

Canyon Hills Junior High PTSA

Every Child, One Voice

Executive Board Virtual Meeting
August 19, 2020 at 4:30 PM

2020-2021 School Year

1. **Call to Order**
2. **Approval of Minutes: July 16th**
3. **Administration Report**
 - a. Back-to-School Update
 - b. Modernization
 - c. Funding Request
 - d. Upcoming Events and Activities
4. **Treasurer's Report**
 - a. Financial Report
 - b. Approval of Bills
5. **President's Report**
 - a. New Board Members
 - b. Back-to-School Membership & Spirit Wear Drive
 - c. Bylaws
6. **Executive Board Report**
 - a. Vice President Fundraising
 - b. Bookfair Committee
 - c. Hospitality
 - Back-to-School Breakfast
7. **Adjournment**
 - a. Next Board Meeting

AGENDA

CANYON HILLS JUNIOR HIGH
PTSA BOARD MEETING MINUTES
July 15, 2020

- I. Call to order at 4:40 PM (held virtually)
- II. In attendance:
 - A. Rebecca Sabatino
 - B. Alan Brieva
 - C. Riza Erlandsen
 - D. Ines Janecek
 - E. Margarita Faundez
 - F. Taren Mente
 - G. Teri Arteaga
 - H. Jessica Avila
 - I. Kelly Kwock
 - J. Todd Finkbiner
 - K. Heather Post
- III. Approval of minutes dated 05/13/20 and 05/18/20
 - A. No corrections made to minutes
 - B. Minutes Approved
 - 1. 1st motion by Alan Brieva
 - 2. 2nd motion by Margarita Faundez
- IV. Administration Report
 - A. Office will be open for packet pick-up
 - B. Back-to-School Processing will take place the following week
 - a. August 27th (8th grade)
 - b. August 28th (7th grade)
 - c. August 29th (Make-Ups)
 - C. Safety Plan for on Campus will include the installation of plexiglass, temperature checks and masks required while on campus.
 - D. Modernization ongoing currently have additional portables installed while classrooms are being updated.
 - E. Blended Learning safety plan includes the following:
 - a. All personnel and students required to wear masks
 - b. classroom sanitation will take place in between periods. Desk will be labeled A & B to rotate seating between periods.
 - c. Passing period will increase to 10 minutes to allow enough time for students to wash hands.
 - d. Social Distancing signs will be posted, and traffic flow will be one way.
 - e. Lunch tables will be spaced out to allow 6 feet between students while eating. Additional shade is needed for students in this area. Finkbiner will look into pricing and update the board at the next meeting.

Approval of July 16, 2020 Minutes

V. Treasurer's Report

A. Financials current and balanced through 06/30/20

B. Bills for approval

a. Rebecca Sabatino

- 750 masks, 750 bumper stickers for incentives \$2,302.50
- 100 water bottles \$1,082.00
- Back-to-School Packets Print Materials \$1,895.71
- Website Hosting & Drive \$828.00

C. Bills Approved

1. 1st motion by Kelly Kwok
2. 2nd motion by Inez Janecek

VI. President's Report

A. Transition of Board Members

- a. President, Rebecca Sabatino
- b. 1st VP Membership, Riza Erlandson
- c. 2nd VP Fundraising, Open Position
- d. 3rd VP Programs, Open Position
- e. Secretary, Inez Janecek
- f. Treasurer, Alan Brieva
- g. Parliamentarian, Jessica Avila
- h. Auditor, Camille Moet
- i. Historian, Open Position

B. Committee Members

- a. Spirit Wear, Teri Arteaga & Kelly Kwok
- b. After School & Dance Snacks, Margarita Faundez
- c. Hospitality, Taren Mente
- d. Book Fair, Open Position

C. Digital Platform

- a. Google Suite
 - Drive Files
 - Email Addresses for board members
- b. Website
 - Student Store
 - Fundraising information
 - Events & Activities
 - PTSA Meeting information
- c. Parent Communication
 - Remind
 - Sign-Up Genius

D. Budget

a. Decrease in Budgeted Income from previous year (2019-2020)

- i. Snack Bar reduced by \$3,500
- ii. Book Fair reduced by \$1,000

b. Increase in Budgeted Income from previous year (2019-2020)

