**Highlands Elementary PTA**

**General Meeting Minutes**

**Date**: Thursday, October 1st, 2020

**Location**: OnLine

 **I.** **Call To Order at 7:02pm by President**

 **II.** **Principal’s Report**

Thank you to Book Fair and PTA and especially Jen Slater

310 chromebooks out, handful of hot spots

Principal

 **III. Review and Approval of Minutes from Sep 5 2020 Meeting**

Motion made by Chris

2nd by Joanne Magleby

Approved by general membership

 **IV.** **Officer’s Report**

a. President – Welcome.

 i. Check reimbursement - 15th & 1st

 Discussion of best practice for reimbursement requests and payment

 ii. PTA enrollment is down and will be a focus for November

b. Executive Vice President Chris Celio

 i. Dollar-a-day

 ii. Spirit Wear

 iii. Haunted Hawk

 C. VP Jennifer Slater

i. Book Fair: currently at $1,500 but it changes/increases as an order ships.

d. Treasurer Report Bat: YTD in bank $136,850.58

YTD Expenses $16,841.21

YTD Revenue $15,432.55

 **V.** **Teacher’s Report**

 a. Teacher Requests

Thanks given by Joanne, request $ a Day and HH link info. and papers ASAP so teachers may distribute.

Laura thanks Jennifer Slater for book fair.

 **VI.** **Committees**

1. Membership - Danyel has approved flyer to distribute, to be distributed late Oct. or early Nov.

 **VII**.. **Old Business**

a. Approve Checks ~ \*see below\*

Motion: Chris

2nd: Dave

General membership approved

 **VIII.** **New Business**

None

 **IX. Open Comments**

Membership Drive was it missed - asked by Joanne Magleby

  **X.** **Upcoming Events**

 **XI. Adjourn at 8:41pm by President**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10/1/2020 |  $ 205.62 | Mary-Ellen McGrane | Check |  | Class Room Expense |
| 10/1/2020 |  $ 459.86 | Annette Stevenson | Zelle |  | Class Room Expense |
| 10/1/2020 |  $ 144.05 | Karen Roke | Check |  | Class Room Expense |
| 10/1/2020 |  $ 904.60 | Aviva Design | Check |  | Spirit Wear |
| 10/1/2020 |  $ 474.75 | Joann Magleby | Check |  | Class Room Expense |
| 10/1/2020 |  $ 546.00 | Emily McGee | Check |  | Class Room Expense |
| 10/1/2020 |  $ 216.89 | Nasco | Check |  |  |
| 10/1/2020 |  $ 796.25 | Scholastic | Check |  | Instructional Materials |
| 10/1/2020 |  $ 84.00 | Mt Diablo School Distirct | Check |  | Trunk n Treat |
| 10/1/2020 |  $ 30.55 | Mt Diablo School Distirct | Check |  | Day Care for Board Meeting |
| 10/1/2020 |  $ 32.04 | Mt Diablo School Distirct | Check |  | Day Care for Board Meeting |
| 10/1/2020 |  $ 29.32 | Mt Diablo School Distirct | Check |  | Day Care for Board Meeting |
| 10/1/2020 |  $ 27.94 | Mt Diablo School Distirct | Check |  | Day Care for Board Meeting |
| 10/1/2020 |  $ 17.30 | Mt Diablo School Distirct | Check |  | Print Shop |
| 10/1/2020 |  $ 6,525.44 | Mt Diablo School Distirct | Check |  | Computer Lab assistant |
| 10/1/2020 |  $ 3,602.25 | Mt Diablo School Distirct | Check |  | Science Lab Assistant |
| 10/1/2020 |  $ 91.15 | Mt Diablo School Distirct | Check |  | Print Shop |