



CRIMSON VIEW ELEMENTARY

parent teacher association

November 8, 2023 - General Membership PTA Meeting

CVE Library

- A. Call to Order -Julie Grygla, President
- B. Pledge of Allegiance -Julie Grygla
- C. Motion to Adopt Agenda: Second:
- D. Approve Meeting Minutes for 10/18/23 - PTA General Board Meeting -Kinsey Voorhies
Approve Meeting Minutes for 10/26/23 - PTA Executive Board Meeting -Kinsey Voorhies
- E. Treasurer Report -Angie Drake
Vote on proposed budget adjustments
- F. Book Fair Report - Missy Whitlock
- G. Spirit Week Report - Sheri Greenwood
- H. Battle of the Books reward days
- I. Holiday Gift Shop Update - Amber Page
- J. Teacher Grants
- K. Receipt Reimbursements
- L. Teacher Rep Report -Mrs. Belliston
- M. Principal's Message -Adam Baker
- N. Other Questions/Concerns
- O. Motion to Adjourn: Second:

General PTA Meetings will be held on the second Wednesday of each month at 12pm.
(Adjusted for December only) Our next meeting will be held on: December 6, 2023 CVES Library.

November 8, 2023 - General Membership PTA Meeting

CVE Library

Meeting start time 12:08 p.m. with a quorum present

P. Call to Order -Julie Grygla, President

Q. Pledge of Allegiance -Julie Grygla

R. Motion to Adopt Agenda:

Motion to amend agenda with addition of 1) Spirit Fridays and 2) Internet Safety

Motion to adopt agenda as amended by Becki Baker Second: Angie Drake

The minutes stand approved as amended without objection

S. Approve Meeting Minutes for 10/18/23 - PTA General Board Meeting -Kinsey Voorhies

Minutes stand approved as written without objection

Approve Meeting Minutes for 10/26/23 - PTA Executive Board Meeting -Kinsey Voorhies

Minutes stand approved as written without objection

T. Treasurer Report -Angie Drake

-Treasurer report given to date, including purchase of school gift (security camera and plan to replace school ice machine).

Angie Drake moved for treasurer report to be accepted and it passed unanimously.

Vote on proposed budget adjustments

-After a very successful Egg Drop fundraiser, budget adjustments were proposed. Angie presented the budget adjustments for this 2023-2024 school year. The proposed budget was available to all in attendance and is on record for all parents at the school.

-Richard Rose motioned that the budget be approved as proposed. Second: Becki Baker.

-President Julie Grygla asked if there were any further questions or discussion on the budget. Richard Rose asked for clarification on the budget for the school gift. The school gift will include security cameras, a new ice machine for injuries, and new safety patrol pickup/drop off signs. No further questions or discussion.

-Julie called for a vote on the motion to approve the budget as proposed. The vote was unanimous in favor. The motion to approve the proposed budget was passed.

U. Book Fair Report - Missy Whitlock

Book fair was successful, though less attended than previous book fairs. We were able to obtain 2,000 scholastic dollars that will be redeemed at our next book fair and will

directly benefit our kids in their classrooms. The next book fair will be the week of April 15-19.

V. Spirit Week Report - Sheri Greenwood

Spirit week went well. Face painting was a big hit.

W. Battle of the Books reward days

Getting a lot of support and a lot of reading! We are finding that a lot of reading is being done in school as a classroom. This is OK, but everyone needs to be on the same page as a grade. Each class in a grade should read the same number of books. Encourage kids to read on their own time! Battle of books was meant to encourage kids to read the books themselves instead of being read to in class!

X. Holiday Gift Shop Update - Amber Page

Holiday gift shop is NOT a fundraiser. Its sole purpose is to encourage kids to plan ahead and earn money to buy presents for their family. All items will be sold at our purchase price. Gift wrap will be available. Full holiday gift shop budget will be used to purchase gifts and gift wrap supplies. The gift shop will run the week of December 11-15. There will be a preview of gift shop items on Monday, December 11th. Kids can bring money and will visit the shop on their library day. If kids do not wish to participate, they will just go to the library that day. All gift shop items will have an equal amount put out each day to provide equal opportunity regardless of library day. Purchased items will be wrapped and put directly in kids bookbags following their trip to the holiday gift shop. The gift shop will be open after school on Friday, December 15th. Any extra items will be available at that time for further shopping.

Y. Teacher Grants

Teachers who would like to receive a grant need to turn in their grant proposal by November 30th. We are asking that all receipts be turned in by spring break. Guidelines for purchases/receipts will be given to teachers. Specifically, purchases with grant money should include items used directly in classrooms by the students, or items that remain in the classroom for future use of our students, etc.

Z. Receipt Reimbursements

- Please see attached Check Request Form and attached guidelines for turning in receipts. Specifically, it was discussed to 1) turn in the original receipt 2) Nothing else should be included on the receipt besides the item for reimbursement 3) Receipt needs to show line items including subtotal and tax 4) print and turn in invoices for online purchases.
- Heads of committees: Please communicate to your committee how much they can spend prior to purchases.

