

Canyon Rim PTA

Open Meeting Minutes (Approved)

February 13, 2020
5:30 PM

- I. Call to Order 5:32 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steve Weigley, Sarah Weigley, Monica Garza, Wendi Howe, Joe Lopat, Jeremy Crawford, Jennifer Reading, Clark Gregory, Kelli Hinkhouse, Kyle Waller
- III. Call to Administration
 - a. Announcements
 - i. Feb 28 in the tentative date for the marquee delivery. Hopefully it will be installed over Spring Break.
 - ii. Break-ins are occurring over the weekends. Call if you have any information.
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$1050 by Wendi Howe. Motion carries.
 - c. Meetings with Principal Recap
 - i. Looking at possibly providing child care during PTA meetings in order to get more parents involved-Wendi Howe to look into high school program ToyBox for staffing.
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. January 9, 2020 Meeting
 - i. Motion to approve January 9, 2020 meeting minutes by Jennifer Reading. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. January 2020
 - i. Motion to approve January 2020 financial statements by Kelli Hinkhouse. Motion carries.
- VIII. Upcoming Events
 - a. Booster Fun Run – 02/19/2020 (*Wendi*)- Kyle with Booster shared goal of \$16000 to be used for technology with the theme of the Wild West
 - i. 2/19 - Teacher Meeting at 7:15 AM in Library
 1. Bagels, fruit, and OJ for staff
 - ii. 2/19 - Pep Rally at 1:15 PM with all students in the MPR
 - iii. 2/20-2/27 - Team Huddles in the MPR, facing the stage starting at 9:30 AM (first 15 minutes of specials) One grade at a time.
 - iv. 2/24 – Mid Program Meeting at 9:30 AM
 - v. 2/27 - Pre-K Fun Run at 8:45 AM on the playground
 1. Looking into a time for PM Pre-K
 - vi. 2/28 - Canyon Rim Fun Run
 1. 8:30 AM = K-2nd
 2. 9:45 AM = 3rd-6th on the field
 3. SPICE to follow all other grades
 - vii. 3/6 - Bull Riding Assembly after morning assembly at 9:00 AM (arrive at 8:15 AM to set up)
 1. Mr. Lopat and select teachers to ride bull if goal is achieved.
 - viii. 3/6 - Count Day and Post-Program Meeting at 10:30 AM
 - b. Booster has chosen Canyon Rim to do service project over the summer.

Canyon Rim PTA

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- IX. Old Business
 - a. Roundtable
 - i. Send one last email to Brainyactz for refund.
- X. New Business
 - a. Nomination Committee Creation
 - i. Sarah Weigley, Monica Garza, and Jeremy Crawford to make up committee
 - ii. Email will be sent out to request board member nominees
 - iii. Committee will create ballot to be reviewed and approved at March meeting
 - b. Board Position Descriptions
 - i. See Appendix 1 for Descriptions
 - c. Next Year Board Member Expectations
 - d. Roundtable
- XI. Committee Reports
 - a. Membership (*Misty*)
 - i. 1 new business member
 - b. Volunteer (*Misty*)
 - i. Several high school students have signed up to help at Carnival
 - c. Fundraising (*Wendi*)
 - i. March 25 and April 22 smoothie days
 - ii. April 16 Menchies
 - iii. May 15 Peter Piper Yearbook signing party
 - d. Hospitality (*Wendi*)
 - i. Staff breakfast for Boosterthon kick off
 - ii. Staff breakfast March 3
 - iii. Teacher Appreciation week in early May
 - iv. Staff of the year coming up. \$500 in line item to be used for recognition.
 - e. Event Manager (*Monica*)
 - i. Monica to be sure facilities are ready for career day, Boosterthon, and Carnival
 - f. Publicity (*Ali*)
 - i. Monica to get with Ali about calendar changes: add spirit days for Read Across America and switch 1st and 4th grade programs to newly agreed upon dates
 - g. Cougarnival (*Steven*)
 - i. Most things are booked
 - ii. Most grade levels have games planned-high school students to run games
- XII. Review Past Month Events
 - a. Chick-Fil-A FNO – 01/16/2020 (*Wendi*)
 - i. Nothing to report at this time-Wendi to follow up
 - b. Harkins Summer Movie Ticket – 01/27/2020 through 02/07/2020 (*Wendi*)
 - i. Monica is going to do a push on it to get more orders in
- XIII. Next Scheduled Meeting Date = 03/05/2020 @ 5:30 PM
- XIV. Adjournment 6:50 PM

Appendix 1

PTA President

As President you are the face of the Canyon Rim PTA. You will run all PTA meetings and conduct meetings with the Canyon Rim principal as needed. You will be involved in most, if not all, of the decisions the PTA is involved in.

PTA Vice President

As Vice President you are the eyes and ears of the Canyon Rim PTA. You are backup to run the PTA meetings if the president is unavailable. You should be available to help out any of the other VP's with their duties if necessary.

