



General Board Meeting Agenda
November 12, 2015



1. Vice President Nominations: Vote to have 2 VP's

- a. Emily Crawford – VP Personnel
- b. Brownie Kuk – VP Operations

2. Membership – 51 current members

- a. **Hawaiian PTSA Remittance = \$407 (48 paid) & Insurance = \$100 paid**
- b. **Facebook members – (Group: Shafter Elementary PTA) = 122 members**

3. Treasurer's Report - Leza Kotich

- a. **Account Balance = \$8,431.60** Positive balance: **\$302.24**
 - i. **Income: \$1,699.44**
 - ii. **Expenses: \$1,397.20**

4. Teacher's Request for PTA Funds – Vote

- a. **Ms. Fujii - 6th Grade Promotion Ceremony - Food only, no gifts = \$458**
- b. **Administration- Gold Folders 2016-17 = \$862.50 (Boutiki grant – Jan apply)**
- c. **Administration - Student Planners 2016-17 (1st–6th) = \$2,800 (Hui Wahine–Jan apply)**

5. Staff Appreciation Luncheon – Wednesday, Nov 18th (1:00p)

- a. **Grade-specific food suggestions – Room Parents are individual contacts**
- b. **PTA providing plastic-ware, plates, cups, tablecloths, set-up – 1:00p**
- c. **Set-Up Coordinators: Michelle McMillan & Jennifer Shirley**

6. Fall Festival – Friday Nov 20th 5:00p-8:00p – Teacher Organized, PTA supported event

- i. **PTA sponsored booth – Rock Wall (1 ticket) - Ka'maaina Kids**
- b. **PTA Responsibilities – Catherine Vargas (PTA representative in charge of events)**
 - i. **Pre-sales (\$.50/ticket) – Nov 2nd – Nov 18th (send in form & money)**
 - ii. **EARLY BIRD ticket pick-up – Nov 19th (1:45 – 2:15p)**
 - iii. **PTA Purchase Ticket Booth & EXPRESS lane ticket pick-up – volunteers**
 - iiii. **Post-event tickets and money go to the school safe – count following week**

7. Book Fair – Nov 30th – Dec 5th , Set-up Nov 25th

a. See volunteer opportunities – sign-up through Sandi Takayama (Librarian)

Email: Sandi_Takayama@notes.k12.hi.us

8. Community Service Week – Wed, Dec 2nd (all day) & Friday, Dec 4th (2:15p – 4:00p)

a. Stage I – completed (12' 8") flower bed – Nov 9th

b. Stage II – prepare bed for planting – Nov 16th @ 8:30a-10:00a – volunteers needed

c. Stage III - Plant big plants - Melissa Stasko - (Planting Leader) – Nov 30th
8:30 – 10:30am

d. Toys for Tots drive – Dec 2nd - Student Council – unwrapped toy ages (0-14yrs)

e. Fisher House drive – Dec 2nd - Student Council – toiletries, paper products

f. Stage IV – Community Service Spruce-Up Day – Fri, Dec 4th (1:00p – 3:00p)

i. Kids and Parents pick-up trash, place stones, plant flowers

ii. PTA donate waters and snacks for workers

9. School Mall Fundraiser – Catherine Vargas

a. Profit/Income = \$100 Walmart GC & \$750.00

b. Gifts from Shafter Families to Teachers: A2- \$100, A4- \$75, A6- \$50,
A8, \$75, A9 - \$75, A10- \$50, B2 - \$100, B3 - \$25, B5 - \$100, C1 - \$95,
C3 - \$50, C4 - \$150

10. Box Tops September Winner – Catherine Vargas

a. A9 – Ms. Stein = 369, A8 – 245, B5 – 71, B6 – 346, C2- 165, C3- 95

11. Papa John's Pizza Night - Maelyn Marbury

a. Profit/Income = \$224.90

b. Pizza Night - Thurs, Nov 19th

12. Original Works Gift Opportunity – Lindsay Steinbrunner

a. Shafter receives artwork orders – Nov 30th

b. Volunteers to sort and disperse to classes– Dec 1st @ 0900

c. Parents can come pick-up merchandise at this time (avoid breakage)

13. Marquee – Sarah Thompson

- a. **Marquee – Stewart Signs, one-sided, design like MMS, Spring, joint purchase = \$6878**

- i. **Plan to purchase Jan 2016**

14. **Questions/Concerns?**

*****Next Meeting Vote – Thursday, Dec 3, 2015**

Ft. Shafter Elementary PTA Meeting Minutes

12 November 2015

Meeting called to order at 1 pm, Members present: 17

1. Vice-President Position

- a. **Emily Crawford will be VP of Personnel**

- i. Membership

- ii. Research PTA vs. PTO

- b. **Brownie Kuk will be VP of Operations**

- i. Build/ Organize website outside of the school site

- ii. Create automatic venue for money to be transferred

2. Facebook membership is increasing

3. Teacher Requests

- a. **Ms. Fujii/6th Grade promotion- PTA to fund food costs only (\$458)**

- b. Administration Gold Folders- tabled until Spring

- c. Administration Student Planners- tabled until Spring

4. Staff Appreciation Luncheon

- a. Recommend disposable containers

5. Fall Festival

- a. Sarah Thompson will not be there. Catherine Vargas will be POC.

- b. November 19 from 1:45-2:15 pre-sold tickets can be picked up

- c. Parent Question: What about lost tickets? PTA Executive Board, Staff and Teachers will meet to decide what to do.

6. **Book Fair**

- a. PTA facilitating communications

- b. Contact Liberian for helping out

- c. Parent Question: Do they buy books the first day

- i. Day 1- look and create wishlist

- ii. Day 2- buy books

d. Parent Question: Is it Scholastic Books?

i. Yes

7. Community Service Week

a. Toys for Tots and Fisher House Drive is Student Council run n 4 December

i. Parent Question: Can we send items with kids to school?

1. Yes. Student Council will be at car line to collect.

b. Stage III of flower bed 30th November- big plants will be planted

c. Stage IV of flower bed 4 December

i. Spruce up day

ii. Kids and Parents pick up trash, place stones and plant small plants

iii. Cub Scouts will be helping

1. POC is Janet Grider

d. PTA donating water and snacks

8. School Mall

a. Increase of \$250 from last year's fundraiser

b. Original Works approximately \$1,600 raised

c. Papa John's profit to date is \$224.90

9. Box Top Winner

a. A9- Ms. Stein with 369 tops

10. Marquee

a. Plan to purchase Jan 2016

b. Joint purchase with School

c. Cost for PTA and school together = \$6878

11. Questions

a. Teachers: Volunteers to help set-up and take-down tents?

i. Yes

ii. Custodians will also help

b. Teachers made change to have the 20x20 tent on the basketball court instead of the grass

c. People should bring own chairs to sit on

12. Meeting adjourned at 1:59