

PTSO BOARD: AUGUST MEETING
 VOYAGER PCS, ROOM 204
 August 14, 2014

- I. Call to Order: 5:11
- II. Attendance

<u>PTSO Board Member</u>	<u>Position</u>	<u>Present</u>
Blue Kaanehe	President	X
Jeff Vilardi	School Principal	X
Gina Tana	Vice-President	X
Trish Donaldson	Secretary	X
JoAnn Aurio	Treasurer	X
Jamie Green	Community Relations	X
Kristi Dagdagan	Fundraising	X
Tracie Bento	Membership	X
Jennifer Doong	Special Events	
(Open position)	Teacher Representative	
Jonie Tamayo-Wilson	Concert Committee Chair	X

X Additional Attendees:

Eric Izumi, Voyager Concert Entertainment Chair
 Chablis Kaina, Voyager Concert Keiki Zone Rep
 Marc Dawson, Parent
 Leilani Ahina, Parent
 Lusy Van Dyke, Parent

III. Concert Update

- A. Committee Reports
- B. Overview of Concert

1. Update of Location: Secured location at Bishop museum (The contract is getting ready to be signed next week and will state that set-up will begin at 3pm and clean up until 10pm, with the actual concert from 5-9 p.m.)
2. Event time: We can adjust the time and have some flexibility to include the performers. We currently have the concert scheduled from 5-9pm, but will need to change the official time to 4 to 9 pm. Suggestion to eliminate the time reference, but finalize everything by September 15th.
 Action: Committee to finalize performance times NLT September 15th.

C. Entertainment

1. Update: For the purpose of soliciting entertainers, we will need to fill 4-9pm. Reminder that we have the opportunity to utilize the entire area to showcase the multicultural performers (perhaps in a rotating fashion with some on the stage, some around the layout). We want to get confirmation of headliners and other entertainment by September/October. Eric will put together a list of suggestions and email out to the group. There is a budget of \$3000 for entertainment.

Action: Eric to put together a list of suggested performers/entertainers and email out to the group for feedback.

2. Discussion

- a) Performers (Blue, Tracie, Jen): Jeff noted that we have some options with teachers that could perform. Eric noted that they would be able to perform as a good transition into the professional performers. Jeff noted that he has contacts with PCC (Polynesian Cultural Center) to help with that aspect of culture.
- b) Halau: There is a conflict with the current group (time) and Blue will work to finalize that information.
- c) Other cultural performers: It was suggested that cultural performers perform from approximately 4 to 6:30; professional performers to follow. We are looking 6 to 7 acts at 20-minute performances, perhaps to perform concurrently.

D. Vendors

1. Update: Vendors are not wishing to commit to the 40/60 split at this time. We would also like to approve the menu and have a limit on the plates pricing. There was a suggestion that food vendors include plates under \$5.00.
2. Another suggestion was no fee, with a 50/50 split.
3. JoAnn, Brandy and Joni agree to continue researching how we can ensure we are maximizing the use of the vendors to make a profit.
4. Discussion of Fees vs. % of Script Sales: We need to align our vendors by ensuring we separate the items (to maximize the benefit to the vendors and the community.) NO specific discussion regarding:
 - a) Child Entrepreneurs
 - b) Food Trucks
 - c) PTSO Quench booth

E. Media/PR

1. Donor packet
2. Keiki Zone:
 - a) Chablis confirmed Kama'aina Kids will be providing carnival games, obstacle, slide, rock climbing wall, and four bounce houses. Possible rope course may be included. Joni wants to work with Kama'aina Kids to solidify the contract for the specific areas and also solidify the script cost.
 - (1) Next meeting: Discuss the cost of the scrips at \$0.50 and the use of a wrist band.
 - b) JMJ Mobile is a mobile gaming business operated by Voyager parent Frank Uehara. He has graciously donated JMJ 's services and will donate a photo booth and mobile gaming during the concert.
3. Volunteer Solicitation: Marines & sailors (set-up & more), New Hope Security (security) and Imua Canoe club (Keiki Zone) have been solicited and agreed to send volunteers. This will free up our families and staff.

