

**Kalaheo High School Foundation
BOARD MEETING
June 24, 1999**

Meeting Minutes

Board members present: Suzy Churchill, Karen Kanda, Beth Fincke, Moss Ikeda, Bruce Voss, Bethanne Enoki, Martha Robertson

The meeting was called to order at 4:00 pm.

Old Business:

1. 25th Anniversary Follow-up

- All known expenses paid (were plants free?)
- Recommendations:
 - a. Annual event or every five years
 - b. Standing luau committee made up of alumni
 - c. Introduce out-of-towners
 - d. Use as a mechanism to perpetuate school spirit, as a vehicle to recognize alumni, and to get momentum for foundation support
 - e. Hold a debriefing session to build portfolio of successes and areas for improvement

2. Alumni Honors Follow-up

- Start looking for nominations for next year's honoree(s)
- Need to get perpetual plaque; where to put it? Library entryway? Needs to be secure, yet visible. Martha to review.

3. Treasurer's Report (grant related): Original goal was to give excess funds (over the \$25,000 endowment) to the school in the form of grants.

- Bank Total = \$28,268.21
- Accounts Payable = \$655.80
- Designated Donations = \$500.00
- Matching Gift Expected = \$250.00
- Endowment = \$25,000.00
- Available for Grants = \$2,362.41

New Business:

1. Grant Requests Review

- Art Department (\$200-\$250)
 - a. Long lasting purchase
 - b. Can be used by other departments (history, library, etc.)
 - c. Approved
- Science Department (\$600-\$700)

- a. Original request was \$910
 - b. Who would be using this program? Just Kerry Chesser?
 - c. Approved
- CSAP/Special Motivation Classes (\$899.17)
 - a. Staffing changes may change this request; does the department still want it? (Martha to check with Pat Middlesworth)
 - b. Should program be purchased for library and CSAP borrows it?
 - c. Will new computer teacher be able to assist?
 - d. Approved, if current staff still wants it.
 - Remedial Reading (\$3,089)
 - a. Outdated equipment requested?
 - b. Does library have sufficient equipment to carry out this project?
 - c. Is there a less expensive way to achieve similar results?
 - d. Can smaller scale pilot program be created to test success rates?
 - e. Does DOE have this type of equipment available?
 - f. Current funds not deep enough to cover this grant request as is.
 - g. Rejected

2. Grants Approval Process

- Advise requestors of approvals and rejections
- “Grant Agreement” – requires grant recipients to advise foundation of results; give assessment overview. Cannot be overwhelming as future requests may cease.
- Future grant requestors to meet with board to personally “sell” grant requests.

3. Miscellaneous Grant Issues

- Possible to use the two designated donations for any of the grant requests? Martha to check.
- Should we offer up the leftover funds for late grant requests?
- If we include the designated donations, we would have approximately \$1000; should we solicit the teachers in October/November, after the school year has started and their needs may be clearer?
- We need to know the school’s priorities for 1999-2000 and its long term goals in order to better align ourselves with overall objectives. Priorities are:
 - a. FOL – Focus on Learning – everyone should be a functioning member of a FOL committee.
 - b. Writing Project – first year showed where the needs are
 - c. Raising Standards
 - d. Accreditation Recommendations

4. August/September Newsletter

- Need articles submitted by August
- Martha to keep newsletter responsibilities

5. Action Items

- Martha to check with grant requestors to get answers to outstanding issues
- Martha to draft grant acceptance/rejection letters
- Bethanne, Wade/April to submit newsletter articles
- Bethanne to submit picture and press release to Sun Press

Meeting Adjourned

Respectfully submitted,
Bethanne Enoki