

Canyon Hills Junior High PTSA

Every Child, One Voice

Executive Board Virtual Meeting  
February 10, 2021 at 4:00 PM

2020-2021 School Year

1. **Call to Order**
2. **Approval of Minutes: January 13<sup>th</sup>**
3. **Administration Report**
  - a. Update
  - b. Upcoming Events and Activities
4. **Treasurer's Report**
  - a. Financial Report
  - b. Check Request
5. **President's Report**
  - a. Membership Incentives
  - b. Student Gifts
  - c. 8<sup>th</sup> grade promotion
  - d. 2021-2020 Open Board Positions
6. **Executive Board Report**
  - a. Fundraising
  - b. Hospitality
7. **Adjournment**
  - a. Next Board Meeting

# **AGENDA**



Approval of  
January 13, 2021 Minutes

Canyon Hills Junior High  
PTSA Meeting  
January 13, 2021

- ❖ Call to order @ 4:08pm
- ❖ Attendance:
  - Inez Janecek
  - Rebecca Sabatino
  - Alan Brieva
  - Riza Erlansen
  - Lesa Lasparro
  - Kelly Kwock
  - Heather
  - Todd Finkbinder
- ❖ Approval of Minutes for December mtg
  - 1<sup>st</sup> alan
  - 2<sup>nd</sup> Riza
- ❖ Administration Report
  - Modernization is moving along
- ❖ Treasurer Report
  - No action
  - Checks
    - Wetherbee \$53.37
      - Approval
        - ◆ 1<sup>st</sup> Rebecca
        - ◆ 2<sup>nd</sup> Riza
- ❖ President Report
  - PTSA Membership incentives
    - Front line pass (115 Students)
    - Tardy pass (254)
    - Run pass (254)
    - Homework Pass (282)
    - Free snack (282)
    - Book fair \$10 credit (115)
    - Marquee Greeting (125)
      - Ideas to readeem
        - ◆ Purchase 282- \$5 Gift cards (starbucks) and 115- \$10 gift cards (amazon or Scholastics)
          - Approval
            - 1<sup>st</sup> Inez
            - 2<sup>nd</sup> Riza
  - Student gift Ideas
  - 8<sup>th</sup> grade Promotion gift idea
    - Leis

- ❖ PTSA Board Positions
  - Open
    - Treasure
    - Parliamentarian
    - Snack Bar
    - Auditor
    - Historian
    - + two teacher Representatives
- ❖ Meeting Adjourned @ 4:54pm
- ❖ Next mtg 2/3/21




# ADMINISTRATION REPORT

❖ UPDATE

❖ Renaissance Leadership Conference

❖ Skateboard Rack

# 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



	Selected Period	Year to Date	Budget
Cash Balance Forward			
Union Bank Checking	26,072.31	20,998.58	20,998.58
<b>Total Cash Balance Forward</b>	<b>\$ 26,072.31</b>	<b>\$ 20,998.58</b>	<b>\$ 20,998.58</b>
<b>Receipts</b>			
<b>Fundraisers</b>			
Book Fair	0.00	0.00	2,000.00
Membership Dues (PTSA)	140.00	28,796.03	22,000.00
Restaurant	0.00	0.00	500.00
Scripts	3,664.03	2,804.64	1,000.00
Snack Bar	0.00	0.00	3,500.00
Spirit Wear	(215.00)	12,679.81	7,500.00
<b>Programs</b>			
Donations / Matching Funds	73.91	887.59	500.00
Marquee	0.00	140.00	2,000.00
Silent Auction	0.00	0.00	250.00
<b>Total Receipts</b>	<b>\$ 3,662.94</b>	<b>\$ 45,308.07</b>	<b>\$ 39,250.00</b>
<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	568.53	1,500.00
Copy / Office Supplies Expense	0.00	1,730.23	2,000.00
CPR Certification	0.00	101.00	200.00
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	7,758.48	5,000.00
<b>Total Expenses</b>	<b>\$ 0.00</b>	<b>\$ 36,571.40</b>	<b>\$ 42,300.00</b>
<b>Net Receipts</b>	<b>\$ 3,662.94</b>	<b>\$ 8,736.67</b>	<b>\$ (3,050.00)</b>
<b>Less:</b>			
AVID Restricted			400.79
Unallocated Reserves			17,547.79
			<b>\$ 0.00</b>
<b>Cash Balance</b>	<b>\$ 29,735.25</b>	<b>\$ 29,735.25</b>	

