

Canyon Hills Junior High PTSA

Every Child, One Voice

Executive Board Virtual Meeting
September 02, 2020 at 4:00 PM

2020-2021 School Year

1. **Call to Order**
2. **Approval of Minutes: August 19th**
3. **Administration Report**
 - a. Update
 - b. Upcoming Events and Activities
4. **Treasurer's Report**
 - a. Financial Report
5. **President's Report**
 - a. Funding Request
 - b. Membership Packets & Spirit Wear Backorders
 - c. Bylaws (Parliamentarian)
6. **Executive Board Report**
 - a. Vice President Fundraising
 - b. Bookfair Committee
7. **Adjournment**
 - a. Next Board Meeting

AGENDA

Canyon Hills PTSA
August 19, 2020 meeting

1. Call to Order @ 4:35pm (virtual)
2. In attendance:
 - a. Rebecca Sabatino
 - b. Alan Brieva
 - c. Inez Janecek
 - d. Margarita Fuandez
 - e. Taren Mente
 - f. Jessica Avila
 - g. Kelly Kwork
 - h. Todd Finkbiner
 - i. Jennifer Christo
 - j. Lesa lasparro
 - k. Riza Erlandsen
 - l. Leslie Miller
 - m. Heather Post
3. Approval of minutes:
 - a. No corrections made
 - b. Approved:
 - i. 1st Jennifer Christo
 - ii. 2nd Margarita Fuandez
4. Administration Report
 - a. August 31st BTS night
 - i. Expectations
 1. Teachers link
 2. Look in aries for student's schedule
 - b. Modernization
 - i. PE room finished in Dec.
 - ii. Art room, woodshop, etc. should be done end of Dec.
 - iii. COVID watch list- nothing new as of now.
 - iv. Clubs starting Mid-September
 - v. Asked about sit/stand desks for teachers. Will look into how many are needed and get back to PTSA at the next board meeting.
5. Treasurer's report
 - a. Alan-
 - i. Taxes \$25.00

Approval of
August 19, 2020
Minutes

- ii. Taren- BTS lunch \$380.56
- iii. Logo/graphics \$51.18
- iv. Rick M. \$50
- v. Bromely \$36
- vi. Rebecca \$2,231.39

1. Approval

- a. 1st Rebecca
- b. 2nd Kelly

6. President Report

- a. Rebecca welcomes new members
 - i. Fundraising VP- Lisa
 - ii. VP Programs- Jennifer Christo
 - iii. Book fair Com. Chair- Leslie Miller
- b. Membership Drive Update
 - i. 575 participants
 - ii. Combined income from memberships & spirit wear \$40, 885.00
 - iii. Minus Expenses est. funds raised \$ 24,695.00
- c. Bylaws
 - i. Updates need include holding meeting virtually, dues amount and standing committees

7. Fundraising

- a. Scripts still going on
- b. Lisa- nothing new to report
- c. Book fair
 - i. Leslie (oct, 19-23rd) will look at changing dates
 - ii. Will look into how to redeem \$10 BF credit for Platinum Memberships
- d. March 9th success fest (hopefully Live) and another BF.
- e. PTSA will be looking into hold a book drive for under privileged students

8. Hospitality

- a. Taren: Teacher Luncheon Donations- Starbucks, Masks, scones, and \$5 GC from Buruca Family

9. Next month mtg.

- a. Holding regular scheduled meeting on Sept. 2nd
- b. Move time to 4pm

10. Adjournment time 5:29pm

Administration
Report

UPDATE

UPCOMING EVENTS &
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 explicitly labeled with their values: 183.102 and 154.178. The overall aesthetic is professional and data-oriented.

Category	Value
1	183.102
2	154.178

From August 1, 2020 to August 31, 2020

	Selected Period	Year to Date	Budget
Cash Balance Forward			
Union Bank Checking	19,260.48	20,998.58	20,998.58
Total Cash Balance Forward	\$ 19,260.48	\$ 20,998.58	\$ 20,998.58
Receipts			
Fundraisers			
Book Fair	0.00	0.00	2,000.00
Membership Dues (PTSA)	28,226.03	28,226.03	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	12,095.00	12,095.00	7,500.00
Programs			
Donations / Matching Funds	795.00	795.00	500.00
Marquee	140.00	140.00	2,000.00
Silent Auction	0.00	0.00	250.00
Total Receipts	\$ 41,256.03	\$ 41,256.03	\$ 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	7.50	7.50	100.00
Classroom/Teacher Supplies	144.61	144.61	1,500.00
Copy / Office Supplies Expense	1,730.23	1,730.23	2,000.00
CPR Certification	0.00	0.00	200.00
Health Support Expense	0.00	0.00	750.00
Hospitality Expense	380.56	380.56	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	1,713.10	1,500.00
Processing Fees	399.16	399.16	400.00
School Gifts Expense	3,984.53	3,984.53	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	828.00	828.00	850.00
Fundraisers			
AVID	36.37	36.37	0.00
Book Fair	0.00	0.00	1,500.00
Membership Dues (PTSA)	3,648.03	3,648.03	5,500.00

