

Kula Elementary School PTA Meeting



Minutes Unapproved

12/14/2022 via classroom F103

Call to order 6:06pm

Attendees:

President Ashiya Carter, Treasurer Gina Castaneda, Vice President Dylan Rist, Melissa Davenport, Casey Kaaukai, Bryan Miller & Carmen Cook.

Approval of last meeting minutes: Approved

Agenda: Available online and on our mobile device as we checked in.

*It was brought up before the meeting started by a parent that he was not able to see the agenda for today's meeting when he went online. Dylan clarified that the board did not get the agenda till earlier in the day and it was uploaded just before the meeting.

1. President Ashiya seeks Approval of October and November PTA Meeting Minutes
 - * Treasurer Gina Approves
 - *Vice President Dylan seconds
2. President Ashiya brings up Nomination of the Secretary position
 - *VP Dylan nominates Melissa Davenport
 - * Treasurer Gina seconds
 - *Melissa Davenport accepts

TREASURER'S REPORT by Gina Castaneda

1. Current balance \$83,400.00
2. Current budget for the year sent out to Principal Marianne Wheeler to distribute to the teachers and staff.

*There was an email problem that got addressed and fixed between Ashiya and Marianne.

3. We received an extension for IRS form 990 in the mail. We have until May 15th to file taxes. Gina will be in contact with the CPA to assist her with the preparation of the taxes.

4. Expenditure questions, covid years were different from previous so people weren't as informed as before so Gina just wanted to catch everyone up on where monies have been spent this past year.

*Normally we would have to expend 85% of last years fundraising during the current year. During COVID they were allowed to roll over the funds to the next year because we weren't able to spend the money like normal.

A. Last year we were required to spend \$22,400. And we did spend that a little bit more which will carry forward into the next year of spending.

*Numbers are rounded up

B. Art & PE- \$10,600.00 Credit from prior year that came into play.

C. Field Trip support- \$2000.00

D. Water for classrooms- \$4000.00

E. Ferguson water filtrations system -\$2600.00

F. Teacher classroom support- \$4200.00

G. Teacher appreciation- \$840.00

H. Holiday crafts/Student council activities/Picnic tables/ 5th grade celebration- \$2200.00

I. PTA Administration fees (Insurance, QuickBooks, website)-\$1500.00

J. Covid supplies- \$840.00 *Gina will double check if this includes the barriers and partitions for the cafeteria. Could possibly be expenditure from the previous year.

*Total expenditure just under \$29000.00

*Dylan asks if there was any record of the payment made for the radio ad they bought for the donation campaign last year. Gina has only seen the Maui Magazine ad expense of about \$675.00.

*Gina will email the expenditures to the staff/teachers.

Event Calendar by Dylan Rist

1. PTA Social event for parents

A. Ocean Vodka venue, PTA members have contacts there.

B. End of January, a Friday night, 20th or 27th

C. Social event to get to know each other.

2. Date for the next campus improvement day

A. January 14th or 21th

*Walkthrough with custodial beforehand.

*Try for a walk though before the next PTA meeting

*Ashiya will talk to Jody and Marianne about doing a walkthrough during the winter break since there will still be staff on campus during that time.

3. Fundraiser Event for February Sunday February 12th before Valentine's Day

A. Presale CSA boxes (produce boxes from local farmers)

*Come up with a set price and fill these Boxes to make it a great value. Through donations or discounts from the vendors we'll be working with.

B. Plant sale (during the CSA pick up)

*Get the kids involved by using their gardening class to have starts ready to sell at the plant pick up.

* Gardening class starts back up on Jan 30th- about 2 weeks before our fundraising day.

*We will also get donations or purchase little starts to sell.

*Get donations possibly from Native Nursery, other local nurseries

*Possible volunteer help from master gardeners-come help plant during the week during the gardening classes. Also maybe parents help on the weekend.

* Idea of having a plating day (that could coincide with campus improvement day) to get the starts ready for the plant sale.

*Dylan has already touched bases with the gardening teacher Ms. Ashley.

C. Same fundraising Day “Show your love for Kula School”

*Buy a heart to support Kula School- Same concept when you go into Costco you buy a paper balloon for Kapiolani Medical center to be displayed with your name on it.

*Your name will be on the heart and displayed in the cafeteria to also decorate for Valentines Day.

*When people come in to pick up their CSA boxes they’ll see all the hearts on the wall, we’ll have hearts to purchase there as well for those who want to donate.

D. We need new merchandise for Kula School (Possibly to sell at the same event)

*Please let us know if you know of or have any contacts to get new merchandise.

*Products that have been discussed: Water bottles, towels, hats & sun hoodies (light weight hoodie)

*Presale for merchandise to order, plus extras to sell at the next PTA events, website or as prizes.

E. May would be the next available time to have another fundraising event.

*Pre/resale merchandise

*Plant sale if the first one is successful

*Ashiya has talked to Jody our PCNC about being able to set up a PTA table during May Day to sell merchandise.

F. Discount Card Fundraiser

*Companies that produce discount cards for companies that are based in our local area but also use national brands.

* Easy because the discount company does most of the work

*You agree on 20 retailers that are associated with the card, they pre negotiate the discounts.

*One card for all retailers.

*Most of the discounts that Dylan had seen, you could use them once a day, every day.

*\$20 discount card is worth the value if there are already places you like to shop.

*Our only job would be to sell the card-Work on a design, get the design approved and agree on the merchants that would be featured on the card.

*4 week time frame to get the discount card from start to finish.

*The cards are good for a year after issue date.

*National brands means that we can sell to people on the mainland and they’ll be able to use them so potential for more sales.

*Casey Kaaukai brought up at this point that Camp Kula is on January 20th. So it was decided that the Social Day could be on January 27th, and the clean up on the 21st.

Teacher Report by Casey Kaaukai

1. Survey taken by teachers to show what they were interested in. Results were handed out to the board. Casey to email results to PTA email.
2. Ms. Akau hasn’t heard back for the field trip reimbursement google form she filled out. Ashiya let Casey know she did look at it today and will get in contact with Ms. Akau.
 - Casey brought up that it would be great if the board could email the teachers that their emails/forms were received, so the teachers don’t have to keep asking about the same

things. Even if it was an auto response after the form was submitted to ensure that the form was sent/received.

3. Suggestion for a volleyball court set up on the field due to the large response to the volley ball team sign ups.
4. Campus beautification suggestion- Planting in the areas in front of the classrooms.
5. When emailing teachers, it should be sent to the STATE emails and not the old Kula EI emails. This is why not everyone was getting the information the PTA was sending out.
*The board will create a Google form to get all the correct information from the teachers so we know they are getting the information the PTA is sending out. We will send the form to Casey to forward to all the teachers.
6. Teachers did really push for PTA membership support during the parent teacher conferences.

FINAL NOTES

*Break out groups aren't necessary because of the size of the PTA meeting today.

*Dylan mentioned using Mail Chimp to use email list to organize with fundraising events.

*Ashiya will send an email to Jody and Marianne with the fundraising events dates to get the ok.

*Separate emails for the social events and the Fundraising events for volunteers- link to Google form to sign up for volunteer events.

*"Show your Love for Kula School" February fundraising events name

*Dylan will be contacting people directly for the CSA fundraising

*Parent Square- Dates need to be cleared with Jody and then posted by Jody or Marianne.

Meeting Adjourn 7:05pm

Submitted by Melissa Davenport Secretary