4. T-shirts: Suggestion that we go with an event shirt and a concert committee shirt. Doing a silk screen may not be the best option due to the number of colors used in the current design. The current focus is on dry fit white shirts! Thai of Hybrid Designs has been contacted for printing Tracie will provide Blue with another potential contact for printing purposes.
5. Communication: Suggestion from Joni and Kristi to create a separate website to promote the concert. In addition, we want to continue to include the information on our website on a regular basis.
6. Mailers/Flyers: Jeff reported out on mailers and flyers and his option is not cost effective. Blue will follow up with Thai and Eric will follow up with his contact. Joni will follow up with Jacque regarding prints.
Action: Blue, Joni and Eric will follow up with their printing contacts regarding pricing.
7. Individual Sponsors: Continue "Friends of Voyager" sponsorship option to enable families and other individuals to help sponsor the event. e will need to ensure we have a acknowledge the sponsors and a suggestion was made to have the sponsors noted on the PTSO newsletter.

F. Budget and Contract:

1. Deposit: Upfront money will be needed to solidify Bishop location (at the cost of the PTSO).
2. 501(c)3 status: PTSO has filed for reinstatement and sent a money order to complete the 501(c)3, but the IRS has confirmed that the application was misplaced. We have since resubmitted our reinstatement application and payment and are awaiting response.
3. Vendor insurance requirements: Vendors are responsible for having insurance.
4. Voyager insurance requirements: Joni will take a look at the contract to reconfirm insurance, which may affect the entity that signs the contract with Bishop Museum. Due to insurance requirements, Voyager School may need to sign the contract. For purposes of accepting funds, the proceeds will go to Voyager PTSO.
Action: Joni to reconfirm insurance requirements.
5. Parking: Joni will confirm the parking information for the possibility of enlarging our options at Kapalama School.
Action: Joni to confirm cost of parking option at Kapalama School.

IV. Timeline

- A. Discussion that headliners and time will be solidified by September/October. for or promotion push.
- B. Additional discussion regarding a theme event for 2016 event. Forecasting that future events could be held in May for a May Day promotion and push .

V. Principal Report

- A. First Day/Week of School: There is evidence of great spirits with the beginning of the new school year.
- B. Backpacks dispersal: Jeff reported that not all Fisher-donated backpacks have been disbursed. PTSO can do a second announcement for backpacks.
- C. Back to School nights: Ka'apeha was last night (8/13), Ho'okahua and Makalapua will be next week, 8/20 and 8/21, respectively.
- D. Recharge Sessions: Jeff feels like he needs to know more about Voyager before offering recharge sessions. He is holding off and working very hard with keeping the lines of communication open. He suggested that perhaps the need that recharge sessions may begin to fulfill might be more for a newcomer (Voyager 101) orientation.

- E. Third Methodology: Habits of Mind (September 2nd teachers will receive training)
- F. Site Council: First meeting was today with representation from various stakeholders (parents, teachers, staff, and students). Information can be filtered to members of the site council to share information between the group and the Governing Board. Discussion of giving access to the Site Council to the school community via the website (Jeff will post this information).
- G. Afterschool Specials: Possible implementation will be discussed some time this year. Jeff is in the process of negotiating, but still in the research stage for finding the right people that will serve and sustain the process.
- H. Summer School: Not sure on this item just yet. Jeff noted the need for a cleaning of the facilities.
- I. Voyager Vision Mission 21st Century: We are teaching today's youth in a manner that aligns them and prepares them to be career and college ready. There is a plan for implementing technology.

VI. President Report (Blue)

- A. Report for Minute purposes approval on Budget
 - 1. The budget was passed by vote at the Back to School Picnic on August 29, 2014.

VII. Treasurer's Report (JoAnn)

- A. Non-Profit Status (loss application/money order/sponsors): JoAnn reported that the IRS acknowledged that they have lost our reinstatement paperwork. Since JoAnn kept a copy of the application she just resubmitted with a new check. She will be attempting to get a refund on the previous money order.
- B. Closing out last year's books: All three signers at American Savings Bank will need to be present to sign for account. JoAnn will follow up with signing officers. It will require that all signing officers be present together at the bank.

