

**Families & Friends of Castle
Parent & Board Meeting Agenda
April 8, 2023 * 6pm, Castle Library**

1. **Welcome & Introductions:** Kathy Martin, Regina Yoshimori, Jacynthia Mitchell, Sonya Yara, Brandi Wakabayashi, Deb Saggars, Natalie Gaspar, Geri Kasadate, Nelson Gaspar, Shawna Hirakawa, Merci Soriano.
2. **Reports**
 - a. **Administration:**
 - i.
 - b. **PCNC – Kathy Martin/**
 1. Class of 2023 – Corey Obungen (advisor) & Maxine Yamamoto (parent):
 - Meeting: Will be a Project Grad meeting - April 19 * 6-7p in the library.
 - Graduation; Grad meeting Wed, April 5 @ 3p.
 - Banner Project: banner orders can still be taken but cost will be more than the \$15 original price due to rush printing. Contact Maxine Yamamoto ASAP.
 - Project Grad 2023: Deadline to sign up - April 19; forms on school website. Cost topped at \$325.
 2. Meeting Class of 2024 – Kana Naipo (advisor) & Lara Kong (parent):
 - Meeting: Next meeting April 26 @ 6-7p in the library
 - Fund-raising booth for Project Grad 2024 @ graduation day - individual snacks, water, soda/juice, some type of lei(?)
 - graduation funds are solid
 3. Class of 2025 – Leo Linsky & Brian Citro (advisors) & Natalie Gaspar (parent):
 - Meeting - Next meeting April 12 @ 6-7pm virtually
 - Selling fans (\$5)
 4. Class of 2026 - Jamie Hose & Tess Schwalger (advisors) & (parent): ???
 - Meeting: Next meeting is the 3rd. Thursday of each month - April 20 in the library.
 - March organization meeting (8) families attended plus rep from student council. Shared information about opportunities parent teams have helped with / could do to support their child's grade-level class. Do NOT have to solely think about fund-raising...but support the class fund-raisers (PR, donations) and activities including proms. Student council better understands how this 'team' can help them in the future.
 5. Teacher & Staff Appreciation Luncheon (May 9) - Waiting for FFC's input
 6. Next Knightly News - coming out in April - end of SY 'stuff', graduation; summer opportunities; dues & fees by mail due in July..
 7. School Website: I've asked and sent our tech person several times this SY to update. School IS hiring a company to take over the website this coming school year. **Be ready to submit forms, links, etc.**
 8. **Handouts tonight of FFC's: membership form, nomination seeking info, and FFC 'blurb' for end of June 'Pay Dues & Fees' annual newsletter mailed home to ALL families - currently bulk of FFC memberships are submitted at this time.** Also included in 2nd. newsletter mailed home. Pre-covid membership also came in at grade-level parent meetings (Freshmen, Senior, Sophomore & Junior) & Open House.
 - TO DO: review membership form
 - c. **Academies**
 - i. **Academy Director – Regina Yoshimori**
 1. Looking for parent members for next school year
 - a. looking at the goals, mission, vision for the academy each year
 - b. how the pathway is seeking support
 2. Advisory Board Meetings
 - a. Academy of Arts & Business
 - i. Tuesday, April 11, 3:30-5:00 pm, Library
 - b. Academy of Innovation

- i. Tuesday, April 18, 5:00-6:30 pm, Library
 - c. Academy of Medical Services & Culinary Arts
 - i. Tuesday, April 4, 3:30-5:00 pm, Library
 - d. Freshman Academy
 - i. Thursday April 27, 1:45-2:55 pm, Library
 - 3. 23-24SY Academy Directors & Academy Leads
 - a. Directors will work together to work for the whole school, work place opportunity focus, business partners. Leads will be the department chair.
 - b. Academy of Arts & Business
 - i. Academy Director: Lia McCall
 - ii. Academy Lead: Casilda Rippard
 - c. Academy of Innovation
 - i. Academy Director AND Academy Lead: Colleen Everett
 - d. Academy of Medical Services & Culinary Arts
 - i. Academy Director: Shawn Uyeda
 - ii. Academy Lead: Aaron Tsuha
 - e. Freshman Academy
 - i. Academy Director - shared support by three career academy directors
 - ii. Academy Lead: Elliot Buccat