PTA Secretary

As Secretary you will be responsible for recording and transcribing the meeting minutes for each monthly PTA meeting.

PTA Treasurer

As Treasurer you are responsible for all of the PTA finances. You will coordinate all PTA deposits and withdrawals from the PTA bank account. You will be the sole check writer and will coordinate all invoices, receipts and reimbursements requested through the PTA. You will enter and scan all PTA financial transactions in the MoneyMinder software to be reconciled by the Assistant Treasurer each month.

PTA Assistant Treasurer

As the Assistant Treasurer you are responsible for reconciling the PTA bank accounts on a monthly basis before PTA meetings.

PTA VP of Publicity

As VP of Publicity you are responsible for the communications from the PTA. You will be the liaison between the PTA and the Executive Assistant of Canyon Rim to provide Infinite Campus or School Messenger communications that will need to be sent out. You are responsible for publishing the PTA calendar monthly and you are responsible for maintaining the Facebook page.

PTA VP of Ways and Means

As VP of Ways and Means you are responsible for fundraising opportunities for the PTA. You will be responsible for maintaining relationships with fundraising vendors and planning the main PTA fundraisers. You will coordinate and plan Family Night Outs throughout the year.

PTA VP of Membership

As VP of Membership you will be responsible for maintaining and updating the Canyon Rim PTA membership list. You will also coordinate and report the list monthly to the AZ PTA, including new members throughout the year. You will coordinate with local businesses to help maintain and increase the PTA Business Members.

PTA School Requests

Meeting: February 13, 2020

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
Money to replenish lunch accounts of families in need.	Allow the school to be bale to help out students unable to afford lunches.	\$ 50.00		N/A	N/A	Yes	No	Yes	Families In Need	Yes
SPICE team wants to reinvigorate garden out front.	School Beautification.	\$ 400.00	X	N/A	N/A	Yes	No	Yes	Request - General	Yes
Terri Jones Retirement Party	Retirement of a long time employee that has seen lots of our students and families go through Canyon Rim.	\$ 600.00	X	N/A	N/A	Yes	No	Yes	Teacher Recognition	Yes

\$ 1,050.00

\$ 50.00	Families In Need
\$ 600.00	Teacher Recognition
\$ 400.00	Request - General

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 01/31/2020

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$165.36	-\$165.36	-\$160.00	-\$5.36
Annual Audit / Financial Review	-	\$360.00	-\$360.00	-\$300.00	-\$60.00
Bank Charges	-	\$22.00	-\$22.00	-\$50.00	\$28.00
Banners	-	\$1,944.79	-\$1,944.79	-\$2,500.00	\$555.21
Carryover From Previous Year	\$1,103.23	-	\$1,103.23	-	\$1,103.23
Event Supplies	-	\$341.88	-\$341.88	-\$750.00	\$408.12
Gifts / Donations	\$10,807.00	-	\$10,807.00	-	\$10,807.00
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2019-2020	\$2,535.00	\$1,076.50	\$1,458.50	\$1,175.00	\$283.50
Membership Dues 2020-2021	-	-	-	-	-
Membership Incentives	-	-	-	-\$250.00	\$250.00
Office Supplies (PTA Only)	-	-	-	-\$300.00	\$300.00
PayPal Charges	-	\$113.83	-\$113.83	-\$200.00	\$86.17
Petty Cash	\$1,780.00	\$1,780.00	-	-	-
Postage / Shipping	-	\$31.88	-\$31.88	-\$75.00	\$43.12
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	\$4,668.80	-\$4,668.80	-\$600.00	-\$4,068.80
Sign Up Genius	-	\$69.93	-\$69.93	-\$120.00	\$50.07
State Conference / Training	-	\$70.00	-\$70.00	-\$1,100.00	\$1,030.00
Transaction Error / Pass Through	\$1,214.20	\$1,214.20	-	-	-
Website	-	\$21.17	-\$21.17	-\$300.00	\$278.83
Administration Totals	\$17,439.43	-\$11,880.34	\$5,559.09	-\$5,695.00	\$11,254.09
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	\$858.00	\$501.51	\$356.49	\$600.00	-\$243.51
Carnival	-	\$2,504.84	-\$2,504.84	-	-\$2,504.84
Donuts With Your Favorite Guy	\$969.25	\$602.12	\$367.13	\$800.00	-\$432.87
Secondary Students Game Night	-	-	-	-\$300.00	\$300.00
Grandparents Breakfast	\$1,151.95	\$646.59	\$505.36	\$400.00	\$105.36
Primary Students Game Night	-	-	-	-\$600.00	\$600.00
Muffins With Your Favorite Gal	-	-	-	\$500.00	-\$500.00
Teach or Treat	-	\$1,096.37	-\$1,096.37	-\$800.00	-\$296.37
Family Movie Night	-	\$509.18	-\$509.18	-	-\$509.18
Events Totals	\$2,979.20	-\$5,860.61	-\$2,881.41	\$600.00	-\$3,481.41
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less