VIII. Special Events Report (Jen)

- A. Debrief Back to School Picnic: Great turnout!
- B. Debrief First Day of School: Great idea to have donuts!
- C. Teacher Appreciation (too many teachers? 15 vs. 30+?)
 - 1. Appreciation for the following:

Ho'okahua (K-2)	Makalapua (3-5)	Ka'apeha (6-8)	Specialists	Special Education/ Resource
Mr. Anderson (K)	Mrs. Ralleta (3)	Mrs. Eren (6)	Ms. Abelli (Art)	Amy Fiandach (S)
Ms. Jayna (K)	Mrs. Trish (3)	Miss Krystal ($\frac{7}{8}$)	Mr. U (PE)	Erin Allan (S)
Ms. Anne ($\frac{1}{2}$)	Mr. James ($\frac{4}{5}$)	Miss Amy ($\frac{7}{8}$)	Kumu Ahukini (Hawaiian)	Linda K (R)
Miss Serena ($\frac{1}{2}$)	Mrs. Bonnie ($\frac{4}{5}$)		Senora Sanchez (Spanish)	Brenda Barker (S)

Mrs. Hasha (½)	Miss Mohammadi (¼)		Wenjing Wang (Mandarin)	
Mrs. Mall (½)	Mrs. Don (¼)			

2. Must be done between 08:30a-12:30p and any days except Wednesday
3. Monthly Appreciation:

August	Blue
September	Gina
October	Kristi
November	Tracie
December	_____ (none)
January	Jennifer
February	JoAnn
March	Jaime
April	_____ ???
May	Staff & Teacher Appreciation Week

4. Please let Jeff know about the date you will do your appreciation, so he can coordinate and appreciate the staff (non-teaching).

D. Fun Run: Tracie will make contact with UH regarding use of their track and field facility for Friday, February 13th.

Action: Tracie to inquire about use of UH track and field facility for fun run on Feb 13.

IX. Fundraiser Report

A. Mixed Bag Designs: Mixed bag fundraiser is ready to start on September 3rd. Fliers will be housed in the PTSO closet.

B. Holoholo: Kristi will solicit information to ensure we can get a solid 25 to start a pick up here on site.

Action: Kristi to obtain information from Holoholo regarding requirement to begin pickup at Voyager.

X. Teacher Report (Trish)

A. Teacher Requests (monthly v. trimesterly): Motion to review teacher requests on a monthly basis (v. trimesterly) approved by Tracie and seconded by Kristi.

1. Requests submitted: Kelly Ralleta (to downgrade the cost of a FOSS science kit) and Jeff Vilardi (to purchase vinyl lettering to place within the school promoting Voyager's tenets).

- a) Motion to approve the request from Kelly Ralleta by Jamie, second by Tracie Bento to approve the \$300.

b) Motion by toapprove the request from Jeff Vilardi by Trish, second by Blue to approve the \$350.

B. Report on use of gift/back to school note: Trish will report more on how teachers used the back to school gift.

XI. Community Outreach

A. Student Passport Savings Account with Dr. Michael Cheang: Program for kids to help create monthly bank accounts.

1. There were concerns with the benefits that the program would have to the school.

2. Discussion regarding the procurement process.

Action: Blue will do further investigation regarding the program.

B. Beautification Day: PTSO is on board with helping facilitate the Governing Board push for beautification of the facilities.

C. Temporary Housing Facility at Fernhurst/Teens for Jeans: Information has been forwarded to the 6-8 Ka'apeha Academy.

D. Jeff will be taking on the task of flag raising, together with coordinating ROTC involvement and obtaining JPO information for the school.

XII. Membership

A. How are we going to ROCK our membership this year? (Next Meeting)

B. Total number of members in good standing is 118 members as of 8/14

XIII. Specials Notes

A. Reminder to give Kama'ina Kids advance notice for evening PTSO events utilizing the cafeteria.

XIV. Adjourn 8:04pm