



PTA Meeting Minutes Aug 6th, 2015



1. Introductions, Welcome Plan – Sarah Thompson

- a. **Sarah Thompson** – President ptasthompson@gmail.com
- b. **Charmene Luellen** – Vice President ptacluellen@yahoo.com
- c. **Leza Kotich** – Treasurer lkotichshafterpta@yahoo.com
- d. **Lindsay Steinbrunner** – Room Parent Liaison ptalsteinbrunner@gmail.com
- e. **Catherine Vargas** – Small Fundraiser Coordinator catjesse82@hotmail.com
- f. **Amy Bull** – Papa John's Pizza Coordinator amyanderich2000@yahoo.com
- g. **Ms Ronda Miller & Ms Darleen Bumanglag** – Shafter Teachers, PTA Focus Group Contacts
- h. **Ms Alison Higa (Principal) & Ms Ronnell Nip** – Shafter Administration Contacts
- i. **New Members/Returning Members**

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

3. Membership (July 1, 2015 – June 30, 2016) – Charmene Luellen **(Pay & Forms in Office)**

- a. Application form, **\$10 Fee** (\$9.25 to National & State PTA) (\$0.75 to our Local Chapter)
- b. Receive PTA Membership card. (See www.hawaiistateptsa.org for membership discounts)
- c. **Increase Active PTA Membership & Shafter Elementary PTA Facebook Members**

4. Treasurer's Report - Leza Kotich

- a. 50C3 Tax Exempt, Non-For-Profit Organization- status confirmed with IRS – July 2015
- b. Federal Taxes paid yearly, Hawaii State taxes paid semiannually
- c. Pen Fed Bank Account – Access to account = Treasurer (Checkbook) & PTA President (Debit card)
- d. Account Balance as of last deposit ` \$8600
- e. **New PTA Funds Request Form** (Copies in Office or download from PTA tab, under Forms).

Current Financial Goals/Requests for 2015-2016:

- 1. New School Marquee for entry – **In research phase- size, design & cost (Spring purchase)**
- 2. New Directional Signs for corners of Funston & Ponciano Dr. – No Cost, DPW Install - Sept 2015
- 3. New Landscaping for school grounds – 2nd quarter (Nov or Dec 2015)
- 4. New Gold Folders & School Planners for 2016-2017 school year – Staff orders (750), PTA pays as available - Grants from Hui Wahine & Boutiki – **Need grant writers - Jan 2016)**
- 5. Thank You Staff Luncheons (X2) – **Fall lunch – Need volunteer to set date/time & budget**
- 6. Thank You Custodial Staff Appreciation gifts - **\$25/person - present at Fun Run**
- 7. Administrative Discretionary Fund (**\$300/semester**) – Fall 2015 payment completed
- 8. School Administration Request PTA Funds:
 - a. New classroom fans for all rooms
 - b. **PTA voted to donate \$750 towards total cost of \$1500**
- 9. School Group Request PTA Funds:
 - a. **JPO (4th – 6th graders - Junior Police Officers)**
 - i. Funds Request Form submitted by Ms Matsumura
 - ii. **PTA voted to donate \$400** towards competition T-shirts & food items

Growth/Quality/People/Service – Goals for 2015-2016

- 1. Secretary Position Open – **Nominations Taken (Vote if only one candidate – 2/3 Membership)**
 - a. Only one nomination received – **Welcome Kowanda McBride as new PTA Secretary**
- 2. Room Parent Liaison – **Lindsay Steinbrunner**

3. Room Parents – Positions filled by teachers – **NLT Aug 20, 2015** (Open House) – **Need volunteers**
 - a. **See Room Teacher to sign-up,**
 - b. **See PTA Tab - Room Parent Guidelines to better understand job position**
 - c. Work with Teachers and Room Parent Liaison
4. Community Service Coordinator – **Need volunteer** - Date/Time TBA (2nd quarter initiative)
5. PTA/SSC (Student Coordinating Counsel) Liaison – New PTA representative **Rhiannon Samuel**
 - a. (3rd Thur/month 2:30p in library)
6. **PTA Tab - www.shafterelementary.com for Forms and Information**
7. **Improve relationships, communication and promote sustainability of School community**

5. **Original Works (Major Fundraiser –Fall)** – Lindsay Steinbrunner

- a. **Profit last year = \$1328, Goal this year = \$1400**
- b. New Assistant coordinator – **Farrah Champion**
- c. Box of materials/supplies arrives – **Aug 12**
- d. Materials/directions to teachers to begin Artwork – **Aug 17**
 - i. 500 sheets of paper coming
- e. **Send Announcement Letter Home – Sept 25**
 - i. **Welcome/ explanation letter and PTA Direct Donation Letter sent together for optional fundraising to parents**
- f. Send Artwork Packages Home for preview – **Oct 16**
- g. Deadline for Family orders – **Oct 23**
- h. Send packets to company – **Nov 2**
- i. **Shafter receives artwork orders – Nov 30 (just in time to send for Christmas presents)**

