



Canyon Hills Junior High PTSA

Every Child, One Voice

Executive Board Virtual Meeting

April 14, 2021, at 4:00 PM

2020-2021 School Year

1. **Call to Order**
2. **Approval of Minutes: March 11<sup>th</sup>**
3. **Administration Report**
  - a. Update
  - b. Future Coyote Night April 28<sup>th</sup> @ 5 pm
4. **Treasurer's Report**
  - a. Financial Report
  - b. Mid-Year Audit
5. **President's Report**
  - a. 2021-2022 Open Board Positions/Nominations
  - b. Historian Report
6. **Executive Board Report**
  - a. Book Fair
7. **Adjournment**
  - a. Next Board Meeting

# **AGENDA**



Approval of  
February 10, 2021 Minutes

# CHJH

## PTSA Board Meeting

### March 11, 2021

Mtg 4:05pm

Attendance: Alan, Rebecca, Riza, Leslie, Jessica, Taren, Kelly, Jennifer, Lesa

#### Approval of minutes

- 1<sup>st</sup> Alan
- 2<sup>nd</sup> Jennifer

#### Administration Report

- UPDATE- School reopening video from Mr. Finkbiner, explaining procedures on campus
  - Town Hall Meeting on Wed. 17 and Thurs. 18 at 2:30pm

#### Treasurer Report

- Cash ending balance \$23,880.05
  - 2 (two) Teacher supplies receipts for \$50 each
  - Donation from Amazon Smile – credit of \$41.56
  - End of year “Memoirs” \$5,843.09

#### Approval

- 1<sup>st</sup> Jessica
- 2<sup>nd</sup> Leslie

#### President's Report

- Picture of lei from Hawaiian vendor, which will be the 8<sup>th</sup> graders' end-of-year gift
- 7<sup>th</sup> and 8<sup>th</sup> graders' 3 (three) gift items were voted on, as far as colors: beach ball, bag, and frisbee.
  - Approved by all Board members

#### Executive Board Report

- PTSA positions are still open
  - Auditor
  - Parliamentarian
  - Historian
  - Treasurer

Book Fair

- Update: New dates will be 05/03-05/07/21
- Leslie has a list of books for \$5 and \$10 for the students receiving the membership incentive

The Board meeting in May will be open to the general public. PTSA will provide a recap of the activities for the year 2020-21.

Taren suggested a “grab and go” breakfast bar for the teachers when school reopens.

Next Board Meeting

April 14, 2021

@4pm

Adjournment @4:35pm



# **ADMINISTRATION REPORT**

# Treasurer's Report



# Financial Report as of January 31, 2021

	Selected Period	Year to Date	Budget
<b>Cash Balance Forward</b>			
Union Bank Checking	23,880.05	20,998.58	20,998.58
<b>Total Cash Balance Forward</b>	\$ 23,880.05	\$ 20,998.58	\$ 20,998.58
<b>Receipts</b>			
<b>Fundraisers</b>			
Book Fair	0.00	0.00	2,000.00
Membership Dues (PTSA)	0.00	28,796.03	22,000.00
Restaurant	0.00	0.00	500.00
Scripts	0.00	2,804.64	1,000.00
Snack Bar	0.00	0.00	3,500.00
Spirit Wear	0.00	12,679.81	7,500.00
<b>Programs</b>			
Donations / Matching Funds	0.00	929.05	500.00
Marquee	0.00	140.00	2,000.00
Silent Auction	0.00	0.00	250.00
<b>Total Receipts</b>	\$ 0.00	\$ 45,349.53	\$ 39,250.00
<b>Expenses</b>			
<b>Administration</b>			
8th Grade Promotion	0.00	0.00	1,200.00
Accounting Software	0.00	0.00	200.00
Bank Fees Expense	0.00	7.50	100.00
Classroom/Teacher Supplies	0.00	622.10	1,500.00
Copy / Office Supplies Expense	0.00	1,730.23	2,000.00
CPR Certification	0.00	101.00	200.00
End of Year Memoirs	0.00	5,843.09	0.00
Health Support Expense	0.00	0.00	750.00
Hospitality Expense	0.00	380.56	1,500.00
Insurance Premium Expense	0.00	258.00	300.00
Library	0.00	0.00	500.00
Officers Training Expense	0.00	0.00	200.00
PE Sportfolios	0.00	1,713.10	1,500.00
Processing Fees	0.00	399.16	400.00
School Gifts Expense	0.00	10,960.98	15,000.00
SSA / Career Day / Counselor Expense	0.00	0.00	1,000.00
Student Events Expense	0.00	0.00	1,000.00
Taxes Expense	0.00	25.00	100.00
Website	0.00	828.00	850.00
<b>Fundraisers</b>			
AVID	0.00	124.37	0.00
Book Fair	0.00	0.00	1,500.00
Membership Dues (PTSA)	0.00	11,716.51	5,500.00
Snack Bar	0.00	0.00	2,000.00
Spirit Wear	0.00	7,758.46	5,000.00
<b>Total Expenses</b>	\$ 0.00	\$ 42,468.06	\$ 42,300.00
<b>Net Receipts</b>	\$ 0.00	\$ 2,881.47	\$ (3,050.00)
Less:			
AVID Restricted			400.79
Unallocated Reserves			17,547.79
			\$ 0.00



<b>Cash Balance</b>	\$	23,880.05	\$	23,880.05
Change to AVID Restricted		0.00		(124.37)
Change to Fund Balance		0.00		124.37
<b>Adjusted Cash Balance</b>	\$	23,880.05	\$	23,880.05

