

Executive Board Meeting Notes 2018-2019

Date	Discussion	Next Steps
6-21-18	<p>Call to order: 9:36 am  Present: Denise Arai, Alesha Baker, Erica Knopp, Debra Pajimola, Prescilla Stanton, Wanda Bernard, Gloria Caballero, Carolyn Adams, Shirlee Maluo-Smith</p> <p>Quorum: Yes</p> <p>Old Business:</p> <ul style="list-style-type: none"> <li>A. President: Alesha Baker</li> <li>B. Vice President: Erica Knopp</li> <li>C. Recording Secretary: Carolyn Adams</li> <li>D. Corresponding Secretary: Shirlee Maluo-Smith</li> <li>E. Treasurer: Wanda Bernard</li> <li>F. Membership Coordinator: Gloria Caballero</li> <li>G. Fundraising Coordinator: Debra Pajimola</li> <li>H. Events Coordinator: Jen Carandang/ Prescilla Stanton</li> <li>I. Check signature card has been signed by Alesha, Erica, and Wanda.</li> </ul> <p>Secretary's Report:  Reviewed PTA minutes from May 14, 2018. Motion made by Denise Arai. Seconded by Shirlee Maluo-Smith. Vote unanimous. Motion carried.</p> <p>Treasurer's Report:  Reviewed Treasurer report folks r June 2018. Motion made by Prescilla Stanton. Seconded by Debra Pajimola. Vote unanimous. Motion carried.</p> <p>Principal's Report:</p> <ul style="list-style-type: none"> <li>A. Movements during summer. Cleaning for all buildings. ELL and ESY programs on campus. VP moved; open position at this time. New kindergarten teacher, 4th grade teacher, PE teacher. Mrs. Yoneda will be moving from 3rd to 1st grade. Ms. J Settsu will be moving from 6th to 3rd grade. Mr. Ahue will be moving from 4th grade to tech position. Mrs. Eardley and Mr. Wong is leaving. All 3 positions for preschool are still open.</li> <li>B. Capital Improvement Project: request for funds for air conditioning. Possibly consider inviting Dan Carlson to talk to group.</li> </ul> <p>Teacher's Report:  none</p>	<p>Work with Student Council to make presentation</p>

	<p>New Business:</p> <ul style="list-style-type: none"> <li>A. Treasurer’s proposed budget for the 2018-2019 school year. This includes the addition of the PTA Membership amount being raised to \$11. Will look at how much “profit” comes from membership. Income goal of \$10,000 for the school year. Use the open house presentation as time to explain where the membership money goes and why. Motion made to accept proposed budghet by Prescilla Stanton. Seconded by Debra Pajimola. Vote unanimous. Motion carried.</li> <li>B. Amazon Smiles: school earns 0.5% of all purchases made through link. February, May, August, and November as long as the amount is over \$5. \$ is inputted directly into our account at CPB.</li> <li>C. Popcorn Fridays/Mystery Bags- alternating Thursdays and Fridays. Will present at membership meeting on 8/16.</li> <li>D. 5th grade teacher will be a parent representative at our meetings.</li> <li>E. First Movie Night: September 14</li> </ul> <p>Adjourn: 10:56 am</p> <p>Next meeting: July 11, 2018 at 12 pm</p> <p>Submitted by: Shirlee</p>	<p>and invite Dan Carlson to talk to PTA regarding heat in classrooms.</p> <p>Alesha &amp; Erica to do Open House presentation</p> <p>Sign up <a href="#">Mystery Bags</a></p> <p><a href="#">Popcorn Fridays</a></p> <p><a href="#">Movie Nights</a></p>
<p>7-11-18</p>	<p>Call to order: 12:13 pm</p> <p>Attendance: Alesha Baker, Erica Knopp, Carolyn Adams, Gloria Caballero, Wanda Bernard, Prescilla Stanton, Jennifer Carandang, Shirlee Maluo-Smith, Denise Arai</p> <p>Quorum: Yes</p>	

Secretary's Report:

Reading of last month's meeting minutes dated June 21<sup>st</sup> 2018

Shirlee Maluo-Smith made a motion to accept the minutes as printed.

Second by Erica Knopp. All in favor. Motion carried.

Treasurer's Report:

No updates: no income, no debt.

\$6,765.57

Principal's report:

Not present

Teacher's report:

No representative

Mrs. Duquette will be the teacher representative.

Old Business

A. Finalized SY18-19 Budget

B. Finalized SY18-19 Fundraising/events and plugging into calendar

C. Sundae/float bar for teachers

D. PTA's jobs/ responsibilities for meet & greet, 1<sup>st</sup> day of school, and open house.

New Business

A. PTA's jobs/ responsibilities for meet & greet, 1st day of school, and open house.

- end of July to decorate board and prepare for Meet and Greet July 30th at 11 am
- 3-5 Meet and Greet (Kona Ice- 230-500)

B. Discussing how registration will be ran/ discussing purchasing square for families to be able to use card as a option when signing up for PTA.