# Financial Report as of January 31, 2021



Change to AVID Restricted	0.00	(124.37)
Change to Fund Balance	0.00	124.37
Adjusted Cash Balance	\$ 29,735.25	\$ 29,735.25

Checks Written

946	Claudia Sanchez	Spirit Wear Reimbursement	140.00
947	Cheryl Shepherd	Spirit Wear reimbursement	75.00

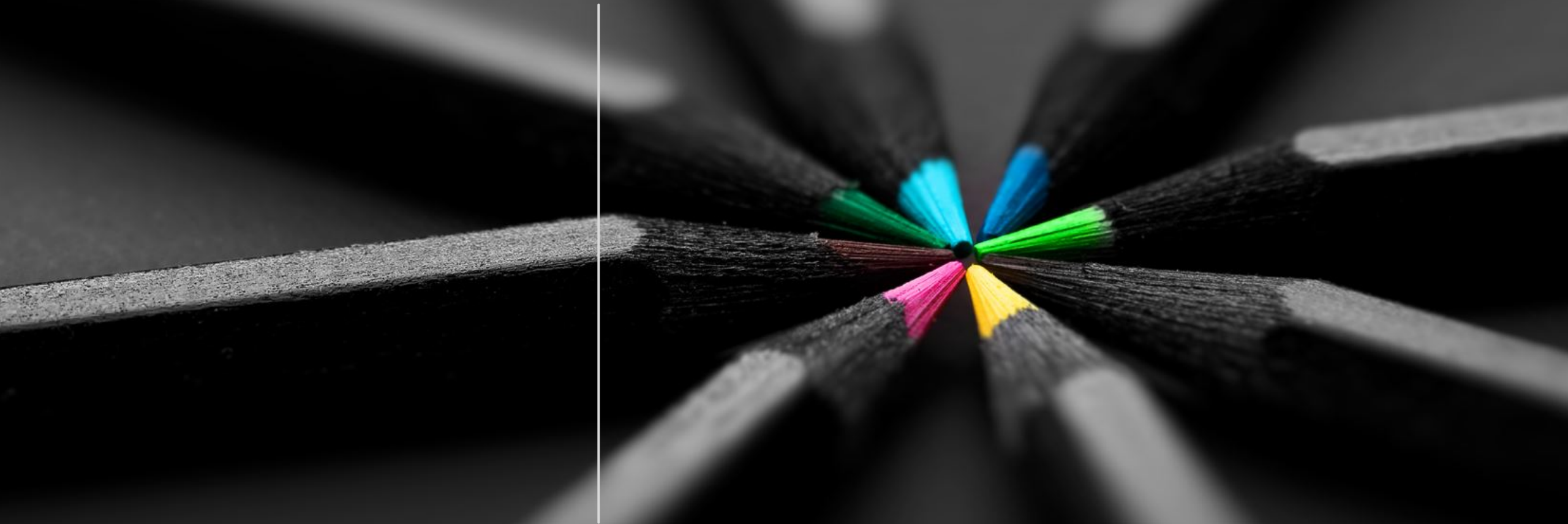
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Signature

\_\_\_\_\_  
Date

1. Renaissance Leadership Conference \$ 250.00 for School
2. Skateboard Rack \$ 1,828.00
3. Deborah Gierut Teacher Classroom Funds \$50.00

