

Kula Elementary School PTA Meeting



Minutes Unapproved

11/09/2022 via in classroom F103

Call to order: 6:15pm

Attendees:

President Ashiya Carter, Treasurer Gina Castaneda, Vice President Dylan Rist, Geraldine Albete, Cheryl Goethe, Jonathan Goethe, Amber Olson, Keala Akiona, Rochelle Abreu, Megan Ogle, Tiffany Brooke, Melissa Davenport & Marianne Wheeler.

Approval of last meeting minutes: Unapproved

Agenda- Available online and printed/ handed out during this meeting

*Gates to the school and the door to F103 were locked so the PTA board was not able to get into the class room and the meeting started late.

*Approval of last month's meeting minutes was tabled for the next meeting due to the minutes only being available shortly before the start of today's meeting.

*The "Getting to know you" activity was also cancelled due to the meeting starting late.

President's address to the PTA: By Ashiya Carter

Ashiya touched on these points:

1. Everyone in the room cares about our kids and our school, and we want to see the best for Kula school.
2. Everyone has different ideas and plans to do so.
3. The PTA should be a place for all of us to come together using a clear, open and honest approach with each other towards a common goal.
4. There are only three board members today, Angel has resigned as secretary. Angel has resigned due to the hostility at the last PTA meeting. It was unfortunate that people who volunteer at the school were talked to as negatively as they were at the last meeting. Ashiya goes on to explain that some of the questions that were asked were unproductive, and could've been asked in a better way. Communications between some of the members/teachers was very negative toward the board and there's no reason for that.
5. Ashiya goes on to say that the secretary was already overwhelmed before the last meeting and that was the tipping point. Ashiya points out that the disorganization of the beginning of today's

meeting is the aftermath of not having that support from the secretary. Getting agendas out, copies made, PTA meeting notice being sent out in a timely manner, and the sign in sheet are the duties of the secretary. So, the three remaining board members are trying to compensate for that loss.

6. At this point she brings up one of the points on the agenda for the night is to organize a "Secretary's Committee" so that when there is a new secretary elected, they aren't overwhelmed with so many different tasks, and will have a support system.

Proposal for Classroom PTA Parent

*Ashiya moves on to at the last board meeting they brainstormed how to best go forward as a PTA board. Topics discussed:

1. How to continue to support the school, our teachers, staff and students.
2. How to improve communication between the PTA, teachers, staff and parents.
3. How to increase membership in the PTA.
4. The board has decided to go back to a structure that was implemented when the Kula School PTA was formed- Classroom PTA Parent. This way every teacher will have direct input without having to come to every PTA meeting. Then the classroom parent could go back to their teachers and report what was said during the meeting.

*Ashiya asks the opinion of Megan Ogle our teacher representative at this meeting.

-Megan states that this is fine:

1. if it increases communication between the PTA and the teachers, because she says that this is the biggest issue right now.
2. It would also help the PTA attendance.
3. It may be an issue for every class to get a volunteer, but it wouldn't hurt to try.
4. Megan recommends that remote access for the meetings also start up again, because not everyone lives close to the school and having that option would probably help increase attendance.

*Ashiya says the board wants all the teachers to have a say, so having a parent per classroom will help that effort.

-If the PTA classroom parent is unable to attend a meeting there will be form to fill out a week before the meeting with any questions, concerns or ideas that want to be presented to the board.

-Standard form for every meeting will be due 1 week before the meeting.

-Parent and teacher collaborates about what needs to be talked about.

*Megan suggests making a "shared doc" to have on Google to fill out that everyone can edit.

- Ashiya brings up that for people who aren't on campus or a part of the campus system a shared doc might be difficult (to work with) and the concern that anyone can edit/change the shared doc isn't something they would want, they want to makes sure no one edits anyone else's words.

Secretary's Committee

-Volunteers from parents in the room to help

-Helps with flyers, sending out emails to PTA parents, making minutes, adjusting website.

*4 people volunteered for Secretary committee: Melissa Davenport, Geraldine Albete, Cheryl Goethe and Keala Akiona.

Volunteering/Fundraising/ Social Events

*Campus Clean up: Quarterly (First quarter's clean-up was at the beginning of 2nd quarter so we'll see if we can do 3 more, but 2 at least more.)

*Talent Show-

-It was brought up at this point by multiple members that Jody Kele has a list of activities, fundraiser etc. that she already has planned for the year.

*Marianne Wheeler then voiced her concerns:

1. Whatever the PTA is planning we need to alert everyone well in advance to be able to get it on Parent Square or send out a flyer with enough time for everyone to prepare and participate.

2. Also so that things don't get double "dipped" (ex: planning fundraisers too close together). Communication is a key point so these things don't interfere.

*In response to the above mentioned Rochelle will send an email to Ashiya of all of Jody's events so the board can see when would be best to plan events.

*Beach clean up (check with Jody's list of events as to not overlap with her fundraisers)

*May Day-Marianne wheeler has brought up that they are trying to do a "Cultural Day" not just may day, include all cultural inclusive. However, it was brought up that this year's May Day program has already been planned by the 4th and 5th graders so any other ideas would be an add on.

Teacher's Report by Megan Ogle

Megan reports the teachers have some questions/concerns:

1. Field trips: Teachers were wondering about why are the field trips only one each for Semester 1 and Semester 2? Because most of the field trips are planned for 3rd and 4th quarter because it takes so long to plan for a field trip.

