

Canyon Rim PTA

Open Meeting Minutes (Approved)

August 8, 2019

5:30 PM

- I. Call to Order 5:35pm
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Sarah Weigley, Lynette Tucker, Kelli Hinkhouse, Jennifer Reading, Joe Lopat, Misty Dewey, Ali Betancourt, Liz Luedtke, Marilee Garbison, Kelley Shropshire
- III. Call to Administration
 - a. Announcements
 - i. Morning drop off is running smooth
 - ii. PM pick up is an issue. Any ideas for easing the traffic are welcome.
 - iii. Crosswalks are being used to increase safety with the addition of the ropes.
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$1768.24 by Lynette Tucker. Motion carries.
 - c. Meetings with Principal Recap
 - i. Ropes in Median of Parking Lot
 - ii. Think about fence for next year \$3600
 - iii. Curriculum Night – parents just go to teachers (nothing in the cafeteria)
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. July 11, 2019 Meeting
 - i. Motion to approve July 2019 meeting minutes by Lynette Tucker. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. July 2019
 - i. Motion to approve July 2019 financial statements by Kelli Hinkhouse. Motion carries.
- VIII. 2019-2020 PTA Financial Audit Review and Approval
 - a. Recommendations
 - i. Money minder handles beginning year balance weird if we have outstanding checks.
 - ii. Deposits made through PayPal have no documentation.
 - iii. NSF Check procedures.
 - b. Motion to approve the 2019-2020 PTA financial audit review by Ali Betancourt. Motion carries.

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Open Meeting Minutes (continued) (Approved)

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5:30 PM

IX. Upcoming Events

- a. Cookie Dough – 08/12/2019 (*Wendi*)
 - i. Flyers are going home.
- b. Back to School Party – 08/16/2019 (*Wendi*)
 - i. Flyers delivered to school will go out next week.
 - ii. Peter Piper Pizza 4-8pm
- c. Curriculum Night 1 – 08/20/2019 (*Steven*)
- d. Curriculum Night 2 – 08/21/2019 (*Steven*)
- e. Curriculum Night 3 – 08/22/2019 (*Steven*)
 - i. Sign Up Genius to be sent out
- f. Grandparents Breakfast – 09/06/2019 (*Steven*)
 - i. Sarah Weigley ordering coffee.
 - ii. Lynette Tucker purchasing creamer.

X. Old Business

- a. New Board Member Training Update
 - i. Still not available online
- b. VNET Registration Completed
 - i. Saturday, August 17th – 7:30 AM – 1:30 PM
 - ii. Steven, Kelli and Jennifer registered for Canyon Rim
- c. Roundtable

XI. New Business

- a. AZ PTA Bylaws Review and Adoption
 - i. Motion to approve the AZ PTA bylaws by Sarah Weigley. Motion carries.
- b. Canyon Rim PTA Standing Rules Review and Adoption
 - i. Motion to approve Canyon Rim PTA standing rules by Jennifer Reading. Motion carries.
- c. PTA Event Coordinators
 - i. Event Coordinators will be in charge of the event, including volunteers, flyers, materials, and recap for membership.
 - ii. See attached list for event assignments.
- d. Yellow Box Processing Assignment
 - i. Jennifer Reading to help process items and count funds in yellow box.
- e. 990 EZ Tax Preparation
 - i. Submitted Federal- accepted
 - ii. For taxable years 2018 and after: Tax exempt organizations no longer need to file either the Arizona Form 99 or copies of their federal Form 990.
- f. Roundtable
 - i. Look into having sign made to announce PTA meetings to get more parents involved.

Canyon Rim PTA
Open Meeting Minutes (continued) (unapproved)
August 8, 2019
5:30 PM

- XII. Committee Reports
 - g. Membership (*Misty*)
 - i. 143 Personal Memberships
 - ii. 11 Business Memberships
 - h. Volunteer (*Misty*)
 - i. Fundraising (*Wendi*)
 - i. Contacted MOD Pizza – waiting to hear back
 - ii. Contacted Baskin Robbins– waiting to hear back
 - iii. Contacted Chik-Fil-A – waiting to hear back
 - j. Hospitality (*Wendi*)
 - i. Gluten Free options
 - ii. 6 packs of soda to use and leave. Ask for parent donations.
 - iii. If we remove items from Cafeteria, we need to return and clean.
 - k. Publicity (*Ali*)
 - i. Remove 4th Grade Program on April 9th
 - ii. Calendar to be reviewed for size and placement of events
- XIII. Review Past Month Events
 - i. Back To School Night – 07/31/2019 (*Steven*)
 - 1. 19 Individual Memberships – Last year 19
 - 2. 27 Family Memberships – Last year 37
 - 3. 5 Silent Memberships – Last year 10
 - 4. 0 Brick – Last year 1
 - 5. 44 PTA Yearbooks – Last year 69
 - 6. 69 Regular Yearbooks – Last year 46
 - 7. 7 Yearbook Messages – Last year 4
 - 8. 228 Shirt Sales – Last year 252
 - 9. Lessons Learned
 - a. Need more PayPal accounts
 - i. Completed and added
 - b. Directions on how to sync phones to PayPal here and Credit Card machines
 - c. Order 2 more credit card machines.
 - d. Make extra copies
- XIV. Next Scheduled Meeting Date = 09/05/2019 @ 5:30 PM
- XV. Adjournment 7:35pm

