

Canyon Rim PTA

Open Meeting Minutes (Approved)

October 4, 2018

5:30 PM

- I. Call to Order 5:32 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Sarah Weigley, Chris Dippong, Ali Betancourt, Michaela Dooling, Monica Garza, Lana Moore, Michelle Blakely, Kelli Hinkhouse, Brenda Chase, Maria Tefft
- III. Call to Administration
 - a. Announcements
 - i. 3rd Grade and 6th Grade are getting a new classroom teacher for conventional classes.
 - b. School Requests
 - i. Motion by Sarah Weigley to approve attached school requests in the amount of \$2,244.96. Motion carries.
 - c. Meetings with Principal Recap
 - i. Fence for Parking Lot
- IV. Call to Teachers – Open Forum
- V. Student Council Update
- VI. Call to Members – Open Forum
- VII. Review and Approval Meeting Minutes
 - a. September 2018 Meeting
 - i. Motion by Chris Dippong to approve September meeting minutes. Motion carries.
- VIII. Review Financial Statements (*Kelli*)
 - a. September 2018
 - i. Motion by Kelli Hinkhouse to approve September financial statement. Motion carries.
- IX. Upcoming Events
 - a. Smoothie Day – October 24 (Wendi)
 - i. Ordering 420 since we sold out last time.
 - b. Trunk or Treat – October 29 (Chris)
 - i. Will by inside school
 - ii. Contests for best decorated door (winner receives gift card) and most participants of a class (pizza or blizzard party).
 - c. Butterbraids – October 29 (Wendi)
 - d. Field Day – November 1 (Kristen)
 - i. Passing out Otter Pops to all students
 - e. Pickles and Popcorn – November 7 (Wendi)
 - i. Possibly get popcorn donated from Regal Theaters
 - ii. Possibly get pickles donated from Firehouse
 - iii. Motion by Chris Dippong to purchase a new popcorn machine not to exceed the amount of \$500.00. Motion carries.
 - f. Sunshine Acres Clothing Drive – November 10 (Steven)
 - i. Spoke with Signal Butte Self Storage about donation of a storage unit and possible U-Haul truck. Need to follow up closer to event.
 - g. Mother Son Game Night – November 16 (Ali / Amanda)
 - i. Lots of good thing planned.
 - ii. Going to get free pizzas form Little Caesar's

Canyon Rim PTA

Open Meeting Minutes (continued) (Approved)

October 4, 2018
5:30 PM

- X. Old Business
 - a. PTA Board Training Completed
 - b. Bank Account Signers Updated
- XI. New Business
 - a. Roundtable
 - i. Voucher or something for students when parent volunteers?
 - 1. Volunteering should be completed without the expectation of getting something back in return.
 - 2. Volunteering is essential to PTA event success.
- XII. Committee Reports
 - a. Membership (*Chris*)
 - i. No new members in September
 - b. Fundraising (*Wendi*)
 - c. Hospitality (*Wendi*)
 - i. Teacher Conferences dinner (Olive Garden) went well and was well received.
 - ii. Teacher conference lunch provided by Kenny Klaus was well received and very good.
 - d. Volunteer (*Misty*)
 - e. Publicity (*Ali*)
 - i. Calendar Reviewed and approved for printing.
 - f. Review Past Month Events
 - i. Grandparents Breakfast (Steven)
 - 1. Between 550 and 600 attendees
 - 2. Net Profit = \$771
 - ii. Box Top Counting (Sarah/Tina)
 - 1. Gave back almost \$400 to teachers
 - 2. Mrs. Garbison (intermediate) and Mrs. Hines (primary) were the highest amount turned in.
 - iii. Smoothie Day (Wendi)
 - 1. Sold all 400 smoothies.
 - iv. Bingo Night (Monica)
 - 1. Great event! Over 200 participants.
 - 2. Net Profit = \$790
 - v. Cookie Dough Delivery (Wendi)
 - 1. All but one order was picked up.
 - vi. Walk Ride to School (Steven)
 - 1. Was not as well advertised as it could have been. Had a few students and teachers out for pictures.
- XIII. Next Scheduled Meeting Date = 11/08/2018 @ 5:30 PM
- XIV. Adjournment 6:45 PM