-There was some miscommunication at the last meeting. Ashiya says that the PTA has funding for 2 field trips up to \$500 for each field trip per grade level for the year, no matter when it happens.

2. The teachers are overwhelmed by the field trip forms because there are so many questions, can we get a simpler form?

-This brought up a discussion about the latest field trip. Ashiya got in contact with the Honolulu Theater for youth to see what could be done, cost wise, because the two expenses for that field trip was the transportation and the tickets for the play. While talking to them she found out that the 5th graders were

getting transportation support. When she questioned why, they told her because they are a title one school and qualify for the grant to help with transportation. She then let them know we're all apart of the same school and would we be able to get support for all the grade level and the answer was yes. The HTY was then in contact with the school and was able to take care of the cost of the transportation for all the grades.

- PTA will pay directly on invoices due for the field trips, so they need to invoices to substantiate the payments.

- The board will look into simplifying the form in the future. But the form being so detailed helps the PTA understand the field trips that the kids are going on, which helps the PTA inform the parents about the field trips.

3. SPED teachers asking to be reimbursement for supplies already been purchased.

- Ashiya let Megan know that she was in contact with Erin Wise about reimbursement.

- Ashiya noted she hadn't had a chance to speak with the treasurer to discuss that aspect of the budget.

- The board is trying to understand how to factor in the SPED teachers in the budget.

- The Kula Community meeting brought up that the SPED students get an extra budget. Marianne said that extra money is just for the SPED kids.

- The PTA's concern is that the classrooms are getting double funding for SPED teachers.

- It was then explained SPED teachers have their own classroom. SPED kids are in General Ed, but get pulled out for specialized teaching to the SPED classrooms for a certain amount of time each day for specialized instruction.

- Ashiya asked Erin to fill out the form for the reimbursement.

4. Pushed PTA membership during the part teacher conferences and at the staff meeting

5. The teachers don't need the extra of the fundraisers (ex. no need pizza per teacher or a free carwash) they would rather the money go toward the coffers.

6. The teachers would like a copy of the budget when it's available

- Treasurer Gina Castaneda asked how the best way to share the budget would be.

- It was brought up that in the past that when the next years budget would be shared at the end of year staff meeting. Ashiya brought up the fact that that unfortunately hasn't happened in about 2 years because of Covid and that is why it was such a hot topic at the last meeting because they were still trying to figure out the last 2 years. Marianne asked to have the board send it to her email and she would send it out to everyone. Which Gina said she would be able to do.

7. Coach Keala brought up if she could get the budget for Cross Country/Track because she would like to order new/more larger sizes of jerseys since they've had the same ones for about 6 years. And some of the kids didn't have a jersey because they didn't have large enough sizes. Keala already talked to the vendor that makes our kids school uniforms and they would be able to print them.

PTA-TEACHER COMMUNICATION

It was brought up that the best way to communicate with the teachers is to email Marianne, Rochelle and Amber and they can forward the information to the teachers, put it up on Parent Square and/or send it with their weekly newsletter. If PTA has anything to add they should send it out by Thursday.

Harvest Festival

*We didn't have a harvest festival this year because we didn't know until late last year that we were going to be able to have one this year. This wasn't enough time to plan for this year.

* Ashiya proposes reaching out to all the former parents/volunteers to set up a "Knowledge Meeting" in order to share knowledge from previous year's Harvest Festivals.

*First step is set up a meeting with Jody to coordinate a plan

Break out in Committee Groups 7:12pm

Secretary Committee: Melissa Davenport, Geraldine Albete, Cheryl Goethe w/ Ashiya Carter

*PTA secretary resigned after the last meeting.

*Split up duties so the new secretary isn't overwhelmed

*Duties include but not limited to: Sign in sheet for meetings, keeping track of members, correspondence with State PTA, communicating with Jody (meeting times, event updates etc.), keeps on point with the PTA By-Laws, record meeting, type out the Meeting Minutes, making flyers for upcoming events

*Ashiya wants to upgrade technology for PTA so we can have an online sign in sheet online and possibly PTA assigned computers instead of using personal laptops.

To work on:

1. Flyer to be made to sign up for Classroom PTA parent (Gerry and Cheryl to work together on wording this, to be approved by PTA board and then sent to Jody to send out) Try to get flyer out by the 16th.
2. Online form to be created for absent Classroom PTA Parent to fill out 1 week before meetings: Name & questions/concerns (Gerry)

Duties Assigned:

Gerry- Online forms, website updates

Cheryl- Flyers/Distribution/Paper communication

Melissa- Meeting Minutes type up

Fundraising/Social Events/Volunteer Committee: Gina Castaneda, Dylan Rist, Tiffany Brooke and Jonathan Goethe

*Online Auction- Including “Gifts that ship” packages from Hawaii to the mainland. “Buy it now” price, so if they bid a set amount, they win the auction and it ships out.

*Discount/coupon book from Upcountry Businesses (New businesses)

*Hearts for Art in February

*Beach cleanup – Online donation options

*Purely social event possibly in January- Venue TBD “Happy Hour” for Parents/teachers to mingle

*Farmers Market at the School- Veggie box pre order pick up and plant sale

*Details to be determined once the board has Jody’s calendar.

Other Points:

Marianne will get Ashiya a gate and F103 Key for the PTA meetings.

Adjournment 8:10pm

Submitted by Melissa Davenport- Secretary Committee