



## **Kailua Intermediate School PTSA**

General Membership Meeting

Wednesday, October 18, 2017

5:30 pm KIS Library

### Meeting Notes

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

1. Introductions (9 members and 1 guest present)
2. Hawaii Fundraising/Regal Foods Presentation (Dan McGivern)
  - a. Products
    - i. Standard items: cookies (3 varieties), cakes (2 varieties), hot dog manapua, and pepperoni pizzas
    - ii. Alternative items: cinnamon bread (if cinnamon bread is picked, then chocolate loaf bread removed from offerings), Portuguese sausage (must be paired with one other meat item)
  - b. Order and money collection methods
    - i. Ticket system
    - ii. Envelope system with write-in orders
  - c. Dates
    - i. Start date: Jan 31 – Feb 16
    - ii. Envelopes and/or payment collected: Mar 2
    - iii. Distribution day: March 10 (9:00 – 12 at school)
      1. Items not picked up are donated to organization of school's choice
      2. Bags are provided
  - d. Prizes
    - i. Overall highest student seller: Xbox One or \$200
    - ii. Raffle
      1. Students to receive one raffle ticket for every 5 items sold
      2. Raffle prize: Xbox One or \$200
    - iii. Accepting prizes
      1. Can students accept prizes?
      2. Maybe PTSA can accept \$200?
      3. Research on concerns/questions of prizes
  - e. Sales and revenue

- i. \$7.50 selling price for each item
    - ii. PTSA submits payment (\$4.80 for each item) when orders are collected by Hawaii Fundraising/Regal Foods
    - iii. \$2.70 profit for each item sold
  - f. Vote on holding fundraiser deferred until next month
- 3. Meeting minutes from September 20, 2017 meeting was reviewed and approved
- 4. Treasurer's Report (Amanda Ka'ahanui)
  - a. Reviewed the September 2017 Bank Reconciliation Report
- 5. Monetary Support Requests
  - a. \$10 request withdrawn for chairs purchased for teachers
  - b. \$113.87 request for additional wheelbarrow (Garden Club)
    - i. Request is over the \$100 budgeted for Garden Club
    - ii. Wheelbarrow will be utilized by many other groups on school
    - iii. Request approved
      - 1. Funds to be taken from Other School Supplies in budget
- 6. Student Council Report (Student Leadership Treasurer, Marlissa & Student Activities Coordinator, Rachel Compton)
  - a. Last month
    - i. Successful "Cookie Face" lunch
    - ii. School-wide movie license obtained for the school year
    - iii. Fundraising and other events summarized in written report provided to PTSA
  - b. 2<sup>nd</sup> quarter
    - i. Possible movie night on Nov 9 or Dec 8
    - ii. Honor Roll Assemblies scheduled for Nov 9 and 13
    - iii. Planning underway for additional 2<sup>nd</sup> quarter events
  - c. Fundraisers
    - i. Jamba Juice fundraiser to be held one day a month until end of school year
    - ii. Kona Ice fundraiser Nov 8
    - iii. Windward Mall Festival of Giving coupon sales Oct 19 through Nov 5
- 7. Unfinished Business
  - a. Open Fundraising Coordinator position
  - b. Fundraising Goals for SY 2017-18
    - i. Shade for courtyard
      - 1. No update
    - ii. Bike fixing station
      - 1. Make a Difference Day project
    - iii. Skateboard rack
      - 1. Principal DeLong is working on ordering (may be Make a Difference Day project)
    - iv. Classroom fans

1. \$54,000 estimate from other Windward district elementary school for ceiling fans in 32 classrooms: 4 fans per room, ~\$1,700 per room
  - v. Cafeteria fans
    1. Discussion tabled
8. New Business
- a. Options for new school sign
    1. Make a Difference Day project
    2. Hire local artist to make wood sign (estimate \$2,200)
      - a. Art class to create a design
    3. Decision deferred
  - b. Teacher Appreciation Lunch
    - i. Date changed to May 2
  - c. Marquee
    - i. Hydraulic arms needed
    - ii. New extra-long locks (2) needed
    - iii. Amanda to research and obtain estimate
9. Reports
- a. Principal
    - i. No report
  - b. Faculty (Karen Frato-Hildebrant)
    - i. No report
  - c. PCNC (Laurie Ahlgren)
    - i. Q1 Exploratory Day: \$48 raised from Otter Pop sales
      1. Leftover Otter Pops to be donated to Student Council for Q2 Exploratory Day (Dec 21)
    - ii. Talking Tour for parents of incoming 7<sup>th</sup> graders: Oct 30. 9 – 11
    - iii. Kailua HS tours scheduled for 11/13 & 11/14
  - d. President (Leane Kaneko)
    - i. Q1 Awards Ceremony
      1. PTSA to purchase 6 movie cards (\$10 each)
    - ii. Upcoming PTSA State training (Oct 21)
  - e. Vice President (Carrie Perdue-Graham)
    - i. Make a Difference Day
      1. Nov 4, 8:30 – 12
        - a. SignUpGenius set up; includes both volunteer and food donation sign-ups
        - b. Need 75-100 volunteers
        - c. PTSA will not ask café to bake extra cookies
      2. New banner will be ordered for next school year
      3. Complete project list not complete

- a. Generic jobs will be communicated via flyer and SignUpGenius
    - 4. Dr. DeLong will be asked for guidance with childcare
  - f. Box Tops Coordinator (Chris DeLuca)
    - i. Mailed one Box Top sheet in advance of Nov 1 deadline
    - ii. Karen will add announcement to Kalaheo newsletter for donations to KIS
  - g. Membership Coordinator (TBD)
    - i. SignUpGenius offers online payment method (estimate fee of \$1.50 per transaction)
    - ii. Leane to set up dedicated SignUpGenius account for KIS PTSA
  - h. Fundraising Coordinator
    - i. Amazon
      - 1. Donation received
    - ii. Dining Out
      - 1. Panda Express
        - a. Next events: Nov 16, Feb 15, Apr TBD
      - 2. 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
      - 3. CPK
        - a. PTSA to receive \$142.26 from Oct 11 event
        - b. Upcoming days: Dec 6, Mar 7
    - iii. Foodland's Give Aloha
      - 1. Total donation for KIS \$460.23
10. Announcements
  - a. Footsteps and Transition Fair at Windward Community College Oct 21, 8:30 – 12.
11. Meeting adjourned at 7:27pm

Next meeting is Wednesday, November 15, 2017 at 5:30 in the Library.

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

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

November 15, 2017	January 17, 2017	February 21, 2017
April 18, 2018	May 16, 2018	