PTA School Requests

Meeting: October 4, 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
2 or 3 cameras for Yearbook Club	This will allow students in the Yearbook Club to take pictures for the yearbook at events without having to rely on personal equipment.	\$ 250.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes
Reimbursement for items purchased at target, 99 cent store and dollar tree.	Reimbursement for supplies needed to ensure the students have the materials and tools to be successful. Without these tools - it would hinder their classroom learning.	\$ 59.96		Yes	N/A	Yes	No	Yes	Requests	Yes
Training for Selective Mutism	Informative training course, used to better inform and help teachers with a common, yet not well-known anxiety disorder that causes students to feel uncomfortable being verbal at school. This training course would allow more information to be shared about this condition as well.	\$ 200.00		N/A	N/A	Yes	No	Yes	Education / Training	Yes
10 more books of "The Mysterious Benedict Society" this way the school has a class set	Literature study for students in 5-6 grades	\$ 80.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
AZ Performance Coach books for 6th Grade Math and ELA for AZ Merit testing Practice in the Spring	It will give 6th grade teachers and students study material for the AZ Merit in the language and format of the test. \$330 for both Math and ELA for 10 student editions and one teacher editions of each.	\$ 400.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Literature Alive is a literacy program based out of East Valley Children's Theater. The performers are home school students who participate in theater through EVCT. The price is approximately \$200. If any one one is interested please let me know and I can give you more details.	K-4. 3 Presentations. The performers come to the school, read a book to the students, and then act out the story with the audience. Literacy Alive presents to grade K and or 1. They perform in the library for two/three classes at a time as they prefer a small audience so they can interact with the students. The play this year is Beauty and the Beast. Students also receive a copy of the book. Performances will be the week of November 5-November 9. The program is about 30-35 minutes.	\$ 600.00		Yes	Yes	Yes	No	Yes	Requests	Yes

PTA School Requests

Meeting: October 4, 2018 (continued)

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	Yes
Spelling Bee items - I found we are in need of the following: (1) a recording device - it is a rule that the entire spelling bee must be recorded, and I do not think that has been done in the past. I found a recording device on Amazon for \$81.52 and this seems to be the most reasonable. It could be used for multiple functions and multiple uses. (2) Participation ribbons for \$32.84 - these could be used for two years because there are 100 in the pack. The other items I would like to purchase from Amazon are a dictionary for the winner (\$17.99), a bobblehead spelling bee trophy (\$14.97), a \$25 Barnes & Noble gift card (NOT from Amazon), and 1st/2nd/3rd place "fancy" ribbons (\$16.95). In addition, I'd like to buy certificate paper (\$14.99) to print participant certificates/class winners for all participating students, and bee "cutouts" (\$17.35) to create name tags for the students to wear during the bee for the judges.	This is all on the advice of the experienced district coordinator, the recording device is needed but the rest of the items are for a positive spelling bee experience.	\$ 275.00	X	Yes	Yes	Yes	No	Yes	Requests	Yes
Principal providing breakfast during full day PLC on October 15th for staff.	Various breakfast items for staff member for an all day PLC.	\$ 200.00	X	Yes	N/A	Yes	No	Yes	Hospitality	Yes
(2) Banners to be used to advertise for our Traditional program and Kindergarten Registration.	Banners will help promote enrollment at Canyon Rim for Kindergarten and Traditional Program.	\$ 180.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes
Reimbursement for personal ink cartridges	Toners were used used to print up colored charts, supplements for students such as worksheets, flash cards, wall posters and pecks.	\$ 68.00		Yes	N/A	No	No	No	Requests	No

