



General Board Meeting Minutes
October 1, 2015



1. **Thank you & Congratulations to Shafter Elementary = \$7617 raised in < 2 weeks**
 - a. 17 Portable AC's ordered, shipped, to be delivered to school Oct 12th.
 - b. Tax Deductible receipts sent (129 donators) – (Leza & Sarah)
 - c. > \$200 donators (5) – PTA T-shirt (donation) & Administrator Letter of Appreciation
 - d. Please contact Sarah Thompson (ptasthompson@gmail.com) if you did not receive yours
2. **Membership – Charmene Luellen**
 - a. ↑ **Current members** (\$9.25 X member #) = **46 members**
 - b. ↑ **Facebook members** – (Group: Shafter Elementary PTA) = **114 members**
 - c. **Hawaiian PTSA remittance form due – NLT Nov 1st**
3. **Vice President Resignation** – Nominations for new VP – contact Sarah Thompson
4. **Treasurer's Report - Leza Kotich**
 - a. **Account Balance = \$8,423.03** Pos balance: **\$179.12**
 - i. **Income: \$7,974.52**
 1. Direct Donation (\$7617), T-shirts, Memberships, Ice-pops (\$618.55)
 - ii. **Expenses: \$7,794.78**
 1. AC's (\$7597.11), Box Tops Party (\$33.27), Popsicles (\$62.07), Misc: printing/office supplies (\$102.33)
5. **Banners & Marquee – Sarah Thompson**
 - i. **Vinyl Signage - Aiea Copy ~ \$50/banner**
 - a. **Safety & Directions signage (vehicle drop-off area)**

- b. **Fall Festival banners (post by Parent/Teacher Conf – Oct 26)**
- ii. **Marquee – Stewart Signs, one-sided, design like MMS, Spring, joint purchase = \$6878**

6. School Mall Fundraiser – Catherine Vargas

- a. **Completed Books (54) / Partially Completed Books (79)**

- i. **Goal = 40 Completed - received \$100 Walmart GC, awaiting check**

- b. A1 - 5 , A2 - 4/3, A3 – 2, A4 – 3, A5 – 1/2, A6 – 3/3, A7 - 2, A8 – 4/1, A9 – 1, A10 – 8/3, B2 – 2/2, B3 – 2, B4 – 1/2, B5 – 3/4, B6 - 4/1, C1 – 1/4, C2 – 2/5, C3 – 2/2, C4 - 4/2

- Prizes:** Completed = glow in the dark watch, Partially Completed = Oreo flashlight, drawing for full book = robot – William Nestler (C2)

7. Box Tops September Winner – Catherine Vargas

- a. **B4 - Mrs. Arakaki = 247, Total Box Tops = 993**
A1- 0, A2 – 130, A3 – 0, A4- 31, A5 – 147 A6 -95, A7 – 21, A8 – 120, A9 – 10, A10 – 0, B2- 20, B3 – 0, B4- 247, B5 – 0, B6 – 76 C1- 40, C2- 0, C3- 45

8. Papa John's Pizza Night - Maelyn Marbury

- a. **Pizza Night - Thurs, Oct 15th – flyer to go out Tues, Oct 13th**

9. Teacher's Request for PTA Funds – General Board

- a. **Ms Bumanlag - 42 bottles Hand Sanitizers - Approved**
 - i. Katie Walp – following-up with requested donation to Sam's Club
- b. **Ms. Fujii - \$600 for 6th Grade Promotion Ceremony (food and decorations) – Vote**
 - i. Request made for itemized list of costs (\$/kid)
Total = 41 students + families + teachers

10. Room Parent Initiative – Lindsay Steinbrunner

- a. **Welcome emails to RP & teachers, Communication Tree – Oct 1st**

11. **Original Works** Gift Opportunity – Lindsay Steinbrunner

- a. **Announcement Letter & Send Artwork Packages Home for preview – Oct 16**
- b. **Deadline for Family orders – Oct 23**
- c. **Volunteers sort for mailing – Oct 27th at 0900**
- d. **Send packets to company – Nov 2**
- e. **Shafter receives artwork orders – Nov 30**
- f. **Volunteers to sort and disperse – Dec 1st at 0900**

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

- a. **PTA Booth Coordinator – Rhiannon Samuell**
 - i. PTA sponsored booth – **Rock Wall** (1 ticket) - Ka'maaina Kids
- b. **Teacher Coordinators – Ms Miller & Ms Bumanlag**
 - i. Number of Tables each booth needs – **20 tables needed**
 - ii. Cost (# of tickets) for each event - **Oct 3rd,**
 - iii. **Flyer to parents (booths, food, costs) – Ms. Miller - Oct 26th**
 - iiii. Coordinate with RP's to get own booth volunteers & tables as needed - teachers
- c. **PTA Responsibilities:**
 - i. **Design Banners (2) – printed & up by Oct 26th**
 - ii. Reserve tables from MWR (Rhiannon Shannon - searching availability)
 - iii. Purchase Double Rolls Tickets – **6 rolls** (Sarah Thompson)
 - iiii. Flyers, FB, and Email for pre-sales (\$.50/ticket) – **Nov 2nd – Nov 18th**
 - v. **PTA Ticket Booth at Fall Festival – volunteers**
 - vi. Post event counting tickets (checks/balances) &