AA. Teacher Rep Report -Mrs. Belliston

Thank you for scholastic dollars and egg drop fundraiser

BB. Principal's Message -Adam Baker

- Our school counselor, Angela McKean, is starting a leadership and service club called "Classy Cats". They are starting a food drive in the coming weeks. More info coming home.
- Veteran's Day is approaching with our fifth grade veterans program this Friday. Come early to get a good seat!
- Our school has been immersed in the 'science of reading' where we are learning how to teach kids to read better. We are using the teaching of phonics better than ever before and we are seeing great gains and improvements in our school!
- School report cards have recently been released by the Utah State Board of Education. Our school has received "Exemplary" marks.
- For safety reasons, we are trying to limit access into the school during school hours. We want our school to be welcoming but also safe. Mr Baker and office staff are trying to find that balance. Volunteers are wanted and encouraged. Drop off of lunches or other items should be left in the office for kids to come get instead of hand delivery to classrooms by parents. This will help decrease unnecessary traffic into the school as well as minimize distraction.

CC. Spirit Fridays

- Encourage kids to wear school shirts on Fridays! It's fun! It shows school spirit! And we have a responsibility to the sponsors on the back of the shirt!

-We need additional volunteers to help pass out candy on Fridays. It's quick, easy, and a fun way to interact with students before school!

DD. Internet Safety

Kellie Esplin came across an opportunity for Internet Safety for our school. Avery is currently doing a great program on internet safety for us. Kellie will forward her opportunity on to Avery.

EE. Motion to Adjourn:

Second:

Meeting adjourned at 1:00 p.m. by Angie Drake; Second: Amber Page

Attendees:

Missy Whitlock

Dani Prince

Amber Page

Adam Baker

Angie Drake

Becki Baker

Amy Macintosh

Paulina Klabacka

Michelle Belliston

Julie Grygla

Anastasia Shipman

Aberielle Golding

Kellie Esplin

Richard Rose

Carly Jensen

Kinsey Voorhies

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(Adjusted for December only) Our next meeting will be held on: December 6, 2023 CVES Library.

Check Request Form

Crimson View Elementary PTA
Fiscal Year 2023-2024

Date: _____	Paid by Check #: _____
Pay to the Order of: _____	Dated: _____
Address: _____	Pretax Amount: \$ _____
_____	Sales Tax: \$ _____
_____	Total Amount: \$ _____
Phone: _____	

Purpose: _____ Submitted by: _____

Approved by: _____

President Signature

Treasurer Signature

Receipt(s) must be attached!

Please staple receipts to the back of this form. It will be three-hole punched and stored in a binder, so do not place the receipts in the far left margin.

Principal's Signature: _____

Crimson View Elementary PTA guidelines for turning in receipts

Check with your committee chair to see how much you are approved to spend so that you stay within the approved budget for your activity/event.

You can collect an invoice for our PTA to pay with a check, or you may make purchases with your own money and be reimbursed for your expenses. A **Check Request Form** is required for all expenses to be submitted and recorded. Copies of this form are left in the PTA box in the office. You may attach multiple receipts to your form.

Please make sure that you turn separate Check Request forms if you are turning in receipts for multiple committees. This ensures that the expenses are recorded for the correct budget.

We will let you know when a reimbursement check has been written and leave it for you in the PTA box.

We need the original receipts or printed invoice for our records. Original receipts and printed invoices **MUST** only include items purchased for PTA use. If you purchase personal items on the same receipt, it is considered invalid. The receipts **MUST** show the sales tax that was paid (itemized, subtotal, tax, total). You **MAY NOT** pay for the purchase with Food Stamp (SNAP) funds, or it is not authorized for reimbursement.

Screen shots are not a valid record for our use. If you make an online purchase, please print an official receipt from a desktop. For example, on Amazon, choose "Returns & Orders" from the top right. On Your Orders page, choose "View Invoice." Lastly, chose "Print this page for your records." located at the top of the page. (If you do not have a printer, choose "Save as PDF" for your printer option, and email it as an attachment to crimsonviewpta@gmail.com.) This will show us an itemized receipt with a subtotal, tax, and total needed for us to follow the tax guidelines when we request a sales tax refund at the end of the year.

Please let us know beforehand if you plan on purchasing prizes or gift cards. We need to keep an extra record of who receives these to show that they were distributed and not kept by us. We will make the form for you and will need to keep it with our records.

Any gift cards purchased with PTA money and any prizes of value over \$20 need to have a form showing what was given and signed by the recipient. Gift cards over \$20 and large prizes will need to be signed by parents in the office to show they were received. The gift card/prizes policy applies to teachers, too.

If you are able to secure valuable goods donated from a company, please let us know and we will fill out the appropriate forms to show that they were received and distributed as intended.

I know that these guidelines can be a bit much, but they are necessary for the PTA to maintain its non-profit standing by following tax codes and laws.

Thank you SO MUCH for volunteering your time and talents to support our teachers, staff, and students through fun and engaging activities and events. 😊

Please reach out with any questions or ways we can support you in your efforts.

Angie Drake, 435-705-8566