Boosterthon	-	-	-	\$15,000.00	-\$15,000.00
Box Tops	\$989.40	\$356.00	\$633.40	\$400.00	\$233.40
Butterbraids	\$4,080.00	\$2,485.00	\$1,595.00	\$1,750.00	-\$155.00
Cookie Dough	\$27,423.00	\$16,558.90	\$10,864.10	\$11,500.00	-\$635.90
FNO - Bahama Bucks	\$32.97	-	\$32.97	-	\$32.97
FNO - Chipotle	\$224.40	-	\$224.40	\$350.00	-\$125.60
FNO - Dairy Queen	\$36.50	-	\$36.50	\$50.00	-\$13.50
FNO - Peter Piper Pizza	\$770.98	-	\$770.98	\$1,200.00	-\$429.02
FNO - Venezias	-	-	-	\$100.00	-\$100.00
Harkins Summer Movie	-	-	-	\$350.00	-\$350.00
Rewards Programs	\$830.64	-	\$830.64	\$1,600.00	-\$769.36
Smoothie Day	\$2,225.93	\$1,482.00	\$743.93	\$1,500.00	-\$756.07
Sunshine Acres Clothing Drive	\$439.80	-	\$439.80	\$400.00	\$39.80
Fundraising Totals	\$37,053.62	-\$20,881.90	\$16,171.72	\$34,200.00	-\$18,028.28
Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	\$200.00	-	\$200.00	\$100.00	\$100.00
Concessions	\$5.00	-	\$5.00	-	\$5.00
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$4,390.91	\$3,659.04	\$731.87	-	\$731.87
Yearbooks	\$2,290.00	\$15.00	\$2,275.00	\$750.00	\$1,525.00
Sales Totals	\$6,885.91	-\$3,674.04	\$3,211.87	\$850.00	\$2,361.87
School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	\$500.00	\$939.81	-\$439.81	-	-\$439.81
AR / Renaissance	-	\$7,532.37	-\$7,532.37	-\$7,500.00	-\$32.37
Art Masterpiece	-	\$134.24	-\$134.24	-\$400.00	\$265.76
Author Visits	-	\$579.67	-\$579.67	-\$1,000.00	\$420.33
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	\$255.00	\$1,012.29	-\$757.29	-\$1,000.00	\$242.71
Education / Training	-	\$378.24	-\$378.24	-\$2,000.00	\$1,621.76
Family In Need Fund	-	\$50.00	-\$50.00	-\$500.00	\$450.00
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	-	\$801.53	-\$801.53	-\$700.00	-\$101.53
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	-	\$1,253.24	-\$1,253.24	-\$2,000.00	\$746.76
Hospitality - Holiday Gifts	-	\$1,032.99	-\$1,032.99	-\$1,500.00	\$467.01
Hospitality - Staff Members of the Year	-	-	-	-\$500.00	\$500.00
Requests - General	\$260.00	\$3,184.33	-\$2,924.33	-\$10,585.00	\$7,660.67
Requests - Technology	-	\$596.85	-\$596.85	-\$7,000.00	\$6,403.15
Scholastic Items - 6th Grade	-	-	-	-	-
Scholastic Items - 5th Grade	-	-	-	-	-
Scholastic Items - 4th Grade	-	-	-	-\$750.00	\$750.00
Scholastic Items - 3rd Grade	-	\$813.11	-\$813.11	-	-\$813.11
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	\$869.34	-\$869.34	-	-\$869.34
Science Fair / STEAM Night	-	\$19.44	-\$19.44	-\$1,000.00	\$980.56
Spelling Bee	-	\$364.60	-\$364.60	-\$250.00	-\$114.60
Staff Recognition	-	\$3,452.00	-\$3,452.00	-\$3,000.00	-\$452.00
Student Recognition	-	\$1,417.20	-\$1,417.20	-\$2,500.00	\$1,082.80
Teacher Classrooms	-	\$3,227.87	-\$3,227.87	-\$2,750.00	-\$477.87
Visitor Aware	-	\$196.21	-\$196.21	-\$500.00	\$303.79
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	\$1,015.00	-\$27,855.33	-\$26,840.33	-\$49,885.00	\$23,044.67
Grand Totals					
	\$65,373.16	-\$70,152.22	-\$4,779.06	-\$19,930.00	\$15,150.94

Bank Account Balances	07/01/2019	01/31/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$18,150.57	01/31/2020	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$65,373.16
Totals	\$22,929.63	\$18,150.57		Expenses	-\$70,152.22
				Ending Total	\$18,150.57

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

⊘ These withdrawals had not cleared the bank as of 01/31/2020.			
Date	Reference	Details	Withdrawal
01/21/2020	4075	AZ Inflatables	-\$711.40
01/27/2020	4076	Canyon Rim Elementary	-\$50.00
01/27/2020	4077	Canyon Rim Elementary	-\$297.00
01/30/2020	4078	Steven Weigley	-\$329.12
Total			-\$1,387.52

Submitted by:

Name: _____ Signature: _____

Date: _____