



Kailua Intermediate School PTSA

General Membership Meeting

Wednesday, November 15, 2017

5:30 pm KIS Library

Meeting Notes

Meeting called to order 5:30pm by Leane Kaneko, President

1. Introductions (6 members present)
2. Meeting minutes from October 18, 2017 meeting was reviewed and approved
3. Treasurer's Report (Amanda Ka'ahanui)
 - a. Reviewed the October 2017 Bank Reconciliation Report
4. Monetary Support Requests
 - a. Approved
 - i. Planned expenses
 1. \$234.87 = Make a Difference Day (MaDD) supplies (Lisa DeLong)
 2. \$48.14 = MaDD supplies (John Secreto)
 3. \$190.47 = MaDD supplies + expenses (\$107.90 supplies + \$77.62 volunteer lunch + \$4.95 refreshments) (Laurie Ahlgren)
 4. \$220.00 = KIS Turkey Trot (Matt Hamada)
 - ii. Unplanned expenses
 1. \$132 = Robotics District State Tournament 2017 (Brock Crawford, Robotics Coach)
 - a. Budget: Other School Supplies (\$62.00 t-shirts)
 - b. Budget: Other Student Awards (\$70.00 fee)
 2. \$14.01 = Drama Club Haunted Cafeteria (Laurie Ahlgren)
 - a. Budget: Other School Supplies
 3. \$150.00 = KIS Science Fair
 - a. Budget: Use excess MaDD budget (add Science Fair as expense item in next year budget)
5. Vice President (Carrie Perdue-Graham)
 - a. MaDD
 - i. Thank you to all MaDD volunteers for successful day!
6. Student Council Report (Student Leadership Representative & Student Activities Coordinator, Rachel Compton)
 - a. No report

7. Unfinished Business

- a. Hawaii Fundraising/Regal Foods Fundraiser
 - i. Principal DeLong did not have concerns with prizes or ticket system
 - ii. Prize updates
 1. \$300 or Xbox One to both the top seller and the drawing winner
 2. 2nd and 3rd place seller prizes: \$150 and \$50 respectively
 - iii. Products
 1. Will be requesting Portuguese sausage, hot dog manapua, cinnamon bread, and chocolate chip cookie
 - iv. Proposed dates
 1. Sale: Mar 27 – Apr 11
 2. Payment due: May 4
 3. Pick up: Sat, May 12, 9 -12
 - v. Advertising
 1. Video for posting to website and distribution with newsletter
 2. Presentation to teachers during faculty meeting on Feb 28
 - vi. Vote on holding Hawaii Fundraising/Regal Foods Fundraiser
 1. 5 yes votes
- b. Fundraising Coordinator
 - i. Search for position closed for this school year
- c. Fundraising Goals for SY 2017-18
 - i. No report
- d. New School Sign deferred to January meeting
- e. Marquee
 - i. No contractor willing to fix full frame
 1. To replace full frame, would need to order from Mainland company
 - ii. To fix only hydraulic arms, have handy man provide estimate for fixing

8. New Business

- a. National PTA Site Grant for Take Family to School Event
 - i. Deadline: Nov 17
 - ii. We will not submit application this year; add to PTSA planning calendar for next year

9. Reports

- a. Principal (Lisa DeLong)
 - i. No report
- b. Faculty (Karen Frato-Hildebrant)
 - i. Approved: Gift bags to be distributed to teachers' mailboxes for Christmas
- c. PCNC (Laurie Ahlgren)
 - i. High school visits for 8th grade parents
 1. High number of sign-ups for both schools
 - ii. Exploratory Day on 12/21

1. Dance in cafeteria and games around campus
 - a. Snacks sold during event
 - b. PTSA will sell leftover Otter Pops from Oct 6 event
2. Volunteers needed
- d. President (Leane Kaneko)
 - i. Future events for recruitment for new board members for next school year
 1. Dec 6, 5:30: Parent night for Honors students
 2. Apr 11, 6:15 – 8: Incoming 6th grade parent welcome
- e. Box Tops Coordinator (Chris DeLuca)
 - i. \$20 submitted by Nov 1
 - ii. Collection box placed in KIS office
 - iii. Collection box given to Kalaheo HS office
 - iv. Possible student challenge to be held 3rd quarter
- f. Membership Coordinator (TBD)
 - i. Leane completed set up of dedicated SignUpGenius account for KIS PTSA
 1. Online payment not set up yet
- g. Fundraising Coordinator (TBD)
 - i. Amazon
 1. Shop Amazon using KIS link:

[https://www.amazon.com/? encoding=UTF8&tag=kailuintersch-20](https://www.amazon.com/?encoding=UTF8&tag=kailuintersch-20)

 - a. KIS receives 4-8%
 - ii. Dining Out
 1. Panda Express
 - a. Next events: Nov 16, Feb 15
 - b. PTSA will request Apr 12
 2. CPK
 - a. Planned dates: Dec 6, Mar 7
 3. Round Table
 - a. Jan 22 confirmed
 - b. Event does not require flyer
 - c. PTSA allowed to hold up signs in parking lot
 - d. PTSA to receive 50% over gross estimate

10. Announcements

- a. No report

11. Meeting adjourned at 7:09pm

Next meeting is Wednesday, January 17, 2018 at 5:30 in the Library.

Submitted by: Heather Tipon, Secretary | Questions/concerns: KISPTSA@gmail.com

Future meeting dates: (3rd Wednesdays of the month except March):

January 17, February 21, April 18, May 16