



**PTA General Board Meeting Minutes**  
December 3 2015



**Look What We've Done - Celebrating Successes!!!**

**1. New PTA Staff**

- |                                                         |                                                                              |
|---------------------------------------------------------|------------------------------------------------------------------------------|
| a. Sarah Thompson – President                           | <a href="mailto:ptasthompson@gmail.com">ptasthompson@gmail.com</a>           |
| b. Brownie Kuk – Vice President      Operations         | <a href="mailto:ptabkuk@gmail.com">ptabkuk@gmail.com</a>                     |
| c. Emily Crawford – Vice President Personnel            | <a href="mailto:ptaecrawford@gmail.com">ptaecrawford@gmail.com</a>           |
| d. Leza Kotich – Treasurer                              | <a href="mailto:lkotichshafterpta@yahoo.com">lkotichshafterpta@yahoo.com</a> |
| e. Lindsay Steinbrunner – Room Parent Liaison           | <a href="mailto:ptalsteinbrunner@gmail.com">ptalsteinbrunner@gmail.com</a>   |
| f. Catherine Vargas – Box Tops, School Mall Coordinator | <a href="mailto:catjesse82@hotmail.com">catjesse82@hotmail.com</a>           |
| g. Maelyn Marbury – Papa John's Pizza Coordinator       | <a href="mailto:maelyn1998@aol.com">maelyn1998@aol.com</a>                   |
| h. Maggie Hairrod – Ice Pops Coordinator                | <a href="mailto:magzhood@gmail.com">magzhood@gmail.com</a>                   |
| i. Ms. Darleen Bumanglag & Ms. Ronda Miller             | Teacher Representatives                                                      |
| j. Ms. Alison Higa & Ms. Ronnell Nip                    | Shafter Administration Contacts                                              |

**2. Treasurer's Report - Account Balance =**

**\$11,702.40      Positive balance: \$2,096.51**

i. **Income: \$21,308.29**

ii. **Expenses: \$9,605.89** (*italics denote expenses*)

**3. PTA Strategic Plan 2015: Service, People, Quality, Growth, Finance = Positive Culture Organization**

a. Reviewed intended goals for Fall 2015 and evaluated outcomes.

b. Service – Events/semester that support school, staff, & community

1. **School Spruce-Up - (Dec 4<sup>th</sup>) - Plant trees/flowers, Flower beds, walk-ways = \$562**
  2. Fall Festival - Teachers/Staff - **\$5116**, Janitor service after-hours - **\$200**, Signage - **\$81.00**, Ticket purchase (for sales to school) - **\$56.00**
  3. Staff Luncheon – potluck donations & paper goods, water - **\$188.20**
  4. Book Fair – (Nov 30<sup>th</sup> - Dec 5<sup>th</sup>) - Volunteers for set-up & with each class
  5. Student Council aligned initiative – Toys for Tots & Fisher House
  6. **Public Performance Site License (expires Dec 1, 2016 - copyright movies) - \$282.72**
- c. **People – Enhance trust & communication between**

teachers, staff and parents:

1. Room Parent (RP) - assist teacher & communicate PTA info to class, Box Tops parties
2. Room Parent Liaison (RPL) - Support/direct RP's & open communication between teachers/staff, parents & PTA Executive Board
3. *Box Tops Monthly Winner Parties* - **\$100**
4. Funds Request – JPO - **\$400**, School (fans) - **\$750**, Staff (hand sanitizer) - **\$166**, 6<sup>th</sup> Grade Promotion - **\$458**
5. Semi-annual administrative discretionary fund - **\$300**

d. **Quality – Ensure engagement via timely communication & worthy initiatives**

1. *Signage – Entrance from Funston street* **\$0** & vehicle safety drop-off area - **\$81.33**

**2. Air Conditioning – parents request to purchase 17 units – Direction Donation - \$7600**

**3. PTA Membership Fees/Insurance to National & State Organization - \$571.75**

4. Misc: PTA Admin (paper/cleaning supplies, coin wrapper/counter, printing) - **\$819.37**

d. **Finance** – Fundraising that directly supports alignment of educational & community goals

1. Original Works profit – Surpasses goal - **\$1618.59**

**2. Direct Donation all profit - Surpassed Goal - \$7600**

3. School Mall profit – Surpassed Goal - **\$750 + \$100**

**Gift Card**

**4. Box Tops profit – Surpassed Goal - \$975**

5. Target Rewards profit - **\$75.00**

6. **Ice-Pops profit – Surpassed Goal - \$222.93**

7. Papa John's Pizza profit – Surpassed Goal - **\$357.33**

8. Shafter T-shirts profit - **\$581.00**

9. Memberships profit - **\$38.25**

e. **Growth – Accomplished Goals for 2015-2016**

1. Fill Secretary Position ASAP – Kowanda McBride

2. Increase PTA Membership by 15% (75 members) = **51 current (not at goal)**

a. Increase Actively Volunteering PTA members by 20% (20 more people) (at goal)

b. Lessen cost of PTA Membership by \$5. **ONLY**

**\$10/member**

(\$9.75 to National/State PTSA and \$0.75 to Shafter PTA)

