



Kailua Intermediate School PTSA

General Membership Meeting
Wednesday, September 20, 2017
5:30 pm KIS Library

Meeting Notes

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

Members present: Laurie Ahlgren, Cathy Bachl, Rachel Compton, Jessica Dauffenbach, Lisa Delong, Karen Frato-Hildebrant, Amanda Kaahanui, Leane Kaneko, Fatima Leonard, Jonah, Carrie Perdue-Graham, Christina Teramura, Heather Tipon

1. Introductions (12 members present)
2. Guest Presentation
 - a. Dan McGivern (Hawaii Fundraising/Regal Foods) unable to attend meeting; will reschedule for next month
3. Meeting minutes from August 16, 2017 meeting was reviewed and approved
4. Treasurer's Report (Amanda Ka'ahanui)
 - a. Reviewed the August 2017 Bank Reconciliation Report
 - b. Bank of Hawaii account statements are available on request
 - c. Proposed budget SY 2017-18 was approved
5. Monetary Support Requests
 - a. No monetary requests were received for this month
6. Student Council Report (Student Leadership President, Jonah & Student Activities Coordinator, Mrs. Compton)
 - a. Kailua Elementary service project
 - i. KIS students to read with students on Sep 29
 - b. Exploratory Day (date = Friday, Oct 6th)
 - i. Leane to set up SignUpGenius for food, drink, and volunteers
 - ii. Donations requested by Mon, Oct 2
 - iii. PTSA will sell Otter Pops as fundraiser
 - iv. Volunteers needed from 12:30 – 2:30
 - c. Student council donated profits from Jamba Juice fundraiser to UNICEF for Hurricane Harvey

7. Unfinished Business

- a. Elene Heltebran is interested open Fundraising Coordinator position
 - i. Leane to contact Elene to discuss responsibilities
- b. Approved and signed PTSA Bylaws and Articles of Incorporation were found and the Bylaws have been posted to KIS PTSA site
 - i. Recommend PTSA revisit/review at end of this school year
- c. Fundraising Goals for SY 2017-18
 - i. Shade for courtyard
 1. PTSA would like engineering students to present their designs at a future meeting
 2. Any design involving a building structure requires an approval process
 - ii. Bike fixing station
 1. Parts were found
 2. Report to be presented to PTSA if more supplies are needed
 3. Possible Make a Difference Day project
 - iii. Skateboard rack
 1. Principal DeLong is working on ordering
 - iv. Fans
 1. Not known if more fans are needed
 2. Ceiling fans were requested/placed on DOE project list
 3. Leane to contact prior elementary school ohana members on obtaining vendor used for their classroom fan installation project
 4. If fan project is funded by PTSA, vendor does not have to be vetted through DOE
 5. If large installation of fans cannot be done, suggest providing standing or box fans for classrooms

8. New Business

- a. No new business

9. Reports

- a. Principal (Lisa DeLong)
 - i. Two grants received
 1. Math/STEM/AVID grant
 - a. \$50,000 a year for 5 years
 - b. Funds marked for teachers participating in math improvement projects
 2. Mark Takai grant
 - a. \$25,000 for renovations
 - b. Additional \$25,000 from Castle for a Transition Center
 - i. Update technology in choir room
 - ii. Additional classes and testing uses identified
 - ii. 25% of KIS students are military (results of annual survey)

- b. Faculty (Karen Frato-Hildebrant)
 - i. Received donation of \$60,000 from private donor for laptops and online learning
 - ii. Super Supporter Days
 - 1. Community builder for future students of Kalaheo and Kailua high schools
 - 2. KIS students are encouraged to attend sporting events when these schools compete against each other
- c. PCNC (Laurie Ahlgren)
 - i. Request submitted to high schools to offer parent tour nights
 - ii. Next Principal's Coffee scheduled for January
 - iii. Need parent volunteers to run Exploratory Day programs
 - iv. Annual Talk and Tour scheduled for Oct 30
 - 1. 5th and 6th grade parents from all feeder schools invited
 - 2. Need 8 parent volunteers from 8:00–10:00 AM
- d. President (Leane Kaneko)
 - i. No update
- e. Vice President (Carrie Perdue-Graham)
 - i. Make a Difference Day
 - 1. 8:30 AM-12 Noon
 - 2. PTSA will provide spaghetti lunch for volunteers
 - 3. Potential to have 50 onsite projects
 - 4. Requesting 40 Marines to volunteer with projects
 - 5. Requesting donations of food and/or grocery gift cards
- f. Membership Coordinator (TBD)
 - i. Current membership: 68
 - ii. Board looking in to an online form and payment
- g. Box Tops Coordinator (Laurie for Chris DeLuca)
 - i. Box Tops to be collected and sent by Nov 1.
 - ii. Chris continues to monitor the Box Top website for updates and coordinate bulletin messages with Laurie
 - iii. Submit Box Tops to office, teachers, or on-campus bins
 - iv. Box Tops student competition might be held 3rd quarter
- h. Fundraising Coordinator
 - i. Amazon
 - ii. Dining Out
 - 1. Panda Express
 - a. Raised \$301.99 on Sep 7
 - b. Next events: Nov 16, Feb 15, Apr TBD

- 2. Round Table
 - a. Mon, Jan 22 confirmed
 - b. Event does not require flyer
 - c. Allowed to hold signs in parking lot
 - d. PTSA to receive 50% over gross estimate
 - 3. CPK
 - a. Paperwork submitted for reserved Wednesdays: Oct 11, Dec 6, Mar 7
 - b. Flyer required
 - c. PTSA to receive 20% of profits
 - iii. Foodland's Give Aloha
 - 1. Sep 1 – 30
 - 2. Use Maika`i Card and KIS Code (#78758) for donation
 - 3. \$40 received as of Sep 17
 - i. McDonald's Book fundraiser
 - i. \$2 profit per book sold
 - ii. Amanda has flyer with additional information
 - j. Great American Fundraiser (gift wrap) to be declined
10. Announcements
- a. Amanda and Heather attended State PTA Board Training on Sep 16
 - b. Upcoming Events
 - i. Footsteps and Transition Fair at Windward Community College, Oct 21 from 8:30 - 12
 - ii. Miss Hawaii Outstanding Teen
 - iii. Kids Festival at Ko Olina, Sep 23-24
 - c. DOE contracting with Stetson to provide inclusion training
 - i. Support for 20 schools this year; 20 schools next year
11. Meeting adjourned at 7:08pm

Next meeting is Wednesday, October 18, 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)

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