~ add these directors and leads to information sharing
 - ii. **Arts and Business** - AP Pastor/Lead Rippard
 - 1. Will be using \$500 from FFC to [purchase digital pens and an office chair for the college prof servicing the Castle students](#)
 - iii. **Innovation** - AP Taua/ Lead Everett
 - 1. Car Show on April 29
 - iv. **Medical and Culinary** - AP Micale/ Lead Uyeda
 - 1. April 14th Field Day - Utilizing \$500 from FFC for food for event
 - v. **Freshman**- AP Tagatauli/ Leads Buccat and Yango-Au
 - 1. We would like to use the \$500 from FFC to purchase gift certificates for Freshman end of the year Award Ceremony and snacks for the field day for our students in the 4th Qtr.
 - a. Board needs to discuss
 - b. \$10 gift cards approved
 - vi. **Navigators**- AP Tagatauli / Leads Ing and Yanagida
- d. **Student Government – Renee Omori-Kudo reporting**
- 1. Class of 2023 Sr Prom this past weekend. Parent team donated everything for decorations and centerpieces and even set up! Thank you!
 - 2. Class of 2024 Jr Prom in March. Parent team donated decorations, centerpieces and seat sashes! They also set up! Thank you!
 - 3. Class of 2025
 - 4. Class of 2026:
 - 5. Teacher Appreciation will do banners, posters, celebrations all week. Decorations and “dessert” for Friday lunch?
 - a. see notes for TA below in Board minutes
 - 6. Hero Activity. Committee planning Hero event for celebration for people with lots of points. TBD.
- e. **Project Graduation Advisory Group – Sato ,Kahala, Yamamoto**
- i.

f. **Band – Co-Presidents Cindy Cabral and Andie Kubo reporting**

- i. Hi-5 over \$400

g. **Castle Alumni Association**

h. **FFC Membership**

3. Board Updates

- a. .

4. Upcoming Events and Activities

A. Next FFC Meeting – May1st at 6pm at Castle Library

B. Possible Beautification Day - April 22

- a. power washing project that can be done outside of 4/22

C. Teacher Appreciation- May 9

5. Announcements

I. Board Business

a. Secretary's Report

- i. [Meeting Minutes](#)

ii. Motion to approve: Jacynthia Mitchell 2nd: Geri Kasadate

- 1. All in favor: unanimous

b. [Treasurer's Report](#)

i. Motion to approve: Natalie Gaspar 2nd: Jacynthia Mitchell

- 1. All in favor

ii. Treasurer's notes: Balance \$15,982.69

- 1. 3/10 Deposit of \$2188 (230 Senior Parent Night, 1315 Booth Fees, 643 - 50 membership, T shirt sales, crafter clearance donations), 50 Venmo T-shirt sales
- 2. Facility Use Fee \$348.26 for Crafter's Clearance
- 3. \$62.82 FFC Banner
- 4. \$108.89 Crafter's Clearance Banners
- 5. \$179.96 ACT testing snacks
- 6. \$2304.12 project grad profit winter craft fair
- 7. \$33 for Key Club recycle materials

B. Pending Business

a. Teacher Appreciation (5/9) \$1000 budget

i. Thoughts: Happy Hour. Desserts/pupus/coffees/ etc

- 1. donations of desserts and pupus.
- 2. FFC can fill in where needed
- 3. FFC can provide drinks: coffee, teas?, water, juice, soda?

ii. Possibly do a raffle and spend some donations/money on prizes or request donations for gift cards \$5-\$25

iii. Kailua Massage School - short massage - Jacynthia is getting a quote

- 1. Student Council assist?
 - a. Decorate, drawing for gift cards. Need to discuss with Renee

C. Future Business

a. Communication Goals

- i. FB, IG

1. What are our goals?

- a. Membership, Fundraisers, FFC events

- b. Ideas: Membership Monday - what do we want to communicate
 - what is the benefit of membership? Sharing Saturday - events, Knight sightings - seen in the FFC shirt.
 - 2. Focus on how we are communicating, the community we are communicating to.
 - 3. Revisit next time
 - b. Request to update Castle's website with update FFC information. The current information is out of date
 - i. <https://bit.ly/FFCCastle> website
 - ii. castleffc@gmail.com email
 - iii. current board
 - c. SBA snacks? When is SBA and who will be taking the tests?
Dale Detton - We've begun administering the SBA exams to all juniors. Students have been coming to the testing center with their English class. SBA testing is scheduled for all of April. 248 students are scheduled to take the SBA ELA and math exams this month. (Kathy asked if Dale still wanted funding? Snacks?)
- D. Funding Requests
 - a. Photo paper for new pathway
 - i. [Photo paper wish list](#) (7 orders of 200 sheets)
 - b. Support for academies - needs?
 - i. \$500 per academy, \$250 for Navigators
 - 1. Need to discuss Freshman and get specifics from all academies

adjourn at 6:59