- c. Increase Facebook Group Membership by 15%  
(20 more people) = **121 current**

**Group: Shafter Elementary School PTA**

- 3. **PTA Direct Donation (\$25 or \$40 per family) – greatly surpassed goal**
- 4. **Room Parent/Class (20 RP) – (surpassed goal – 21 RP)**
- 5. Room Parent Liaison – new created position
- 6. Community Service Activities - Beautification of grounds
- 7. PTA/SCC liaison – Rhiannon Shannon
- 8. Improve communication & promote sustainability of School Community
- 9. Improve relationship between Parents, Teachers/Staff and PTA

**Current Goals for Spring 2016:**

- 1. Purchase new **Marquee** for school entry
- 2. Donated **plants** for additional school beautification
- 3. New **Gold Folders & School Planners** (grades 1<sup>st</sup> - 6<sup>th</sup>) for 2016-2017 school year
- 4. **Support Staff - Thank You Luncheon and Custodial Appreciation gifts**
- 5. Support Administration - **Discretionary Fund**
- 6. Support 6<sup>th</sup> graders - **Spring Dance fundraiser**
- 7. Offer **Keiki Kits** (pre-packaged school supplies)
- 8. New **PTA owned web site** – linked to Shafter Elementary web site
- 9. **PTA vs. PTO** – decision to change organizational affiliation over summer 2016
- 10. **Fun Run** – increase # of fun activities (Slide, Rock Wall)
- 11. **Fully engaged organization by end of school year 2016, prepare for 2016-2017**

**Questions/Feedback/Concerns???** Please submit survey to help us grow our PTA

**Next meeting:** Thursday, Jan 14<sup>th</sup> @ 1:00p (second Thursday of month – due to holiday break)

*Happy Holidays!!*

*Meeting called to order at 1 pm.*

Members present: 9

## Strategic Plan 2015

### I. Service

- a. PTA costs for Fall Fest was \$200
  - i. Maintenance team for help with clean up
  - ii. Vinyl signs
  - iii. Tickets
- b. PTA working with
  - i. Staff and Teachers
  - ii. Parents
  - iii. Student Council

### II. People

- a. Messaging more timely and efficiently
- b. Discretionary Fund
  - i. Water
  - ii. Leis
  - iii. Making change

### III. Quality

- a. Money going to what parents want- AC
- b. Money spent wisely- looking for ways to reduce printing

### III. Finance

- a. Surpassing fundraising goals
- b. Target Rewards going away 2016
- c. T-shirts Adult shirts and extra small kid shirts are all that is left

### V. Growth

- a. Board positions filled
- b. Volunteer base increased to about 50 people, 30 regularly
- c. Membership at 51 members
- d. Facebook numbers are up
- e. Accomplished Goals for 2015-2016
  - i. Fill secretary position

- ii. Increase PTA membership by 15% (75 members)
- iii. Lessen cost of PTA membership by \$5/ \$10 per member
- iiii. Increase Facebook numbers by 15% (20 more people)
- v. PTA Direct Donation- \$25 or \$40 per family
- vi. Room Parent/Class- 20 RP
- vii. Room Parent Liaison
- viii. Community Service Activities-Beautification of grounds
- ix. PTA/SCC Liaison
- x. Improve communication and promote sustainability of School Community
- xi. Improve relationship between Parents, Teacher/Staff and PTA

#### VI. Treasure's Report

- a. Account Balance \$11,702. 40
  - 1. Income \$21,308.29
  - 2. Expenses \$9,605.89

#### VII. Current Goals for Spring 2016

- a. New marquee for school entry
- b. Donated plants for school beautification
- c. New Gold Folders and School Planners for 2016-2017
- d. Support Staff- Thank you Luncheon and Custodial Appreciation gifts
- e. Support Administration-Discretionary Fund
- f. Support 6<sup>th</sup> graders- Spring Dance Fundraiser
- g. Continue offering Keiki Kits
- h. New PTA owned web site-linked to Shafter Elementary web site
- i. PTA vs PTO decision to change organizational affiliation
- j. Fun Run increase number of fun activities- Slide and

## Rock Wall

- k. Active PTA organization by end of school year 2016,  
prepare for 2016-2017

### VIII. Questions

#### a. From Teachers

- i. May Day T-Shirts- PTA paid \$4 for student shirts  
previously
- ii. ANS: Fill out request form and will put in January  
agenda

Meeting adjourned at 1:59 pm