Financial Report as of August 31, 2020

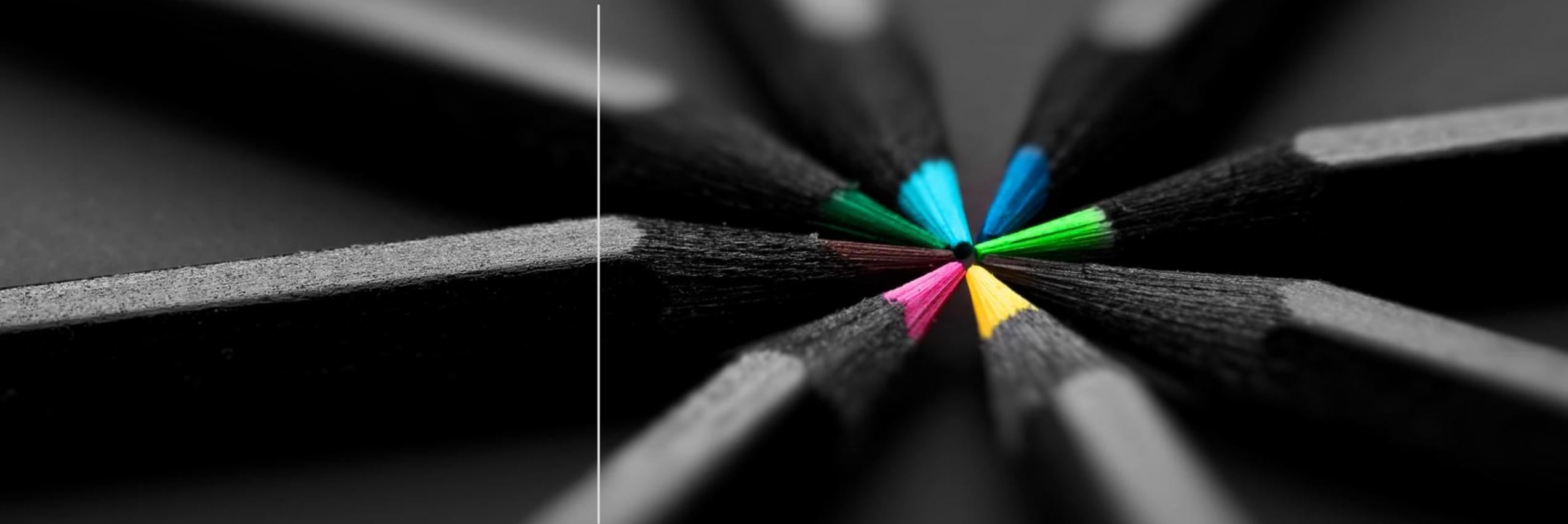
Canyon Hills Jr. High PTSA

Financial Report

From August 1, 2020 to August 31, 2020

Membership Fee to Council / District PTA Expense	0.00	0.00	
Membership Incentives	3,648.03	3,648.03	
Snack Bar	0.00	0.00	2,000.00
Spirit Wear	7,213.24	7,213.24	5,000.00
Total Expenses	<u>\$ 18,372.23</u>	<u>\$ 20,110.33</u>	<u>\$ 42,300.00</u>
Net Receipts	<u>\$ 22,883.80</u>	<u>\$ 21,145.70</u>	<u>\$ (3,050.00)</u>
Less:			
AVID Restricted			488.79
Unallocated Reserves			<u>17,459.79</u>
			0.00
Cash Balance	<u>42,144.28</u>	<u>42,144.28</u>	
Change to AVID Restricted	0.00	(36.37)	
Change to Fund Balance	0.00	36.37	
Adjusted Cash Balance	<u>42,144.28</u>	<u>42,144.28</u>	
Checks Written			
908 Rebecca Sabatino	Webiste and Google Suite		828.00
	insulated bottles, bumper		3,596.85
909 Rebecca Sabatino	sticker, face masks, plus tax		
	membership flyers, envelopes,		1,140.16
	cards		
910 Rebbeca Sabatino			
911 Taren Mente	Back to School Breakfast		380.56
913 Sunset Graphics	1.5" Paw Print for Face Mask		51.18
914 Chino Valley USD	2019 / 2020 Chromebooks		3,984.53
915 Erin Sharp	Teacher Appreciation		44.61
916 Rick Martin	Teacher Appreciation		50.00
	Shipping Fee for AVID		36.37
917 Maureen Bromley	Disneyland Refund		
	Back to School Membership		474.79
918 Rebbeca Sabatino	Supplies		
	Spirit Wear for Back to School		4,981.85
919 Rebbeca Sabatino	Membership		
	Spirit Wear for Back to School		2,231.39
920 Rebbeca Sabatino	Memberships		
921 Maureen Bromley	Teacher Appreciation		50.00

President's Report



FUNDING REQUESTS

Subscription to Brain POP and Science World Magazine for the Science Department

- \$ 230.00 Single Classroom use (Brain POP)
- \$171.00 digital copy only (20 Science World Magazine)

Sit Stand Desktop Workstation for Teachers

- \$ 150.80 each (35 teachers made a request)
- 42 teachers on Campus
- \$6,333.60 for all 42 teachers
- \$5,278.00 for the 35 requested so far

Membership Packets & Spirit Wear Backorders

Prep Orders for Pick-Up Friday 4th

Pick Up Dates/Time

- Tuesday 8th (7th grade)
- Wednesday 9th (8th grade)
- 1 pm – 4 pm each day

Association Meeting Ideas

UPDATES MADE

MEETINGS

- ❖ Add Meetings can be held Virtually

MEMBERSHIP DUES

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

COMMITTEES

- ❖ Add Standing Committees (none are currently listed)

APPROVAL OF BYLAWS

- ❖ [Updated Bylaws](#)

Article VII.

Executive Board Report





Let's get
fundraising!



