

Salt Lake Elementary School PTA Meeting Minutes November 13, 2018

These draft minutes must be approved by this committee to be the official approved record.

Attendees

Cherie Racadio (President)	Jodi Fujimoto (Secretary)
Duwayne Abe (Principal)	Cy Takeno (Treasurer)
Nicole Palmer (Vice President)	Kim Billon (Fundraising Chair)
Randall Galeon (Vice Principal)	Traci Takehara (Committee Member)
Sherryl Odoya (Teacher Representative)	Jessica Chiu (Teacher Representative)
Ben Leong	Erica Huggins

Commenced

Call to order 5:19 P.M. by Mrs. Racadio

Minutes Approval

Minutes for October 2, 2018 were approved with no objections

Committee Reports

- **President:** Thank you Mr. Takeno and Ms. Fujimoto for filing our 2017 taxes. They were mailed out last month.
- **Principal:** Talk Story will be on Thursday, November 29th. Thank you to PTA for sponsoring prizes for the event. No volunteers needed, however, we encourage participation.
- **Fundraising:** Mrs. Billon – Ms. Racadio sent in our Box Top submission \$283.
- **Treasurer:** Report submitted. Account balances \$99,339.32 as of 31 October 2018.
 - 1422 Checking shows a \$1.38 credit. Mr. Takeno is contacting CPB to find out what the credit was for.
 - The \$30,000 CD created last month was returned due to an identification change. Mr. Takeno created a new one as soon as the information was updated. The rate is showing 0.6%, however, it should be at 0.8%. Mr. Takeno is working with CPB to correct the rate.
 - Mr. Takeno requested financial reports and any reimbursements for STEM and Just Dance
 - STEM donations and last Membership money are not accounted for. Mr. Takeno requests that chairmen please double check paperwork and turn in the money to him.
 - Grade K request was \$10 over their remaining balance. Mrs. Racadio will provide additional \$10 from President's Fund.
 - Federal Taxes completed and filed.

Teacher representatives requested explanation of why the PTA has Certificates of Deposits (CD's) –

The SLES PTA is a private, non-profit organization which is a local chapter of the National PTA whose mission is to make every child's potential a reality by engaging and empowering families and communities

to advocate for all children. As a local chapter of the National PTA and Hawaii State PTSA, SLES PTA is obligated to follow the requirements of our bylaws and other standards set forth from the National PTA. The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies of the organization.

To be fiscally responsible, the SLES PTA's annual budget is based on one third of the funds in our accounts. The first third consists of our current year's working fund. The second third is our reserve to cover any shortfall in the current year. The last third is to allow for funds the year following a shortfall so the PTA can continue to support its programs and projects while actively working and fundraising to recover. The finances of the organization are set up very similar to a regular household budget. The goal is to ensure that the PTA can continue to provide for itself and the school for many years to come.

Certificates of Deposits have been created by the PTA Board and Executive Committee to be fiscally responsible to the organization. One CD is specifically for the school's electronic marquee fund—the goal is \$13,000. The other CD allows for the reserve fund to earn interest while sitting in the account. The other option to leave the money in a non-interest bearing account would not be in the best interests of the organization. Both are liquid assets and can be accessed should the PTA need the extra funds.

All officers and executive committee members running the PTA are volunteers and spend a great deal of time and energy planning, organizing, and implementing the programs, activities and fundraisers for the PTA. As a 501(c)(3) organization, SLES PTA is required to conduct three programs or activities for every fundraiser. Each year, the SLES PTA plans its programs in support of SLES's academic plan. The last several years, STEM, Reading, and family/community engagement have been areas of growth in the AP, therefore programs have been created to focus on those areas.

Planning of the SLES PTA is conducted each year at the June and July meeting—first Tuesday of the month at 5 pm in the Library. Interested members are encouraged to participate in the process.

Teacher representatives noted the discussion and will present to faculty and staff at their next meeting.

- Membership: Report presented by Mrs. Racadio
 - We currently have 170 members/\$600 donations
 - Mr. Takeno to send in membership fee to HIPTSA
- Programs: (6 programs)
 - Just Dance “Monster Mash” – October 26th

- Ms. Palmer will send in Final Evaluation Report
- Blood Drive – Saturday, November 17th – 7 am to 4:30 pm
 - Currently have 44 donors registered. If individuals cannot make it on Saturday, they may donate at any center and use the code 2665 to credit SLES PTA.
 - Set-up Friday, November 16th at 2:30 in the Library. (Nicole and Traci)
 - Ms. Takehara will send program evaluations and McDonald’s gift certificates stapled with “Thank You” to Ms. Fujimoto for copies and stapling. Distribution at the event.
- Talk Story –Thursday, November 29th – Ms. Fujimoto asked all present to notify her of any sales on rice.
- Read Aloud – Tuesday, January 22nd
- Legislation: Mr. Shigemasa – No report

Old business

- Bottle Filling Station: No report.
- Marquee: No report.
- Welcome Back Gift (Blue uniform shirts): Ms. Palmer has all class sizes. She cannot find staff/faculty signup. Ms. Fujimoto to see if we have a master for a new sign-up. Custom Company very interested in working with PTA on this project. Once we have the numbers, Ms. Palmer to contact Elliot Lum for quote.
- Hawaii State PTSA Training – Note Ms. Palmer was unable to attend workshops.

New Business:

- Mrs. Racadio – November PTA Newsletter already sent out. Submit any information for December newsletter to her by November 28th.
- Next Month – “Ornament Exchange” – bring an ornament and go home with another

Announcements: Next Executive Committee Meeting December 4, 2018, 5:00 P.M. at SLES Library Fun Fair Meeting to follow at 6 pm.

Adjournment: The meeting was adjourned at 6:061 pm by Mrs. Racadio.

Respectfully Submitted,

Jodi M. Fujimoto, Secretary