\$ 2,244.96

\$ 200.00	Education / Training
\$ 1,844.96	Requests
\$ 200.00	Hospitality

Canyon Rim PTA
Treasurer's Report 07/01/2018 to 09/30/2018

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	-	278.21	-278.21	-	-278.21
Gifts / Donations	1,012.28	-	1,012.28	-	1,012.28
Insurance	-	-	-	-165.00	165.00
Membership Dues 2017-2018	-	-	-	-	-
Membership Dues 2018-2019	2,665.00	1,127.50	1,537.50	850.00	687.50
Membership Incentives	-	-	-	-500.00	500.00
Office Supplies (PTA Only)	-	173.53	-173.53	-500.00	326.47
PayPal Charges	-	108.15	-108.15	-250.00	141.85
Petty Cash	1,715.00	1,715.00	-	-	-
Postage / Shipping	-	-	-	-50.00	50.00
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-500.00	500.00
Sign Up Genius	-	29.97	-29.97	-120.00	90.03
State Conference / Training	-	-	-	-2,000.00	2,000.00
Tax Preparation	-	-	-	-300.00	300.00
Transaction Error / Pass Through	5.00	6,854.55	-6,849.55	-	-6,849.55
Website	-	701.52	-701.52	-300.00	-401.52
Total	5,397.28	11,368.68	-5,971.40	-395.00	-5,576.40

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	998.00	-	998.00	500.00	498.00
Carnival	-	-	-	-	-
Donuts With Dad	-	-	-	350.00	-350.00
Father Daughter Night	-	-	-	-600.00	600.00
Grandparents Breakfast	1,329.85	543.72	786.13	350.00	436.13
Mother Son Night	-	-	-	-600.00	600.00
Muffins With Mom	-	-	-	250.00	-250.00
Total	2,327.85	543.72	1,784.13	250.00	1,534.13

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	29,049.00	68.00	28,981.00	10,000.00	18,981.00
FNO - Chipotle	336.72	-	336.72	500.00	-163.28
FNO - Dairy Queen	-	-	-	100.00	-100.00
FNO - Little Caesars	-	-	-	500.00	-500.00
FNO - Peter Piper Pizza	697.43	-	697.43	1,200.00	-502.57
Harkins Summer Movie	-	-	-	500.00	-500.00
Popcorn and Pickles	-	-	-	-	-
Readathon	-	-	-	-	-
Rewards Programs	363.32	-	363.32	1,200.00	-836.68
Smoothie Day	1,176.83	800.00	376.83	2,000.00	-1,623.17
Student Council Proceeds	-	-	-	-	-
Sunshine Acres Clothing Drive	-	-	-	300.00	-300.00
Total	31,623.30	868.00	30,755.30	34,800.00	-4,044.70

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	3,504.00	775.24	2,728.76	-1,000.00	3,728.76
Yearbooks	2,546.00	-	2,546.00	650.00	1,896.00
Total	6,100.00	775.24	5,324.76	-700.00	6,024.76

Savings Account	Income	Expenses	Year to Date	Net Budget	More/Less
Interest	0.83	-	0.83	-	0.83
Bank Fees	-	15.00	-15.00	-	-15.00
Total	0.83	15.00	-14.17	-	-14.17

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	-	50.00	-50.00	-500.00	450.00
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	546.74	-512.42	-1,000.00	487.58
Hospitality - Holiday Gifts	-	-	-	-2,200.00	2,200.00
Hospitality - Staff of the Year	-	-	-	-500.00	500.00
Requests	6,854.55	11,446.08	-4,591.53	-12,255.00	7,663.47
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	-	197.96	-197.96	-	-197.96
Volunteer Recognition	-	-	-	-400.00	400.00
Total	6,888.87	14,990.78	-8,101.91	-33,955.00	25,853.09

Grand Total	Income	Expenses	Year to Date	Net Budget	More/Less
	52,338.13	28,561.42	23,776.71	-	23,776.71

Bank Account Balances	07/01/2018	09/30/2018	Last Reconciled	Summary for the Period	
Checking - Compass	3,883.17	34,513.60	09/30/2018	Starting Total	10,736.89
Savings - Compass	6,853.72	0.00	09/30/2018	Income	52,338.13
Total	10,736.89	34,513.60		Expenses	- 28,561.42 23,776.71
				Ending Total	34,513.60

These withdrawals had not cleared the bank as of 09/30/2018

Date	Ref	Paid To	Uncleared Withdrawal
Total			\$0.00

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____