

## Kula Elementary School PTA Meeting



### Minutes Unapproved

07/19/2023 via Zoom

Call to order: 7:05pm

**Attendees: Dylan Rist, Gina Castaneda, Keala Akiona, Jennifer Phillips & Marianne Wheeler**

**Agenda: Sent via text message to the board and Marianne**

**1. Officially appointing Keala Akiona and Jennifer Phillips on to the PTA Board. Dylan asks Keala if she is willing to do a 2 year term as PTA President, Keala agrees. So as of July 1<sup>st</sup>, 2023 Keala Akiona is Kula Elementary School PTA President and Jennifer Phillips is Adjunct Board Member of the Kula Elementary School PTA**

2. Dylan asks for approval of May 20023 meeting minutes, Gina seconds. \*Need to upload to website

### **3. Committee Review:**

A. Secretary committee \*Added last year to help fill the void of the Secretary position (TBD if we will keep)

B. Membership committee

C. Harvest Festival Committee

D. Fundraising committee

1. During the first general meeting it is important to find PTA members to head these committees to get more members involvement and lighten the load for the board members.

2. We won't add anymore committees until we know that we have people to head these ones first.

3. Keala notes that she does know parents that would like to help as a chair committee member.

### **PTA MEMBERSHIP DRIVE**

1. School supply drop off/teacher meeting August 8, 2023 12:30-2:30- Big push for membership at our PTA table. We want to get as many people to sign up there as we can.
2. PTA Membership flyer the board collaborated on to be distributed in the first day of school packet.
3. Parent Square Blast to remind everyone about meetings, fundraisers & volunteer events etc.
4. Raffle prize(s) for membership sign ups

### **Principle Report: Marianne Wheeler**

1. Fully staffed for the upcoming 2023-2024 School Year
2. Water line construction will be finished by July 27<sup>th</sup>
3. Fill stations will be up and running so bottled water will no longer be needed.
4. Waiting on the final word but it looks like Kula Elementary will be getting 7 million dollars to upgrade the cafeteria.
5. The new fences & gates are in design, and by fall break should be up.
6. Looking at the end of December 2023 to have the playground equipment installed.
7. Some teachers attended a Project based learning seminar in Napa, CA this summer. They learned a lot and look forward to implementing it this school year.
8. Mr. Kalani Au has joined us as vice principle!

### **PTA Technology**

1. Former President Ashiya offered to sell her iPad to the PTA Board since she was already using it for the PTA. She would delete her personal information from it and keep the PTA items on it. The board at the time decided that the age and condition of the tablet was worth buying it.
2. Keala suggested to have multiple tablets for the board members to be able to utilize and then pass on to future board members.
3. Keala will look into how much it would cost to buy iPads.

### **HARVEST FESTIVAL- November 18<sup>th</sup>, 2023**

1. Jody needs a budget from the PTA for seed money.
2. Keala asked Jody to sign an agreement to get and pay back the seed money.
3. Gina brings up Quickbooks stating the different categories that the PTA usually pays out for Harvest Festival.
4. \$15,000.00 is what Jody had asked the previous board as Harvest Festival seed money for this school year and it was agreed that it was within the budget.
5. PTA should pay out the expenditures then there is no co-mingling of funds with the school.
6. Set up a meeting with Jody to talk about Harvest Festival. Keala will meet solo if it's ok with the rest of the board- Dylan, Gina and Jen agree that it makes sense since Keala is already at the school with Jody.
7. Dylan contacted Brenda at KAOI and they are willing to donate Airtime for the Harvest Festival. We only need pay the taxes. An 84 word ad needs to be written for the ad.

### **WINTER FUNDRAISER Possibility**

1. PTA Christmas Craft fair fundraiser December 9<sup>th</sup>.
2. Vendors/food trucks – Charge them for spots.
3. Sell PTA Merch
4. PTA could sell Cocoa, cookies, coffee, Christmas craft etc.
5. No Conflict with Gingerbread lane-usually the Friday before Winter Break. Keala will double check with Jody on that date.
6. TBD:
  - a. Time & how many hours
  - b. what can we do to draw people in
  - c. can't be too big because we will just have had Harvest Fest
  - d. further discussion because of possible other conflicts.
  - e. buy a snowflake, decorate it and hang it in the cafeteria. Possibly have a sponsor to buy the snowflake.