PTA School Requests

Meeting: August 8, 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
Lunch Buckets for Teachers	Used to carry lunchboxes for students that bring lunch to school	\$ 40.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes
Rope to barricade median in Parking Lot	This will help funnel students and parents into the crosswalk to provide a safe means to transport students from the parking lot to the school grounds in the morning and after school.	\$ 75.00	X	Yes	N/A	Yes	No	Yes	PTA School of Excellence	Yes
Back to School Happy Hour for Staff Members	This is part of the welcome back to school for staff members. We have a new processes and procedures that take some time getting used to. This is a way to welcome the staff back and team build in a relaxed environment.	\$ 200.00	X	Yes	N/A	Yes	No	Yes	Staff Recognition	Yes
Pallet Jack for Building Manager	Since we received water from Niagara we need a way to move it if necessary. Also helpful when shipments are dropped off from district.	\$ 450.00	X	Yes	Yes	Yes	No	Yes	Requests - General	Yes
Drum Circle Facilitation 3 day Training August 31, September 1 and 2	I do a lot of drumming in 5th and 6th grade. I would like to become more skilled in this area. Drum circles are a really fun way for students to drum.	\$ 263.24		Yes	N/A	Yes	No	Yes	Education / Training	Yes
AR Licenses for 3rd Grade	Since 3rd Grade now has 1:1 computers the teacher that didn't request during summer think it would be beneficial for students to be able to use this service.	\$ 450.00	X	Yes	N/A	Yes	No	Yes	AR / Renaissance	Yes
Privacy Folders	It helps students work who can be easily distracted. Also, it keeps eyes from wandering during tests.	\$ 65.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes
Locks for Chrome Book Cabinets	Locks are needed to secure the chromebooks in their cabinets.	\$ 50.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes
Lunch Bucket Wheels for Kindergarten	This will make it easier to roll the lunch buckets for the Kindergarten students.	\$ 100.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes
6th Grade Mountain Math	This will benefit traditional students by filling in the gaps since we teach 7th grade Saxon. Mountain Math is an online cyclical review of the state standards for 6th grade. I would like to use this for part of my win to keep my students prepared for the 6th grade AZ Merit.	\$ 75.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes

\$ 1,768.24

\$ 75.00	PTA School of Excellence
\$ 780.00	Requests - General
\$ 450.00	AR / Renaissance
\$ 263.24	Education / Training
\$ 200.00	Staff Recognition

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 07/31/2019

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$165.36	-\$165.36	-\$160.00	-\$5.36
Annual Audit / Financial Review	-	-	-	-\$300.00	\$300.00
Bank Charges	-	-	-	-\$50.00	\$50.00
Banners	-	\$665.81	-\$665.81	-\$2,500.00	\$1,834.19
Carryover From Previous Year	-	-	-	-	-
Event Supplies	-	\$176.02	-\$176.02	-\$750.00	\$573.98
Gifts / Donations	-	-	-	-	-
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2019-2020	-	-	-	\$1,175.00	-\$1,175.00
Membership Dues 2020-2021	-	-	-	-	-
Membership Incentives	-	-	-	-\$250.00	\$250.00
Office Supplies (PTA Only)	-	-	-	-\$300.00	\$300.00
PayPal Charges	-	-	-	-\$200.00	\$200.00
Petty Cash	-	\$700.00	-\$700.00	-	-\$700.00
Postage / Shipping	-	-	-	-\$75.00	\$75.00
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-\$600.00	\$600.00
Sign Up Genius	-	\$9.99	-\$9.99	-\$120.00	\$110.01
State Conference / Training	-	-	-	-\$1,100.00	\$1,100.00
Transaction Error / Pass Through	\$45.22	\$60.20	-\$14.98	-	-\$14.98
Website	-	-	-	-\$300.00	\$300.00
Administration Totals	\$45.22	-\$1,777.38	-\$1,732.16	-\$5,695.00	\$3,962.84
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	\$600.00	-\$600.00
Carnival	-	\$246.00	-\$246.00	-	-\$246.00
Donuts With Dad	-	-	-	\$800.00	-\$800.00
Father Daughter Night	-	-	-	-\$300.00	\$300.00
Grandparents Breakfast	-	-	-	\$400.00	-\$400.00
Mother Son Night	-	-	-	-\$600.00	\$600.00
Muffins With Mom	-	-	-	\$500.00	-\$500.00
Teach or Treat	-	-	-	-\$800.00	\$800.00
Events Totals	-	-\$246.00	-\$246.00	\$600.00	-\$846.00
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	\$15,000.00	-\$15,000.00

