

Voyager 'Ohana PTSO Officer Meeting
Date: Thursday, February 20, 2014
Time: 5 PM
Location: Voyager PCS

1. Attendance

<u>Yes</u>	<u>No</u>	<u>Name/Title</u>
X		Blue Kaanehe, President
X		Anne Everingham, Vice President
X		Jo-Ann Aurio, Treasurer
X		Tracie Bento, Membership
	X	Monica Pierce, Community Relations
X		Kristi Dagdagan, Fundraising
X		Chastity Ferrer, Special Events
	X	Malia Infiel, Special Events
X		Mary Beth Barr, Principal
X		Trish Donaldson, Teacher Representative
X		Jaime Green, Secretary
X		Jennifer Doong, Parent
X		Gina Tana, Parent

2. Welcome

Meeting commenced at 5:03pm.

3. Secretary's Report

November and January minutes were approved and sent out.

4. Treasurer's Report

Nonprofit status: Joann is still working on reinstating us and may need \$400 to \$700 to complete the process.

5. Principal's Report

Pledge Drive: In past years, personal reminders had been sent out to parents to remind them about the pledge drive. Mary Beth may send a reminder around graduation. Parents have asked whether the school is set up for Direct Pay, so that an authorized amount can be taken out directly from a parent's account, but the school has not set that up yet. Mary Beth will have to check with the school board and business manager first.

School Board: Blue has asked Tirsa whether the parent reps could report to the PTSO regarding school board meetings. (Tirsa and Autumn are the parent reps to the school board) Although minutes used to be available on the school website, they are currently not posted while the website is undergoing construction. Considering that the board is undertaking a search for a new principal and is asking for parent input, as well as trying to recruit new board members from the community, we agreed that it would be nice for the parent reps to write a short blurb for the PTSO newsletter to keep parents in the loop. Mary Beth mentioned that there were plans for time to be set aside at the next board meeting for parents to speak.

Action: *Mary Beth will tell the school board members about the PTSO newsletter at the next board meeting and Anne will reach out to Tirsa and Autumn to ask if they could write something for the next newsletter.*

6. President's Report

Foundation Merchandise: We will continue to sell items at our events and the next general meeting. We've given it our best effort; however, at the end of the school year we will need to decide whether to give it back to Sue. Perhaps, the school could negotiate to buy the merchandise at the end of the year.

First Aid Kit/Flags: A first aid kit has been donated by Blue Construction and Development Company. An American flag was donated by the Coast Guard when they visited and taught flag etiquette and the school has a Hawaiian flag. Mary Beth thought that the flags may be too small. We still have a request to the Governor's/ Lt. Governor's office to make a flag dedication.

Action: *Trish will check with the Coast Guard to see if they can fix the knot in the rope. Blue and Jaime will assess whether the flags are too small and coordinate to have both a US and Hawaiian flag ready for a dedication.*

Field Trip Fund Donation: We had decided that all parent dues collected over our 150 membership goal would be donated to the field trip fund for those children who had financial hardship and couldn't afford field trip costs. Trish motioned to cut the check for the donation and let PTSO members know at the General Meeting in April. Jaime seconded and the motion was approved. We surpassed our membership goal by 37 so we will be donating \$370 to the Joyce Kimura fund.

Action: *Anne will add a blurb about the fund in the next newsletter.*

7. Committee Updates

a. Special Events

Ice Palace: Chas and Malia have everything coordinated: the paper goods and jugs and Chas has a spreadsheet for the tickets sold and “will call.” About 371 tickets have been sold. Tickets will be \$8 at the door for Friends and Family of Voyager. Glow sticks will be on sale as well. They have over 20 volunteers to help with entrance logistics and setting up the food.

Culture Day March 14: Volunteers are still needed to be present on the day and help manage the children at the different booths. Children have a passport and will go from booth to booth to experience something from different cultures.

Action: *Anne will include a volunteer shout out in the newsletter, but volunteers will still be coordinated through Kelli.*

Teacher Appreciation Week/ Luncheon: National Teacher Appreciation week is the week of May 5th, however we had scheduled our Teacher Appreciation week for the week of May 19th. Both Chas and Malia have finals the previous week, so we will keep our dates and plan the teachers’ lunch for that Thursday. We have \$800 budgeted for the event and Malia has already begun seeking donations for the teachers’ gifts. Jennifer mentioned that at their former school, they had chosen a theme for the week and decorated the teachers’ lounge and provided something each day.

b. Teachers

Teacher requests are due February 28 and will be voted on at the next Officers’ meeting in March.

c. Nomination Committee

There were two responses to the notice that had gone out regarding PTSO Officers: Jennifer Doong and Gina Tana. With the addition of Jennifer and Gina, we have a full slate of candidates for each position. Because there are no opposing candidates for any office, according to the Bylaws we can announce the Officers at our next General Meeting in April without holding a ballot vote. Our nominees include: President – Blue Kaanehe, Vice President – Gina Tana, Fundraising – Kristi Dagdagan, Community Relations – Jaime Green, Special Events – Jennifer Doone & Malia Infiel, Secretary – Trish Donaldson, Treasurer – Joann Aurio, Membership – Tracie Bento, Teacher Rep – Anne Everingham.

Action: *Confirm with Monica, Malia and Chas regarding their intentions to return/ not return to their officer positions.*

d. Fundraising

iD Cards: Unfortunately, there were multiple cash orders that had been misplaced somewhere between the parents giving the fundraiser money to their children and the money reaching Kristi. We all agreed that Kristi should be reimbursed for the money she fronted because of these lost orders. Also, a lockbox has been purchased for future PTSO fundraisers and events. The keys will be held by the President and Treasurer and an extra made for fundraising and special events. We also agreed that a PTSO envelope system should be set up so that money for the PTSO won’t get mixed up with

money for lunches, field trips or other events. Teachers can collect and hold the money in the envelope and turn it in to the office on the due date rather than piecemeal.

Action: *Kristi will confirm the amount of money she fronted for reimbursement.*

Jeans for Teens: Over 109 pairs of jeans have been collected for the Jeans for Teens program that was run and collected by the kids.

Amazon: Kristi will embed the button on the webpage by the end of next week.

8. Other Business: Principal Survey

Autumn, on behalf of the school board, had asked the PTSO for recommendations regarding the selection committee's parents' survey of important qualities for the new principal. After much discussion, the PTSO recommended that the school board should host a forum for interested parents to discuss important qualities in a principal and/or they could send out a questionnaire for parents to choose their most important quality and the selection committee could categorize the responses.

9. Adjourn

The meeting adjourned at 7pm. The next meeting will be held on **Thursday, March 13, 2014 at 5pm.**