

Canyon Rim PTA

Open Meeting Minutes (Approved)

February 8, 2018
5:30 PM

- I. Call to Order 5:34pm
- II. Introductions / Sign In Sheet
 - a. In attendance: Theresa Koepke, Maria Tefft, Leanne Buckland, Chris Dippong, Steven Weigley, Sarah Weigley, Misty Dewey, Teri Jones, Lana Moore, Wendi Howe, Lynette Tucker, Ali Betancourt, Marilee Garbison, Susanna Larrañaga
- III. Review and Approval Meeting Minutes
 - a. January 11, 2018 Meeting
 - i. Motion by Wendi Howe to approve January 2018 meeting minutes. Motion carries.
- IV. Review Financial Statements (*Susanna*)
 - a. January 2018
 - i. Motion by Wendi Howe to approve January 2018 financial statements. Motion carries.
- V. Call to Administration
 - a. Announcements
 - i. Committee for hiring 2018-2019 principal
 - b. School Requests
 - i. Motion by Lynette Tucker to approve school requests in the amount of \$65. Motion carries.
 - ii. Motion by Ali Betancourt to approve school request revisions from \$120 to \$200. Motion carries.
 - c. Meetings with Principal Recap
 - i. Letter sent to 6th grade ALP parents regarding A hour enrichment
 - ii. K-2 new projectors
 - iii. Light for teacher parking lot
 - iv. New carpet to be installed this summer. Many hands will be needed.
 - v. Electronic marquee slated for summer 2019
- VI. Call to Teachers – Open Forum
- VII. Call to Members – Open Forum
- VIII. Committee Reports
 - a. Membership (*Ali*)
 - b. Fundraising (*Wendi*)
 - i. Harkins Summer Movie Fun – 01/29/2018 through 02/09/2018 (*Wendi*)
 1. Extended through 2/16
 - ii. Family Night Out – Little Caesar’s Pizza – 01/31/2018 (*Wendi*)
 - iii. BoosterThon Update
 - c. Hospitality (*Wendi*)
 - d. Volunteer (*Misty*)
 - e. Calendar Updates (*Chris*)
 - f. Yearbook (*Christine*)
 - g. Cougarnival (*Steven*)
- IX. Old Business
 - a. National PTA School of Excellence (*Steven*)
 - i. February 6th Meeting Recap
 - ii. Ideas we want to implement
 1. TVs in hallway
 2. Welcome banner in multiple languages
 3. Welcome clings on doors/Logo on front office doors
 4. School maps
 - b. Harkins Movie Cup Sales (*Steven*)

Canyon Rim PTA

Open Meeting Minutes (continued) (Approved)

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5:30 PM

- X. New Business
 - a. Board Member Resignation – Sarah Weigley (Treasurer)
 - i. Taking over – Susanna Larrañaga
 - b. PTA Board Vice President Nominations and Vote
 - i. Motion by Steve Weigley to appoint Lynette Tucker to VP. Motion carries.
 - c. Egg Hunt in March?
 - i. No
 - d. Bean Bag Toss Boards for Family Nights Out - \$200
 - i. Decision to wait as no Family Night Outs are scheduled in near future
 - e. Nomination Committee for next year's PTA Board positions
 - i. Committee members will be Ali Betancourt, Chris Dippong and Wendi Howe
 - ii. Use nomination@canyonrimpta.org
 - 1. Reset password will send to committee members along with Ballot Template
 - iii. Voting from March meeting to April meeting
 - iv. Votes counted in April meeting
 - f. Roundtable
- XI. Next Scheduled Meeting Date = 03/08/2018 @ 6:30 PM – TIME CHANGE FOR ONE MEETING!!!
- XII. Review Past Month
 - a. Family Movie Night – 01/19/2018 (Tina)
- XIII. Upcoming Events
 - a. Father-Daughter Dance – 02/16/2018 (Sarah)
 - b. Read-A-Thon – 02/26/2018 through 03/02/2018 (Lynette)
 - c. Barnes and Noble Night – 02/27/2018 (Steven)
- XIV. Adjournment 6:50pm

