



Hawaii's State
PTSA
every child, every voice.

PTA General Board Meeting Minutes

Feb 11, 2016

Attendance: Sarah Thompson, Emily Crawford, Lindsay Steinbrunner, Brownie Kuk, Kowanda McBride, Leza Kotich

1. **Treasurer's Report -** Account Balance = **\$6,698.54** Net Total= - **\$157.40**

i. **Income = \$3864.05**

(1/1/16 – 2/9/16)

1. \$2400 – School's Marquee contribution
(34.5% of total = \$7,053.75)
2. \$1242.20 – Box Tops Rewards (annual payout up to Nov 2015)
3. \$60.15, \$61.24, \$50.85 \$49.61 – Ice Pops

ii. **Paid Expenses = - \$4021.45**

(1/1/16 –

2/9/16)

1. - \$3374.90 – *Final payment - Stewart Signs School Marquee*
2. - \$300.00 – *Administrative Semi-Annual Fund*
3. - \$126.00 – *Jump Rope for Heart snacks (480 x \$.25)*
4. - \$38.85 – *PTA Web site domain = \$36.00 + tax for 3 years service*
5. - \$79.74 – *HI State Taxes – Semi-Annual*
6. - \$61.94 – *Ice Pops (6 boxes)*
7. - \$24.82 – *Printing Welcome letters*
8. - \$15.20 – *Printing Box Tops forms*

2. **Old Business**

a. **Status:**

- i. Hui Wahine Grant application submitted - \$2800 (Kowanda)
- ii. Boutiki Grant application submitted - \$862.50

(Kowanda)

- iii. www.shafterelementarypta.com – Members password = **shafterEPTA** (Brownie)
- iiii. School Beautification – Feb 3rd – planted 10 donated plants in new bed (Sarah)
- v. **PTO vs PTA** – still in decision phase to change affiliations (Emily)
- vi. **Box Tops** – Congratulations Mrs. Kunimitsu –
A5 = 609. Total = 3,022

B2-5, B4-190, B5-14, B6-114, A2-527, A3-20, A4-153, A7-430,
A8-198, A9-304, A10-292, C1-15, C2-75, C3-39, C4-37

3. February 2016 Events:

- a. **Jump Rope for Heart** – (Ms Vannatta/Hughes teacher POCs) – **Feb 12th (Fri)**

i. Session 1 - (Pre-K, K, 1st) - 7:30a - 9:40a

Session 2 - (2nd and 3rd) - 9:00a - 11:10a

Session 3 - (4th, 5th, 6th) - 12:00p - 1:50p

- i. PTA Tent: Snacks, Water coolers, small cups (Sarah & Barbara Stuart)

- b. **Plan School Dance** – **Mar 11th (Fri) 5:30-7:30p** cafeteria

i. **Volunteers Needed:**

1. Shop for food at Sam's Club or Costco – **Mar 11th (Thur)**

2. Wii game & Just Dance videos – **Mar 11th (Thur)**

3. Popcorn – pick-up 2 bags of pre-popped corn for \$20/big bag (yields 60 sandwich bags/big bag) **Mar 10th (Thur)**

4. Pre-bag popcorn – **Mar 11th (Fri)** morning

5. Set-up/Decoration – 4:45p

6. Work food line

a. 2 more crackpots to warm hotdogs (Lindsay and Emily)

7. Clean-up until 8:00p

8. On-site food sales (petty cash available) - Leza

ii. **PTA Responsibilities:**

1. Pre-sale of Meals Flyer – **Feb 29th (Mon)**,
RSVP attendance/food - **Mar 9th (Wed)**

2. \$2 Meal = hotdog, popcorn, water,
condiments

3. PTA Decorations – Hawaiian (donated last year)

iii. 6th **Grade Fundraising Responsibilities:** Ms Cooke/Fujii & 6th grade parent volunteers

1. Clean-up, Set-up, Sale bake goods, Shave Ice and other food truck

c. 2016 Keiki Great Aloha Run – **Feb 13th (Sat) 7:30a.**

Jennifer Shirley - elobeareri@gmail.com

d. May Day Preparation – make Haku adornments – **Feb 24th (Wed) 1:30-2:30p**

e. Executive Board Positions – taking nominations for (Treasurer, VP, Room Parent Liaison)

4. **Voting Decisions:**

a. Funds Request from teachers - \$2800 to off-set May Day T-shirts (480 students x \$6)

i. **Voted yes** to donate **\$2000** (due to late request & minimal PTA funds)

b. Funds Request from school for \$2800 – Planners

i. **Voted yes** to donate whatever amount Hui Wahine grant gives PTA

c. Funds Request from school for \$862.50 – Gold Folders

i. **Voted yes** to donate whatever amount Boutiki grant gives PTA

4. **March:** PTA meeting - **Mar 3rd** – voting decisions

i. Stay PTA vs move to PTO

ii. Executive Board & Committee Chair positions open for 2016-17

b. Book Fair – (supportive roll) – **Mar 7th thru Mar 15th** - send out volunteer request FB

c. Spring Dance (all school)/ & 6th grade Promotion fundraiser – **Mar 11th (5:30p – 7:30p)**

d. Keiki Kits info – Coordinator: Kowanda McBride

5. **April:** PTA meeting – **April 7th** – voting decisions

i. Set PTA event dates for 2016-2017 school year

ii. Room Parent Initiative for Fall 2016 preparation

6. **May 2016:**

a. May PTA meeting – **May 5th**

- b. Teacher Appreciate Day – **May 4th** (Wed)
 - ii. Luncheon – potluck, 1st grades to donate paper goods
 - iii. Bring a flower make a staff bouquet
 - iiii. Staff thank you notes (2 notes/kid addressed to any staff member)
 - v. Custodial Gifts - \$25/custodian
- b. Fun Run for School Expansion fundraiser– **May 13th** (Fri)
 - vi. Inflatable Slide reserved (\$205)
 - vii. Inflatable Obstacle Course reserved - (free, instead of Rock Wall)
 - viii. Online donations – goal \$3000
- c. May Day – **May 20th** (Fri)

10. Next PTA Meetings: **Mar 3, 2016 at 1:00p – 2:00p in Cafeteria** (First Thursday of the Month - generally)

PTA Executive Staff

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|---|--|
| a. Sarah Thompson – President | ptasthompson@gmail.com |
| b. Brownie Kuk – Vice President Operations | ptabkuk@gmail.com |
| c. Emily Crawford – Vice President Personnel | ptaecrawford@gmail.com |
| d. Leza Kotich – Treasurer | lkotichshafterpta@yahoo.com |
| e. Kowanda McBride – Secretary | ptakmcbride@yahoo.com |
| f. Lindsay Steinbrunner – Room Parent Liaison | ptaisteinbrunner@gmail.com |