**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**

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| --- | --- | --- | --- | --- | --- |
| 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 |