2017
  - a. Schedule (5:00 PM – 7:30 PM)
  - b. How Many PTA Volunteers Needed (8)
    - i. Steve, Ali & Misty @ membership, Lynette @ shirts, Sarah, Wendi, Tina & Susanna @ cashiering, Steve's mom screening at cashiering line. Wendi bringing cookies.
    - ii. When posting on Sign Up Genius (7/14/2017)
  - c. When posting on Facebook (7/14/2017)
4. Teacher Back to School Breakfast – Potentially 7/31/2017
  - a. Schedule (Wendi will let us know)
  - b. How Many PTA Volunteers Needed (2)
    - i. When posting on Sign Up Genius (Not Needed)
5. First Day of School – 8/2/2017
6. Pride Assembly – 8/9/2017
  - a. Anything needed from PTA – Donuts for the winning class of Teacher Challenge?
    - i. Steven to follow-up with Climate Committee
7. Back to School Party – 8/9/2017 (Peter Piper Pizza)
  - a. Schedule (4:00 PM – 8:00 PM)
  - b. How Many PTA Volunteers Needed (None)
    - i. When posting on Sign Up Genius (Not Needed)
  - c. When posting on Facebook (8/2/2017)
  - d. When are Flyers going home (8/2/2017)
    - i. When does final draft need to be in to Copier Person (Wendi will have copies)
  - e. When is School Messenger communication going out (8/2/2017)
    - i. When do we need to have School Messenger draft submitted (7/26/2017)
8. Curriculum Night – 8/15/2017 PreK-3<sup>rd</sup> & 8/17/2017 4<sup>th</sup>-6<sup>th</sup>
  - a. Schedule (5:00 PM – 6:30 PM) & (5 PM – 7:30 PM)
  - b. How Many PTA Volunteers Needed on 8/15 (4) (4:30 PM – 7:00 PM)
  - c. How Many PTA Volunteers Needed on 8/17 (4) (4:30 PM – 6:30 PM) & (6:30 PM – 8:30 PM)
    - i. When posting on Sign Up Genius (8/9/2017)
  - d. When posting on Facebook (8/7/2017)
9. Cookie Dough Fundraiser – 8/16/2017 thru 8/30/2017
  - a. When posting on Facebook (8/14/2017)
  - b. When are Flyers going home (8/16)
    - i. When does final draft need to be in to Copier Person (Not Needed)
  - c. When is School Messenger communication going out (8/21/2017)
    - i. (Only for Deadline approaching – not start of fundraiser)
    - ii. When do we need to have School Messenger draft submitted (8/14/2017)

# PTA School Requests

Meeting: July 13, 2017

Requester Name	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	Approved
Dr. Fleming	Faculty Team Building	Main Event teambuilding will allow teachers to work together and in turn create a sense of unity throughout the faculty.	\$ 1,654.96		Yes	N/A	Yes	No	Yes	Yes
Dr. Fleming	Additional Backpack Hooks Racks	Allow floors to be kept clear of backpacks and allow better traffic flow in classrooms.	\$ 25.67		Yes	N/A	Yes	No	Yes	Yes
Dr. Fleming	Refreshments for Kindergarten Roundup	Make parents more comfortable while their children are being reviewed.	\$ 50.00	X	No	N/A	Yes	No	Yes	Yes
Dr. Fleming	Be Inspiring Pins and Wrist Bands	Used for Teacher Encouraging, Incentives and Rewards.	\$ 650.00	X	No	No	Yes	No	Yes	Yes
Dr. Fleming	Backpack and Magnets for Cougar of the Month Awards	Students will find gifts more valuable and visible.	\$ 1,250.00	X	No	No	Yes	No	Yes	Yes
			\$ 3,630.63							

