

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. 1<sup>st</sup> motion by Alan Brieva
    2. 2<sup>nd</sup> 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.

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.