Teacher payments (cash)

13. **Staff Appreciation Luncheon** – Wednesday, Nov 18th (1:15p)

- a. RP's assigned grade-specific food & drink suggestions – RPL to coordinate
- b. **PTA to provide plastic-ware, plates, cups, tablecloths, set-up – 1:00p**
- c. **Need Volunteers to set-up** (same day/time as popsicles)

14. **Book Fair** – Nov 25th – Dec 4th

15. **Community Service** – Friday, Dec 4th (2:15p – 4:00p)

- a. Melissa Stasko - (Planting Leader)- Kind of plants/trees/bushes & Location of planting
- b. Toys for Tots drive – Student Council
- c. Fisher House drive – Student Council
- d. **Invite Army unit and Navy unit (need volunteers to contact units)**
- e. PTA donate water and snacks for workers = budget amount \$

***Next Meeting Vote – **Thursday, Nov 12th** (1st Thursday interferes with conferences)

Attendees (14): Sarah Thompson (Pres), Charmene Luellen (out-going VP), Leza Kotich (Treasurer), Kowanda McBride (Secretary), Lindsay Steinbrunner (Room Parent Liaison), Jennifer Shirley, Michelle McMillan, Emily Crawford, Katie Romano, Amy Kuk, Angela Nestler, Kelli Anderson, Ms Alison Higa (Principal), Maelyn Marbury.

Ft. Shafter Elementary PTA Meeting Minutes

1 October 2015

Meeting called to order at 1 pm.

Members present: 13

- 1. Air Conditioners have been ordered and shipped
- 2. PTA Executive Board is looking for a volunteer to be the Vice President

3. PTA Bulletin board needs to be redone. Contact Kowanda McBride if interested in helping
4. PTA funds current balance is \$179.12
5. Signage:
 - a. safety and directions \$50
 - b. Fall festival banners to be posted by Parent/Teacher Conferences
 - c. Marquee by Steward Signs, one-sided, Spring, joint purchase with the school \$6,878
 - d. Parent suggestion: add drop off/pick up directions to parent handbook
6. Teacher Requests
 - a. Hand Sanitizer: need official letter for donation to Sam's Club
 - b. 6th Grade promotion Ceremony
 - i. Request for \$600
 - ii. Administration proposes we wait to vote on request
 1. Current enrollment 20 less students than last year
 2. Need more detailed account of how money to be spent
 - iii. Parent question
 1. Can teacher give amount per student
 - iiii. PTA President suggestion that 6th graders sell baked goods at the Spring Dance
7. Lindsey sent emails out to the Room Parents. All room parent positions are filled.
8. School Mall fundraiser
 - a. Goal was 40 completed books; we had 54 books completed
 - i. PTA will receive a \$100 Wal Mart gift card for reaching goal
 - ii. Students who turned in completed books receive glow in the dark watch
 - iii. Students who partially completed books receive oreo flashlight
 - iiii. William Nestler (C2) won drawing from students who completed books. He got a Robot
9. Box Tops September Winner: Ms. Arakaki (B4) with 247 tops turned in
10. Papa John's Pizza Night is Thursday October 15th
11. Original Works
 - a. This is a gift opportunity

- b. Key dates are 27 October and 1 December
- c. 27 October need volunteers for sorting for mailing @ 9:00
- d. 1 December need volunteers to sort and disperse @ 9:00
- e. Lindsay Steinbrunner is POC

12. Fall Festival 20 November 2015

- a. Teacher Organized, PTA supported event
- b. PTA Booth coordinator is Rhiannon Samuel
 - i. Rock wall
 - ii. 1 ticket
- c. Teacher coordinators Ms. Miller and Ms. Bumanlag
 - i. Teachers need tables
 - 1. Rent from MWR
 - 2. Room Parents coordinate with parents to lend tables from home
- d. Tickets
 - i. There will be a pre-sale
 - ii. Parent suggestion to have a pre-sold ticket table for parents to come and pick up ordered tickets
 - iii. Parent suggestion cheaper ticket price for pre-ordered ticktes
- e. PTA Responsibilities
 - i. Design fall banner
 - ii. Reserve MWR tables
 - iii. Purchase rolls of tickets-6 rolls
 - iiii. Flyers, Facebook and emails for presales
 - v. PTA ticket booth at festival
 - vi. Post event counting tickets (checks and balances)
 - vii. Teacher payments

13. Staff Appreciation Luncheon

- a. 18 November @ 1:15 pm
- b. PTA to provide plastic-ware, plates, cups, tablecloths and set-up
- c. Volunteers needed for set-up

14. Book Fair is 25 November-4 December

15. Community Service

- a. 4 December from 2:15-4:00 pm
- b. Melissa Stasko is planting leader
- c. Toys for Tots Drive- Student Council
- d. Fisher House Drive- Student Council
- e. Volunteers needed to invite an Army and Navy unit
- f. PTA to donate water and snacks for workers

16. Next meeting is 12 November

Meeting adjourned at 2pm