- i. Membership by \$2,000
- ii. Spirit Wear by \$2,500

c. Decrease in Budgeted Expenses from previous year (2019-2020)

- i. Snack Bar reduced by \$3,500

- ii. Book Fair reduced by \$1,000
- iii. Hospitality reduced by \$1,500
- iv. Gifts to School reduced by \$4,000
 - added line items for accountability
- v. SSA/ Career Day/ Counselor reduced by \$1,000
- d. Increase in Budgeted Expenses from previous year (2019-2020)
 - i. Membership by \$2,000
 - ii. Spirit Wear by \$ 100
 - iii. Copy/Office Supplies by \$1,800
 - iv. Health Support by \$550
 - v. Students Events and Programs by \$500

e. Added Line Items

- i. Website \$ 850
- ii. 8th Grade Promotion \$1,200
- iii. Library \$500
- iv. PE Portfolios \$1,500
- v. CPR Certification \$200
- vi. Accounting Software \$200
- vii. Classroom Teacher Supplies \$1,500

E. Budget Approved

- 1. 1st motion by Riza Erlandsen
- 2. 2nd motion by Kelly Kwock

F. Memberships

- a. Maroon level increased to \$15 to cover the cost of Mask & Bumper Sticker

G. Membership & Spirit Wear Packages

- a. The Pup Package cost \$75 includes Gold Membership, T-shirt, and Water Bottle
- b. The Coyote cost \$140 includes Platinum Membership, Hoodie, T-shirt, and Water Bottle.

H. Spirit Wear

- a. new items include mask, and water bottle
- b. new color (white)
- c. changing vendor to reduce cost

I. Fundraising

- a. Scrips (new)
- b. amazon smile

J. Back-to-School Processing

- a. Volunteers needed

K. Parliamentarian

- a. Bylaws need to be reviewed for changes

L. Hospitality

- a. Back-to-School Teacher Breakfast August 7th

M. After school snacks

- a. will be on hold until further notice

VII. Next PTSA Board Meeting will be on Wednesday, August 19 at 4:30 P.M. Virtually

VIII. Meeting Adjourned at 6:27 P.M.

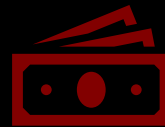
Administration Report



Back-to-School Update



Modernization




Funding Request



Upcoming Events and Activities

Treasurer's Report



The background features a blurred financial chart. It consists of several vertical yellow bars of varying heights and a white line graph with circular markers at each data point. The line graph shows a downward trend from left to right. Two data points are clearly labeled with their values: 183.102 and 154.178. The overall aesthetic is professional and data-oriented.

Bar Index	Value
1	183.102
2	154.178

Financial Report as of July 31, 2020

	Selected Period	Year to Date	Budget
Cash Balance Forward			
Union Bank Checking	20,998.58	20,998.58	20,998.58
Total Cash Balance Forward	\$ 20,998.58	\$ 20,998.58	\$ 20,998.58
Receipts			
Fundraisers			
Book Fair	0.00	0.00	2,000.00
Membership Dues (PTSA)	0.00	0.00	22,000.00
Restaurant	0.00	0.00	500.00
Scripts	0.00	0.00	1,000.00
Snack Bar	0.00	0.00	3,500.00
Spirit Wear	0.00	0.00	7,500.00
Programs			
Donations / Matching Funds	0.00	0.00	500.00
Marquee	0.00	0.00	2,000.00
Silent Auction	0.00	0.00	250.00
Total Receipts	\$ 0.00	\$ 0.00	\$ 39,250.00
Expenses			
Administration			
8th Grade Promotion	0.00	0.00	1,200.00
Accounting Software	0.00	0.00	200.00
Bank Fees Expense	0.00	0.00	100.00
Classroom/Teacher Supplies	0.00	0.00	1,500.00
Copy / Office Supplies Expense	0.00	0.00	2,000.00
CPR Certification	0.00	0.00	200.00
Health Support Expense	0.00	0.00	750.00
Hospitality Expense	0.00	0.00	1,500.00
Insurance Premium Expense	0.00	0.00	300.00
Library	0.00	0.00	500.00
Officers Training Expense	0.00	0.00	200.00
PE Sportfolios	0.00	0.00	1,500.00
Processing Fees	0.00	0.00	400.00
School Gifts Expense	0.00	0.00	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	25.00	25.00	100.00
Website	0.00	0.00	850.00
Fundraisers			
Book Fair	0.00	0.00	1,500.00
Membership Dues (PTSA)	0.00	0.00	5,500.00
Snack Bar	0.00	0.00	2,000.00
Spirit Wear	0.00	0.00	5,000.00
Total Expenses	\$ 25.00	\$ 25.00	\$ 42,300.00
Net Receipts	\$ (25.00)	\$ (25.00)	\$ (3,050.00)
Less:			
AVID Restricted			525.16
Unallocated Reserves			17,423.42
			\$ 0.00
Cash Balance	\$ 20,973.58	\$ 20,973.58	