**2016-2017 Canyon Rim Elementary PTA Budget**

**As of 06/30/2017**

Budget Item	Budget			Actual			Variance
	\$IN	\$OUT	(+/-)	\$IN	\$OUT	(+/-)	Actual v. Budget
Art Masterpiece		\$ 400.00	\$ (400.00)	\$ -	\$ 318.11	\$ (318.11)	\$ 81.89
Bank Charges		\$ 150.00	\$ (150.00)	\$ 325.98	\$ 371.28	\$ (45.30)	\$ 104.70
Box Tops	\$ 3,500.00	\$ 2,500.00	\$ 1,000.00	\$ 3,211.90	\$ 1,373.72	\$ 1,838.18	\$ 838.18
Carnival	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 9,012.02	\$ 8,603.09	\$ 408.93	\$ 408.93
Donuts with Dad	\$ 750.00	\$ 650.00	\$ 100.00	\$ 783.50	\$ 498.96	\$ 284.54	\$ 184.54
Education/Training		\$ 2,000.00	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ 2,000.00
Family in Need Fund		\$ 500.00	\$ (500.00)	\$ -	\$ 54.95	\$ (54.95)	\$ 445.05
Family Resturant Nights	\$ 2,500.00		\$ 2,500.00	\$ 1,650.29	\$ -	\$ 1,650.29	\$ (849.71)
Father Daughter Dance	\$ 600.00	\$ 600.00	\$ -	\$ 977.00	\$ 469.23	\$ 507.77	\$ 507.77
Field Trips		\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 3,800.00	\$ (3,800.00)	\$ 1,200.00
Fundraiser-Butterbraids	\$ 6,500.00	\$ 4,000.00	\$ 2,500.00	\$ 8,052.00	\$ 4,662.00	\$ 3,390.00	\$ 890.00
Fundraiser-Misc	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00	\$ 522.10	\$ 2,000.00	\$ (1,477.90)	\$ (2,977.90)
Fundraiser-Cookie Dough	\$ 25,000.00	\$ 15,000.00	\$ 10,000.00	\$ 29,041.52	\$ 17,353.60	\$ 11,687.92	\$ 1,687.92
Fundraiser-Read A Thon	\$ 6,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,444.45	\$ 1,442.26	\$ 4,002.19	\$ (997.81)
Fundraiser-Village Inn	\$ 800.00		\$ 800.00	\$ 768.88	\$ -	\$ 768.88	\$ (31.12)
Fundraiser-HBH (2015-2016)			\$ -	\$ 673.00	\$ -	\$ 673.00	\$ 673.00
Gifts/Donations			\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Grandparents Breakfast	\$ 1,000.00	\$ 700.00	\$ 300.00	\$ 939.10	\$ 643.88	\$ 295.22	\$ (4.78)
Gross Sales: Concessions	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,835.79	\$ 505.57	\$ 1,330.22	\$ 830.22
Gross Sales: Miscellaneous	\$ 500.00	\$ 250.00	\$ 250.00	\$ 1,560.00	\$ 1,198.04	\$ 361.96	\$ 111.96
Gross Sales: T shirts	\$ 4,500.00	\$ 3,700.00	\$ 800.00	\$ 3,941.00	\$ 5,133.03	\$ (1,192.03)	\$ (1,992.03)
Gross Sales: Yearbooks	\$ 6,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,866.00	\$ 4,654.86	\$ 1,211.14	\$ 211.14
Harkins Movie	\$ 1,500.00	\$ 1,000.00	\$ 500.00	\$ 1,899.00	\$ 1,352.40	\$ 546.60	\$ 46.60
Hospitality		\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 5,031.48	\$ (5,031.48)	\$ (31.48)
Marquee Sign		\$ 10,000.00	\$ (10,000.00)	\$ 1,854.04	\$ -	\$ 1,854.04	\$ 11,854.04
Mother-Son Night	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 610.32	\$ (610.32)	\$ (610.32)
Movie Night	\$ 400.00	\$ 250.00	\$ 150.00	\$ 252.95	\$ -	\$ 252.95	\$ 102.95
Muffins for Mom	\$ 700.00	\$ 600.00	\$ 100.00	\$ 850.00	\$ 757.22	\$ 92.78	\$ (7.22)
Office Supplies (PTA only)		\$ 500.00	\$ (500.00)	\$ -	\$ 1,176.29	\$ (1,176.29)	\$ (676.29)
PayPal Charges	\$ 100.00	\$ 325.00	\$ (225.00)	\$ -	\$ 295.01	\$ (295.01)	\$ (70.01)
Petty Cash	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 3,608.00	\$ 3,570.00	\$ 38.00	\$ 38.00
Pizza Night	\$ 1,100.00		\$ 1,100.00	\$ 1,221.00	\$ -	\$ 1,221.00	\$ 121.00
PTA Convention			\$ -	\$ -	\$ 800.00	\$ (800.00)	\$ (800.00)
PTA Insurance		\$ 175.00	\$ (175.00)	\$ -	\$ 325.00	\$ (325.00)	\$ (150.00)
PTA Membership Dues	\$ 2,000.00	\$ 650.00	\$ 1,350.00	\$ 2,012.00	\$ 703.81	\$ 1,308.19	\$ (41.81)
PTA President Discretionary		\$ 500.00	\$ (500.00)	\$ -	\$ -	\$ -	\$ 500.00
PTA Website		\$ 500.00	\$ (500.00)	\$ -	\$ 322.00	\$ (322.00)	\$ 178.00
Rebates			\$ -	\$ 551.79	\$ -	\$ 551.79	\$ 551.79
School Gifts		\$ 21,000.00	\$ (21,000.00)	\$ 361.23	\$ 23,200.95	\$ (22,839.72)	\$ (1,839.72)
Smoothie Day	\$ 2,000.00		\$ 2,000.00	\$ 6,448.85	\$ 3,682.00	\$ 2,766.85	\$ 766.85
Student Recognition		\$ 1,750.00	\$ (1,750.00)	\$ 38.28	\$ 2,452.79	\$ (2,414.51)	\$ (664.51)
Tax-Exempt Application Fee (2017)			\$ -	\$ -	\$ 850.00	\$ (850.00)	\$ (850.00)
Teacher Classrooms			\$ -	\$ -	\$ -	\$ -	\$ -
Volunteer Recognition		\$ 500.00	\$ (500.00)	\$ -	\$ 402.68	\$ (402.68)	\$ 97.32
Welcome Back/Calendars		\$ 750.00	\$ (750.00)	\$ -	\$ 777.66	\$ (777.66)	\$ (27.66)
<b>TOTAL 2016-2017 Budget</b>	<b>\$ 80,950.00</b>	<b>\$ 98,450.00</b>	<b>\$ (17,500.00)</b>	<b>\$ 95,701.67</b>	<b>\$ 99,392.19</b>	<b>\$ (3,690.52)</b>	<b>\$ 13,809.48</b>