### **February Plant Sale**

1. Try have students plant starts to sell at the plant sale.
2. Incorporate Ms. Ashley the gardening teacher.
3. Local plant nursery donations
4. Pass on the great deals to the community coming to our plant sale.
5. Sunday is a good day- church rush before and after

6. Possibly have a mini farmers market on the same day instead of a “farm box”
7. Utilize the cafeteria for table space -inside and outside
8. Sunday February 8<sup>th</sup> or 11<sup>th</sup> \*not Superbowl Sunday :P

### **LA OHANA DAY**

1. Date-Unknown
2. Snacks & Coffee were a hit!
3. Merchandise- Hats got good feedback.
4. Decals have been requested by parents
5. Water bottles sold not as well- possibly donate a bunch for the Paw Card cart
6. Donate stickers to the Paw Card Cart

### **PTA BUDGET FOR SY 2023-2024 Gina Castaneda**

1. \$85,000.00 in the bank
2. Combination of Paypal and BOH account.
3. Budget for SY 2022-2023-\$20,000.00
4. Operating costs: Website fee, PO Box etc.- just over \$2000.00
5. \$1000/quarter for PTA events that came up throughout the year- \$4000.00
6. Classroom supply & field trip support- \$11,500.00 (up to \$250.00 per teacher for supply reimbursement & \$500.00/ field trip- 2 per grade level)
7. \$1000.00 for PCNC -whatever needs she had.
8. Staff appreciation \$850 (ended up going over)
9. Harvest fest seed money \$15,000.00
10. Estimated SY 2023-2024 budget \$35000.00
11. Gina will do all the reconciliation of profit and loss up to June 30, 2023 and fine tune.
12. Possible items to spend PTA monies on:
  - a. School supplies for families that can't afford them.

### **Other business**

1. Keala will buy yellow bins for PTA merchandise
2. Merchandise-
  - a. Dylan is already working on ordering more hats.
  - b. Towels and hoodies- need to discuss with Aaron at Double Portions for a quote.
  - c. Try to keep price point for hoodies down so it's more appealing to buy.

d. Keala will email Nicole (who makes the school uniforms and the cross country shirts) to get a quote on a light weight dri fit hoodie & tshirt.

3. Cougar Discount card

- a. "buy one get one free" to get them out but with less profit.
- b. Sell this and the merchandise at Open House in August
- c. we have sold around 75 out of the 400 so far.
- d. try to sell at every event we are apart of

4. Keala will get dates for the events happening at school from Jody. Dylan suggested the PTA to take advantage of these events to make announcements letting the parents know what PTA has planned or possibly sell merch etc.

- a. Trunk or Treat
- b. Gingerbread Lane
- c. Movie Night
- d. La Ohana
- e. Camp Kula

5. Art Project Ideas-Dylan Rist

a. Through the National Endowments for the Arts grants available between \$10,000.00 and \$100,000 to do an art project.

We need:

1. A Leader 2. To Describe it 3. Apply for it.

We Missed the deadline for this year, but keep in mind for the next year.

Either the school OR PTA can apply per school.

b. National PTA

1. K-12
2. PTA Reflections art program
3. Register and Submit entries for the contest
4. They showcase the entries, and the winners get prizes.
5. PTA support to get the school/teachers involved to get this going.
6. Entry categories include: Visual art, photography, literature, music composition, film production & choreography.

6. Solar Project for Keokea Ag Park

1. Solar company will email Keala the contract- Basically it says the PTA will release the money to them and pay for the work that is done.
2. Tax credits can't be used by a nonprofit
3. Keala will get the contract for Gina to review before writing the check.

Meeting Adjourn 8:54pm

Submitted by Melissa Davenport Secretary