6. **PTA Direct Donation (Fall & Spring): NEW Option this year! (Goal = \$500)** – Sarah Thompson

- a. Directly Donate to PTA > school growth, no work for parents, tax write off, no % kickbacks from 3rd party fundraising vendors.
 - i. Recommended donation:
 1. **\$25 – One child enrolled**
 2. **\$40 – Two or more children enrolled**

7. **Smaller On-going Fundraisers** – Catherine Vargas

- a. Box Tops (All year)- Send to teacher, class winner gets monthly party www.boxtops4education.com
 - i. Closes end of month, party/trophy/announcement, RP/Teacher execute. **Profit last year = \$1944**
 - ii. New Volunteer – **Shinobu Burke**
- b. Popsicle Wednesdays – 12:40p – **Need a coordinator of volunteers. Profit last year = \$1415**
- c. Papa John's Pizza (All year) - Purchase on 3rd Thursday/month, receipt on form & send into teacher. Flyers to teachers Friday before event, in Gold Folders. **Profit last year = \$1083**
 - i. **Amy Bull to continue as Coordinator & Maelyn Marbury to Assist Coordinate**
- d. Target (All year) - Designate school & Shop with Red Card & via www.target.com. **Profit last year = \$600**
- e. School Mall (Fall) – Sign-up own address = \$2.25 to school. Also Shop & designate school via www.schoolmall.com - **Better explanation letter for better participation. Profit last year = \$600**
- f. Keiki Kits (Spring/Summer order pre-packaged school supply option) – **Profit last year = \$188**
 - i. **Need Coordinator – Spring time**
- g. Campbell's Soup Labels (All year) - Send to teacher www.labelforeducation.com Profit last year = minimal

8. **PTA School Uniform Shirts- \$5.00 (design 2014-2015)** – Sarah Thompson

- a. Gold & Blue, Youth & Adult sizes (196 remaining)
- b. First come/first service, All Sales final
- c. Shirts sold in School Office (Cash or Check to Shafter PTA acceptable)
- d. Consider purchasing a shirt for: **PTA membership, Room Parent, Field Trips, Shafter School Spirit!**

9. **Fall Festival** – Nov 20, 2015 – Teacher Organized, PTA supported event

- a. **New Coordinator – Rhiannon Samuel**

- b. Bank money/tickets for teachers/grade individual fundraiser
- c. PTA sponsored booth – Free Rock Wall (Contact Vendor to confirm),
- d. Purchase Tickets, Ticket pre-sales & during event, Post event counting tickets & Teacher payments

10. School Open House – Aug 20, 2015 (4:30-6:00p)

- a. Membership table – Charmene/Leza,
- b. Welcome Presentation to parents – Sarah
- c. Room Parents/classroom requested deadline

11. Next PTA General Board Meeting: Sep 3, 2015 – 1p – 2p in Cafeteria

- a. Contact Executive Board member for interest in **volunteering**, to suggest **agenda item on next meeting** or announce PTA information via **Facebook** or **web site - PTA tab**

12. Action Items:

- a. Pay Outs – Leza
 - i. JPO - \$400 by Aug 14
 - ii. Shafter Elementary - \$750 by Aug 30
- b. On-board New Secretary – Sarah lead with support of Executive Board
- c. Update Web site – Sarah
- d. Membership list – Charmene
- e. Room Parent list & Signed RP guidelines/ Teacher – Lindsay
 - i. On-Board Room Parents to role - Lindsay
- f. Organize Box Tops process – Catherine & Sarah
 - i. Assist with monthly management - Shinobu Burke
- g. Attend 1st SCC meeting – Rhiannon & Sarah
- h. Attend Fall Festival Focus Group – Rhiannon
- i. Incorporate Laura Pearson as photographer and web designer into PTA/school - Sarah
- j. Match other volunteers to initiatives – Exec Board
- k. Continue requesting Community Service Coordinator
- l. Continue advertising/selling PTA shirts via Office

13. Attendance: 23

Rachel Duprus, Kowanda McBride, Missy Schilling, Jessica Rowe, Catherine Vargas, Amy Bull, Farrah Champion, Rhiannon Samuell, Michelle McMillan, Christina Blas, Emily Crawford, Jennifer Shirley, Shinobu Burke, Miller Daly, Leza Kotich, Laura Pearson, Kimberly Acker, Jamee Fredrickson, Ms Nip, Ms Higa, Ms "B"umanglag, Sarah Thompson

Mahalo for participating!

Please let us know how we can better serve you & our Shafter community.