Beginning Balance		<b>As of 5/31/17</b>	<b>\$ 20,765.89</b>
Cleared Deposits (+)		enter from statement (+)	\$ 597.82
Cleared Expenses (-)		enter from statement (-)	\$ 198.51
<b>Ending Balance</b>			<b>\$ 21,165.20</b>

Beginning Balance	from beginning of year (7/1/16)	\$ 24,855.72
Actual \$OUT (-)		(-) \$ 99,392.19
Actual \$IN (+)		(+) \$ 95,701.67
<b>Ending Balance</b>		<b>\$ 21,165.20</b>

## June 2017

### Expenses

Budget Item	Jun-17
PayPal Charges	\$ 12.43
PTA Insurance	\$ 150.00
School Gifts	\$ 48.51
	<b>\$ 210.94</b>

### Income

Budget Item	Jun-17
Gross Sales: Miscellaneous	\$ 50.00
Gross Sales: T shirts	\$ 12.00
Gross Sales: Yearbooks	\$ 400.00
Marquee Sign	\$ 47.25
Muffins for Mom	\$ 24.00
PTA Membership Dues	\$ 77.00
	<b>\$ 610.25</b>

#### From Bank Statement

Beginning Balance	<b>as of 5/31/17</b>	<b>\$ 20,765.89</b>
Cleared Deposits (+)	enter from statement (+)	\$ 597.82
Cleared Expenses (-)	enter from statement (-)	\$ 198.51
Ending Balance		<b>\$ 21,165.20</b>

Beginning Balance	Beginning of year (7/1/15)	<b>\$ 24,855.72</b>
Actual \$OUT (-)	(-)	\$ 99,392.19
Actual \$IN (+)	(+)	\$ 95,701.67
<b>Ending Balance</b>		<b>\$ 21,165.20</b>

Cleared Deposits and Expenses differ from Itemized Totals listed above by \$12.43 due to PayPal charges.

Line items are credited for full amount if paid via PayPal

PayPal charges are summarized and deducted separately.

**Audited by:** \_\_\_\_\_

**Date:** \_\_\_\_\_