# CHECK REQUESTS

# President's Report





# 7<sup>th</sup> & 8<sup>th</sup> GRADE STUDENT GIFT

## WORK HARD, PLAY HARD



**AMPHITHEATER DRAWSTRING  
COOLER BAG WITH LOGO**

**\$2.14\***



**BEACH BALLS – 16"  
WITH LOGO**

**\$0.86\***



**NITE GLOW VALUE FLYER – 9"  
WITH LOGO**

**\$1.01\***

# \$5 PER STUDENT

7<sup>th</sup> grade

8<sup>th</sup> grade

1,100 Total Students

**TOTAL EST. COST \$5,500**

## FUNDS AVAILABLE

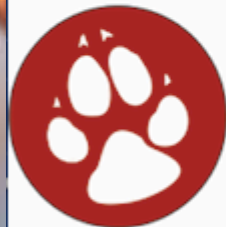
- Student Events \$ 1,000
- Other Events \$ 1,000
- Book Fair \$ 1,150
- Snack Bar \$ 550

**TOTAL FUNDS \$ 3,700**

REMAING BALANCE \$ 1,800



# 8<sup>TH</sup> GRADE PROMOTION GIFTS



Item Name:  
Class of 2021

Kukui Color:  
1. White  
2, Maroon 1805

Logo Color:  
1. Black  
2. White

Lei Description:  
30 Kukui Nut Lei w/  
Alternating Color

Ribbon;  
1. Black  
2. Marron





## Regular Price breakdown:

# Leis	Cost per Lei	Order Cost	Sales Tax	Total
<b>150-199</b>	\$13.00	\$1,950.00	\$78.00	\$2,028.00
<b>200-299</b>	\$12.50	\$2,500.00	\$100.00	\$2,600.00
<b>300-399</b>	\$12.00	\$3,600.00	\$144.00	\$3,744.00
<b>400-499</b>	\$11.00	\$4,400.00	\$176.00	\$4,576.00
<b>500+</b>	\$10.00	\$5,000.00	\$200.00	\$5,200.00

# \$10.50 PER STUDENT

500 Total Students

TOTAL EST. COST \$5,250

## FUNDS AVAILABLE

- 8<sup>th</sup> Grade Promotion \$ 1,200
- Holiday Catalog Sales \$ 2,900
- Scrips \$ 250

**TOTAL FUNDS \$ 4,350**

REMAING BALANCE \$ 900





# Executive Board Report



# PTSA BOARD POSTIONS

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President

**Rebecca Sabatino**

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Treasurer

**OPEN**

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Secretary

**Inez Janacek**

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1<sup>st</sup> VP Membership

Riza Erlandsen

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2<sup>nd</sup> VP Fundraising

**Lesa Iasparro**

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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 & Teri Arteaga**

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Hospitality

Teran Mente

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Book Fair

Leslie Miller

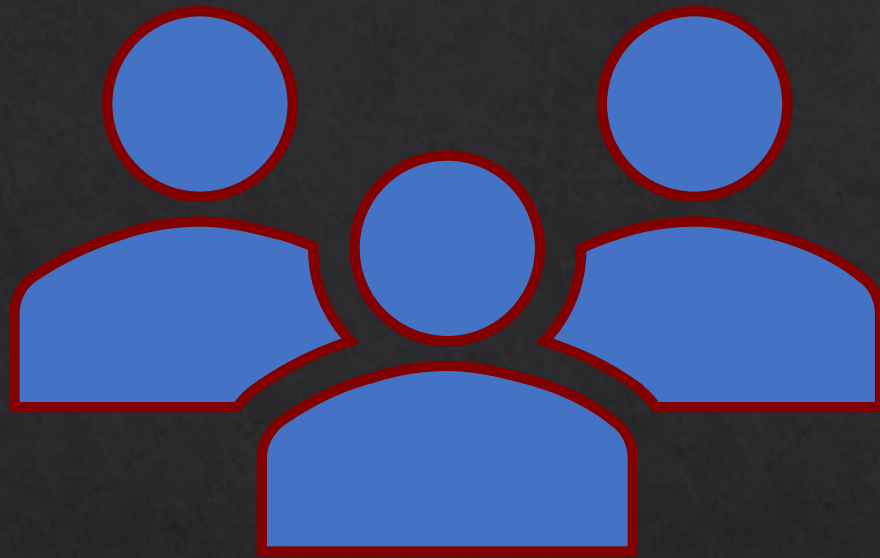
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Snacks

**Margarita Faundez (open) ?**

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Next Board Meeting  
March 3<sup>rd</sup> @ 4:00 P.M.



Adjournment