- Shirlee registered the group

C. Float bar for teachers.

- in the library
- ice cream, soda, whip cream (commissary- Erica and Alesha)
- bring your own ice cream scooper
- ice cream 7 tubs
- cans of whip cream 6
- soda- 7 root beer, 6 orange soda
- Shirlee- cups, spoons, straws

	<p>D. Discussing setting up a meeting with Dan Carlson in regards to A.C</p> <ul style="list-style-type: none"> <li>- Presentation to him with parents and students</li> <li>- August 13th or August 27th or September 11th</li> </ul> <p>E. Ordering popcorn machine &amp; oil, kernels, and bags.</p> <ul style="list-style-type: none"> <li>- Erica to order machine from Amazon</li> <li>- cost effective if ordered through Sam's Club (PTA business account) Shirlee will order</li> <li>- Try out at the Luggage Tag event to see how it will run logistically</li> </ul> <p>F. Items for mystery bags.</p> <ul style="list-style-type: none"> <li>- start on September 6th</li> <li>- can be discussed at Open House</li> </ul> <p>G. Movie Night</p> <ul style="list-style-type: none"> <li>- would like to play PG movie</li> <li>- inside the cafeteria</li> <li>- 5:30 pm</li> <li>- 6:00 pm start of the movie</li> <li>- Concession stand: 530-630 pm: juice, water, popcorn, candy</li> </ul> <p>Adjourn: 1:23 pm  Next meeting: August 13, 2018 at 2:30</p> <p>Submitted by:</p>	
<p>8-13-18</p>	<p style="text-align: center;">Makalapa Elementary PTA  Date: Monday August 13<sup>th</sup> 2018  Agenda</p> <p>1. Call to order 2:36 pm  Attendance: Alesha Baker, Erica Knopp, Prescilla Stanton, Wanda Bernard, Carolyn Adams, Deborah Pajimola, Gloria Caballero, Miki Crisp, Shirlee Maluo-Smith, Fran Yee, Dale Kegley, Kendall Lipinski, Miley Dela Cruz, Andrea Gleason, Jennifer Beckett</p>	

Quorum: Yes

2. Secretary's Report:

A. Reading of last month's meeting minutes dated July 12th. Motion made by Shirlee Maluo-Smith. Second by Alesha Baker. All in favor. Motion carried.

3. Treasurer's Report:

Treasurer's report to be presented at Open House. Current balance is \$7510.89. Online banking set up. Budget finalized. Board will meet if additional approvals need to be made.

4. Principal's report:

Not present

5. Teacher's report:

Fran Yee/Dale Kegley present.

Teachers expressed appreciation for ice cream social.

Very happy to hear Movie Night is coming back. Suggested selling glow sticks along with ice cream bars.

Prefer more social events over teaching activities

6. Old Business

A. PTA's jobs/ responsibilities Open House.

B. Discussing how registration will be ran/ discussing purchasing square for families to be able to use card as a option when signing up for PTA.

C. Mystery Bags - need to inventory supply and make bags

D. Upcoming Movie Night - no survey, PTA to choose movies of a P or PG rating. Popcorn machine will need to be rented for Movie Night.

Movie at 6. Concession open 5:30-6:30.

F. Ordering popcorn machine & oil, kernels, and bags - PTA unable to purchase machine due to shipping restrictions. Popcorn Fridays cancelled.

7. New Business

A. Open House - Jamba Juice fundraiser 4-7 pm. Will set up on grass field behind office. PTA to give a short 15 min presentation. Brief Treasury Report to be given. Budget to be printed and handed out at the Open House. Highlight need for parent involvement for Field Day. Additional PTA titles "Members at Large"

B. Mystery bags - First one September 6th. Need to inventory supply and prepare bags.

C. Upcoming Movie Night. Ferdinand will be the first movie. Alesha and Erika to purchase concession items. Order supplies for popcorn machine. Popcorn machine to be rented. Signs to be made for Movie Night/concession stand. Leftover pop from float bar to be used.

Look into having to hire a custodian as a requirement for Movie Night and future events.

D. Trunk or treat closer to Halloween - discuss food trucks/shave ice

E. Dan Carlson agreed to a meeting Sept. 11<sup>th</sup>. John Chung (Project Under Mgmt) and Cherisse Shekada to possibly attend as well. PTA to work with student council on presentation.

Discussing what we can do to prepare for that.

- Health room: statistics on health room (how many come) to reflect health issues
- Parent survey
- Teacher survey
- How weather affects mood
- Recording room temperatures

F. PTA memberships for teachers to be discussed at the next Faculty meeting. Square will be available to use for anyone signing up for PTA.

G. Teachers agreed to help out with PTA info being sent home with students.

H. Grassy field/play area behind school in need of upkeep. Very dusty and brown.

I. Future event Ideas brought up this meeting:

- Movie Night Coupons/Tix for food
- Seasonal Grams

Next meeting: 11 September 2018 at 3:00 pm in Mrs. Yee's Room

Adjourned: 3:52 pm

Submitted by: Carolyn Adams