Box Tops	-	-	-	\$400.00	-\$400.00
Butterbraids	-	-	-	\$1,750.00	-\$1,750.00
Cookie Dough	-	-	-	\$11,500.00	-\$11,500.00
FNO - Chipotle	-	-	-	\$350.00	-\$350.00
FNO - Dairy Queen	-	-	-	\$50.00	-\$50.00
FNO - Peter Piper Pizza	-	-	-	\$1,200.00	-\$1,200.00
FNO - Venezias	-	-	-	\$100.00	-\$100.00
Harkins Summer Movie	-	-	-	\$350.00	-\$350.00
Rewards Programs	-	-	-	\$1,600.00	-\$1,600.00
Smoothie Day	-	-	-	\$1,500.00	-\$1,500.00
Sunshine Acres Clothing Drive	-	-	-	\$400.00	-\$400.00
Fundraising Totals	-	-	-	\$34,200.00	-\$34,200.00

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	-	-	-	\$100.00	-\$100.00
Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	-	\$3,607.04	-\$3,607.04	-	-\$3,607.04
Yearbooks	-	-	-	\$750.00	-\$750.00
Sales Totals	-	-\$3,607.04	-\$3,607.04	\$850.00	-\$4,457.04

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	-	\$939.81	-\$939.81	-	-\$939.81
AR / Renaissance	-	\$7,532.37	-\$7,532.37	-\$7,500.00	-\$32.37
Art Masterpiece	-	-	-	-\$400.00	\$400.00
Author Visits	-	-	-	-\$1,000.00	\$1,000.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	-	-	-	-\$1,000.00	\$1,000.00
Education / Training	-	-	-	-\$2,000.00	\$2,000.00
Family In Need Fund	-	-	-	-\$500.00	\$500.00
Field Trips - 6th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 5th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 4th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 3rd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 2nd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 1st Grade	-	-	-	-\$200.00	\$200.00
Field Trips - Kindergarten	-	-	-	-\$700.00	\$700.00
Field Trips - Pre School	-	-	-	-\$300.00	\$300.00
Field Trips - SPICE	-	-	-	-\$300.00	\$300.00
Hospitality - Teacher Appreciation Week	-	-	-	-\$2,000.00	\$2,000.00

Hospitality - Staff Meals	-	\$392.77	-\$392.77	-\$2,000.00	\$1,607.23
Hospitality - Holiday Gifts	-	-	-	-\$1,500.00	\$1,500.00
Hospitality - Staff Members of the Year	-	-	-	-\$500.00	\$500.00
Requests - General	-	\$995.21	-\$995.21	-\$10,585.00	\$9,589.79
Requests - Technology	-	\$299.85	-\$299.85	-\$7,000.00	\$6,700.15
Scholastic Items - 6th Grade	-	-	-	-	-
Scholastic Items - 5th Grade	-	-	-	-	-
Scholastic Items - 4th Grade	-	-	-	-\$750.00	\$750.00
Scholastic Items - 3rd Grade	-	-	-	-	-
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	\$869.34	-\$869.34	-	-\$869.34
Science Fair / STEAM Night	-	-	-	-\$1,000.00	\$1,000.00
Spelling Bee	-	-	-	-\$250.00	\$250.00
Staff Recognition	-	-	-	-\$3,000.00	\$3,000.00
Student Recognition	-	\$840.84	-\$840.84	-\$2,500.00	\$1,659.16
Teacher Classrooms	-	-	-	-\$2,750.00	\$2,750.00
Visitor Aware	-	-	-	-\$500.00	\$500.00
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	-	-\$11,870.19	-\$11,870.19	-\$49,885.00	\$38,014.81
Grand Totals					
		\$45.22	-\$17,500.61	-\$17,455.39	-\$19,930.00
					\$2,474.61

Bank Account Balances	07/01/2019	07/31/2019	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$5,474.24	07/31/2019	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$45.22
Totals	\$22,929.63	\$5,474.24		Expenses	-\$17,500.61
				Ending Total	\$5,474.24

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

⊘ These withdrawals had not cleared the bank as of 07/31/2019.

Date	Reference	Details	Withdrawal
07/30/2019	4012	Canyon Rim Elememtery	-\$176.02
07/30/2019	4013	Scholastic Inc	-\$869.34
		Total	-\$1,045.36

Submitted by:

Name: _____ Signature: _____

Date: _____