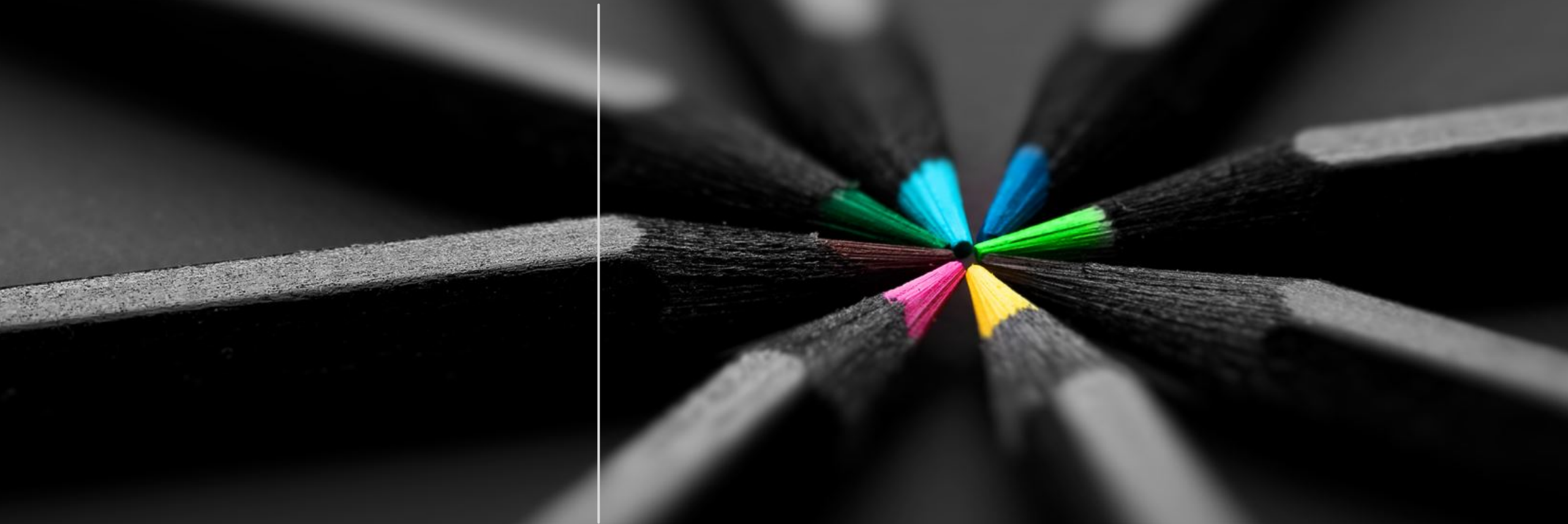
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Signature


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Date

**MID YEAR AUDIT  
DUE**

**April 1, 2021**

# President's Report





Executive Board  
2021-2022 Unit Rosters  
DUE  
May 1, 2021

# PTSA BOARD POSTIONS

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President

**Rebecca Sabatino**

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Treasurer

**OPEN**

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Secretary

**OPEN**

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1<sup>st</sup> VP Membership

Riza Erlandsen

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2<sup>nd</sup> VP Fundraising

**OPEN**

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3<sup>rd</sup> VP Programs

**Jennifer Delzell-Christos**

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Parliamentarian

**OPEN**

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Auditor

**OPEN**

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Historian

**OPEN**

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Teacher Representative

**OPEN**

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Students Representative

**OPEN**

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Spirit Wear

**Kelly Kwock**

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Hospitality

Teran Mente

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Book Fair

Leslie Miller

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Snacks

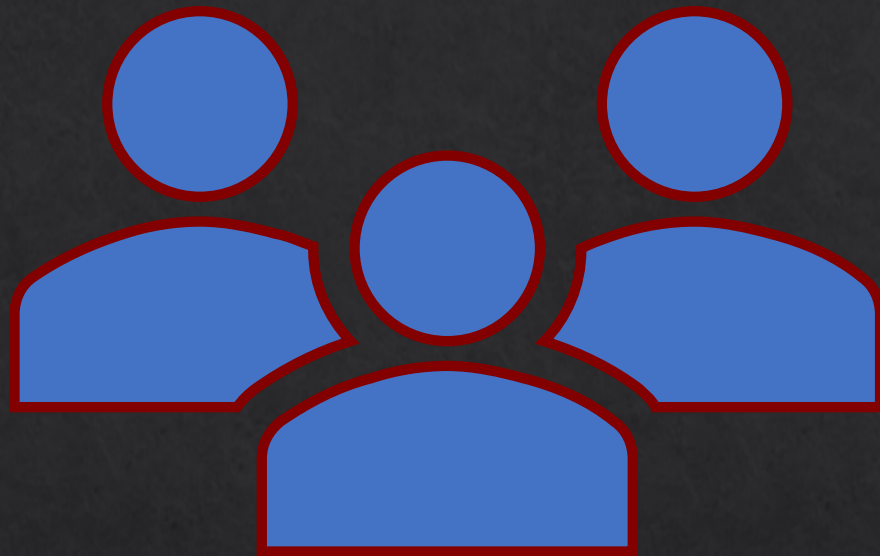
**OPEN**

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Historian Report  
DUE  
May 1, 2021



Next Board Meeting  
May 12<sup>th</sup> @ 4:00 P.M.



Adjournment