BELIEVE
Kids

www.BelieveKids.com

FALL 2020

MAGICAL Holidays

HOLIDAY CRAFTS FOR
YOU AND YOURS
see page 10

BELIEVE

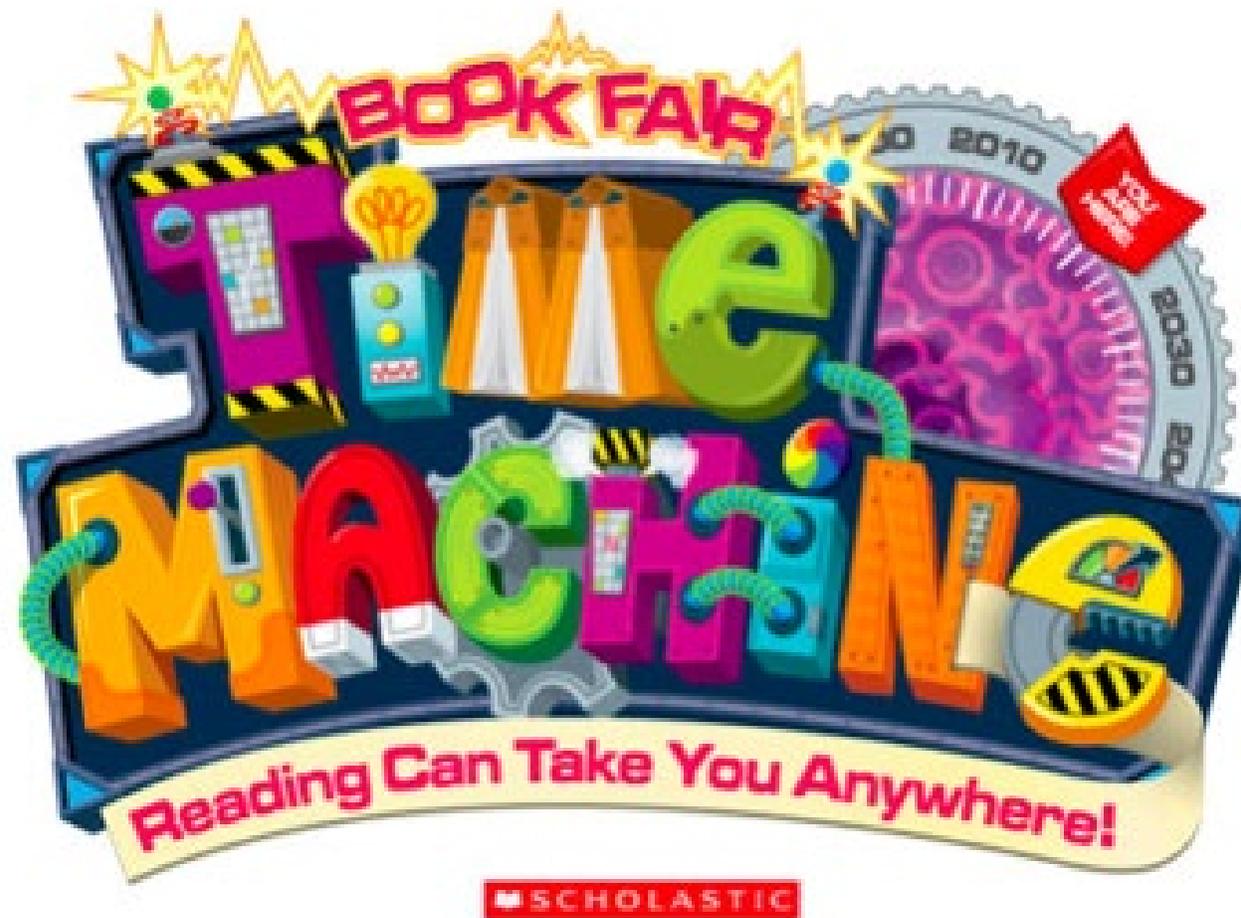
PAY WITH
CREDIT OR DEBIT

TEXT PAY
TO 833-858-8585

- ✓ Profit: 40-50%
- ✓ Virtual/Contactless Fundraising: Parents/students will have a custom online store to share with family and friends anywhere in the country.
- ✓ Delivery & Packing: Orders will ship to customers' home within days.
- ✓ Support Local: Optional Custom Incentive Focused on Supporting Local Community & Businesses.

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



VIRTUAL BOOK FAIR

September 7th - 18th