PTA School Requests

Meeting: February 8, 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
We are in need of substitutes cost to cover the subs we will need while away at camp.	In order to keep the cost down (per student) for the 6th Grade Science Camp (currently \$150/student) The canyon Rim staff/6th grade team is requesting to take Mr. Howell, Ms. Gifford, Ms. Reagan, Ms. Alvin, Ms. Kochaji -With a total of 12 classes taught at science camp, the more teachers we have to help teach the classes the better. How does it keep the cost down? -If we don't teach the classes the camp has staff (younger, inexperienced, uncertified staff) that teaches; however we must then pay for that staff per student per class, increasing the camp cost in the thousands. If we teach the classes we feel the students get a higher level of education at a lower price, increasing their ability to afford the trip and maximizing their learning experience. Some teachers will need coverage here at the school while they are gone May 9-11, some teachers needing full days and other only needing half days. \$900 is a reasonable estimate to cover all the days needing Substitute coverage here at the school	\$ 900.00		N/A	N/A		Yes	No	N/A	N/A
Ice cream sandwiches for lunchroom behavior rewards	Julie Hamilton had this idea to have students shoot for a reward for appropriate lunchroom behavior. We are going to create a "scoop" system where each class can add "scoops" to an ice cream cone. Once they get to 20 (that would be about a perfect month's worth of lunches), students get ice cream sandwiches for their class. Aides would award the scoops and would add them to the wall as students earn them. Aides would also be in charge of telling classroom teachers when their students have won. Ice cream sandwiches would be stored in cafeteria.	\$ 65.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes

\$ 65.00

\$ 65.00	Requests
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PTA School Request Revisions

Item Requested	Reason for Revision	Original Amount Requested	New Amount Requested	Not to Exceed?
Breakfast, lunch and snacks for the volunteers for Career Day on February 9th, 2018.	Original request was based on previous year presenters. This year had 15 more presenters.	\$ 120.00	\$ 200.00	X

Canyon Rim PTA
Treasurer's Report 07/01/2017 to 01/31/2018

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	420.00	-420.00	-	-420.00
Bank Charges	55.27	61.00	-5.73	-200.00	194.27
Carryover From Previous Year	666.50	-	666.50	13,000.00	-12,333.50
Event Supplies	-	-	-	-	-
Gifts / Donations	594.00	-	594.00	-	594.00
Insurance	-	-	-	-150.00	150.00
Membership Dues 2017-2018	2,215.00	909.00	1,306.00	1,400.00	-94.00
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	1,850.00	1,850.00	-	-	-
Postage / Shipping	-	35.53	-35.53	-75.00	39.47
President Discretionary	-	-	-	-500.00	500.00
Sign Up Genius	-	59.94	-59.94	-	-59.94
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
Total	5,380.77	4,367.09	1,013.68	9,215.00	-8,201.32

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Carnival	-	559.43	-559.43	-	-559.43
Donuts With Dad	597.00	606.76	-9.76	200.00	-209.76
Father Daughter Dance	-	-	-	250.00	-250.00
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
Total	1,647.00	2,389.64	-742.64	150.00	-892.64

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	15,000.00	-15,000.00
Box Tops	1,257.40	819.00	438.40	1,000.00	-561.60
Butterbraids	6,928.00	4,039.00	2,889.00	3,000.00	-111.00
Cookie Dough	27,007.00	16,337.00	10,670.00	10,000.00	670.00
FNO - Cafe Rio	-	-	-	400.00	-400.00
FNO - Chik-Fil-A	-	-	-	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	-	-	-	500.00	-500.00
Hurricane Harvey Relief	415.05	415.05	-	-	-
Rewards Programs	1,010.16	-	1,010.16	500.00	510.16
Smoothie Day	3,698.36	2,440.00	1,258.36	3,000.00	-1,741.64
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	-	-	-	200.00	-200.00
Total	41,706.31	24,050.05	17,656.26	34,470.00	-16,813.74

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	150.00	129.00	21.00	350.00	-329.00

Concessions	15.92	369.58	-353.66	-	-353.66
Harkins Movie Cups	21.00	-	21.00	-	21.00
Miscellaneous	-	-	-	-	-
T-Shirts	4,078.00	3,057.93	1,020.07	800.00	220.07
Yearbooks	1,760.00	-	1,760.00	650.00	1,110.00
Total	6,024.92	3,556.51	2,468.41	1,800.00	668.41

Savings Account	Income	Expenses	Year to Date	Net Budget	More/Less
Interest	1.05	-	1.05	-	1.05
Bank Fees	-	3.00	-3.00	-	-3.00
Total	1.05	3.00	-1.95	-	-1.95

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	-	311.50	-311.50	-2,000.00	1,688.50
Family In Need Fund	-	50.00	-50.00	-500.00	450.00
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	-	885.33	-885.33	-2,100.00	1,214.67
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	-	-	-	-250.00	250.00
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	14,645.76	-14,645.76	-14,835.00	189.24
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	-	1,402.05	-1,402.05	-1,500.00	97.95
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00

Total	-	28,986.88	-28,986.88	-45,635.00	16,648.12
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Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	54,760.05	63,353.17	-8,593.12	-	-8,593.12

Bank Account Balances	07/01/2017	01/31/2018	Last Reconciled	Summary for the Period	
Checking - Compass	21,165.20	5,719.72	12/31/2017	Starting Total	21,165.20
Savings - Compass	0.00	6,852.36	01/31/2018	Income	54,760.05
Total	21,165.20	12,572.08		Expenses	- 63,353.17 -8,593.12
				Ending Total	12,572.08

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

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____