APPROVAL OF BILLS

PTSA Membership Packages & Spirit Items

- \$2,231.39 for 100 T-Shirts & 75 Sweatshirts (Rebecca Sabatino)

Back-to-School Processing Event & Set-Up

- \$329.67 for Sanitizing Items, Markers, Pens & Holders, Acrylic Sign Holders, P-Touch Tap, Bags (Rebecca Sabatino)

Back-to-School Teacher Breakfast

- \$ 380.56 for food items for the teacher back-to-school breakfast (Taren Mente)

Teacher Classroom Supplies (\$50 per teacher allocated)

- \$



President's Report

NEW BOARD & COMMITTEE MEMBERS

2nd VP Fundraising

Lesa Iasparro

3rd VP Programs

Jennifer Delzell-Christos

BOOK FAIR

Leslie Miller

Auditor

Open Position

Historian

Open Position

BACK-TO-SCHOOL

MEMBERSHIP & SPIRIT WEAR
DRIVE



UPDATES NEEDED

MEETINGS

- ❖ Add Meetings can be held Virtually
- ❖ Meeting Frequency (Every 1st Wednesday)
- ❖ Association Meeting Dates (August, January, March)

MEMBERSHIP DUES

- ❖ Change Dues Amount from \$10 to \$15

COMMITTEES

- ❖ Add Standing Committees (none are currently listed)

Article VII.

Executive Board Report





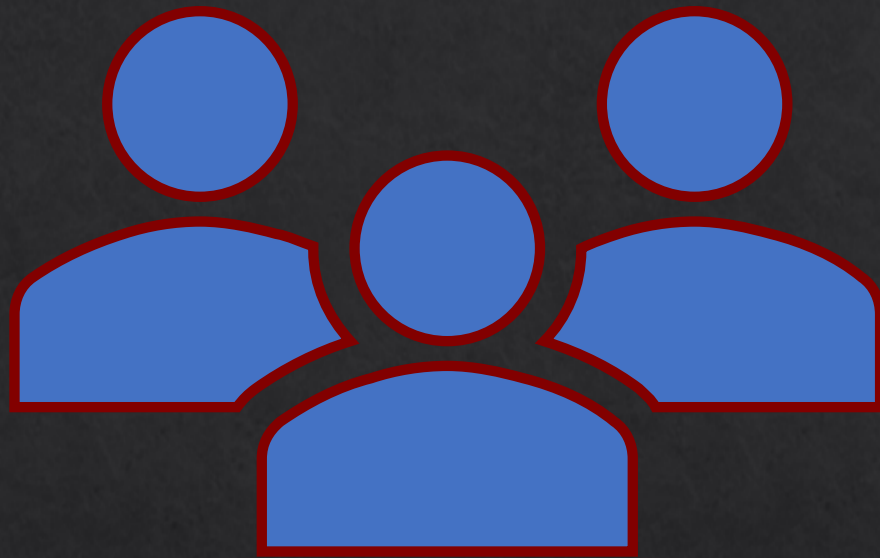
Let's get
fundraising!

A vertical stack of books is shown on the right side of the image. The books have various colored spines, including red, purple, and brown. The pages are a light cream color. A dark, semi-transparent rectangular overlay is positioned on the left side of the image, containing the text 'BOOK FAIR' in a white, serif font. The background is a soft, out-of-focus light blue and white gradient.

BOOK FAIR



HOSPITALITY



Next Board Meeting
September 16th @ 4:30 P.M.

Adjournment