CANYON HILLS JR. HS Book Fair

VIRTUAL

2500 MADRUGADA DR, CHINO HILLS, CA 91709

Sept. 7 - Sept. 18

Our Book Fair is online! Support our school and help your child discover new books, favorite characters, value packs, and more! Orders will be delivered to your home. Take advantage of **FREE SHIPPING** on book-only purchases over \$25!

Instill a love of reading in our Coyotes **TODAY!**



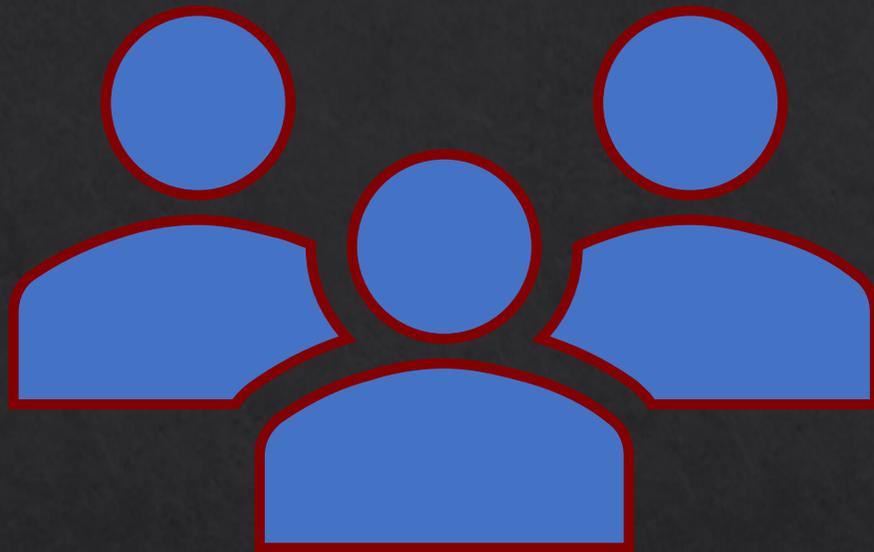
New Online Shopping Experience
May 11 – Sept. 4

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 **All orders ship home!**

Book Fair | Leslie Miller
Contact



Next Board Meeting
October 7th @ 4:00 P.M.

Adjournment