

# MAKALAPA ELEMENTARY PTA

Executive Board Meeting Minutes January 22, 2018

Call to Order: 4:17pm.

Attendance: Denise Arai (Principal), Peter Tovey (Vice-Principal), Shana Serrano (Vice-President), Miki Crisp (Secretary), Mercedes Libian (Event Coordinator), Brandon Au (Teacher), Doris Gomez (Parent), A. Baker (Parent), Erica Knopp (Parent), Gricelia Linares (Parent), Jamie Muniz (Parent).

Quorum: No – Business may not be conducted at this meeting.

- Minutes of November 20, 2017 were presented. No corrections were reported.
- Treasurer's Report for January 2018 was presented. Cash on hand \$13,606.69.
- Regal Foods Presentation – suggest for Spring Fund Raiser. Makalapa did this fund raiser last school year.
- Principal's Report:
  - New Meal Payment software. School will be switching over within the next two (2) weeks. Online payments have been suspended until the change is complete. Payments accepted in the office only until that time.
  - In light of the false missile alert of Saturday, January 13, Ms. Arai wanted to assure all that the school regularly practices emergency drills (fire, shelter in place, lock down, earthquake and evacuation). Suggestion from parents that the school produce an informational flyer outlining the Standard Operating Procedures for all emergency situations.
- Teacher's Report:
  - Request from teachers for \$200.00 to purchase gifts for our Speech Festival participants. This request does not need to be voted on because it is in the budget under School Support.
- Old Business:
  - California Pizza Kitchen Fund Raiser - \$672.44. Success!
  - Rock Project – Report from Shanna Serrano. The cost will be \$2.00 per student.
    - Rocks for 600 students
    - Border
    - Weed Barrier
    - Paint, brushes and sealant
    - Would hold it as a Parent/Child Activity during the evening and/or take home project.
    - Would like to give parents the option to purchase a rock to decorate as well.
    - Ms. Serrano will speak with Head Custodian to determine a location (suggestion to locate it in front of F Building by the drinking fountain).
- New Business:
  - General Membership Meeting – PTA is required in their bylaws to hold two (2) General Membership meetings. They will hold their first one just prior to the PCNC Word Bingo Night from 5:30-6:00pm.
- Next meeting, Tuesday, February, 13 at 4:00pm

Makalapa PTA Facebook – find us on Facebook at Makalapa Elementary PTA

PTA Gmail account address – [pta.makalapaelementary@gmail.com](mailto:pta.makalapaelementary@gmail.com)

Adjourned: 5:35pm

Minutes recorded by Miki Crisp