

03-03-26

Friends of Koko Head Meeting Minutes

Date: Tuesday, March 3, 2026

Location: Koko Head Elementary Cafeteria

Time: 8:15am - 9:30 am

Prepared by: AI generated notes

Reviewed by: Christina Tang and Lauren Cooper for accuracy

Attendees:

Board Members: Lauren Cooper - President, Nicole Bartolome - Secretary

Parent Community: Christina Tang, Suejin, Brenda, Steve, Erika

School Faculty and Staff: Principal Bracken, Michelle Schall, Sydnee Halcro

Key Announcements

- **Board Leadership:** Christina announced/recognized as **incoming Friends of Koko Head President** for next year.
 - **Keiki Karnival flyer:** Color flyers were printed and distributed via student folders; thanks shared to **Christina** (design) and **Principal Bracken** (printing support).
 - **Recycling Drive:** Scheduled for the **end of March**; Lions Club has been contacted to recruit support.
 - **Campus Safety Update for Keiki Karnival:** New pickup process being implemented (parent check-in/check-out); school has hired an **off-duty police officer** for added presence.
-

Principal's Report

Keiki Karnival logistics

- Grade-level dismissal/pickup instructions are communicated via a form sent home (some grades meet at booths; some pick up from classroom).
- Supervision plan includes staff assignments; updated map pending final booth placement.

Principal selection / "scouting update"

- Principal Bracken shared intention to remain through the **end of the school year** (high confidence).

- Principal position **not currently posted**; will reopened, likely around **mid-May**, aligning with typical end-of-year transition timing.
-

Program Highlights and Feedback

Julia Robinson Math Festival

- Widely praised by parents; feedback included:
 - Strong engagement for students and parents
 - Suggestion to extend duration / offer more time at activity tables
 - Idea to explore a simple food add-on next time (e.g., shaved ice) as a potential community-building and/or fundraising element
-

Fundraising and Community Updates

CPK Fundraiser

- Total raised: **\$895** (record year; >\$100 increase YoY)
- FoK matching: **\$905** (includes extra \$10)
- Total contribution: **\$1,800**
- Use: **May Day support** and purchase of new **ipu** instruments for **3rd grade music** (inclusive participation for all students).

Aloha in Action (with Friends of Hanauma Bay)

- Total volunteers: **100**
 - Koko Head Elementary: **88**
 - Kaiser HS video production: **2**
 - Friends of Hanauma Bay: **10** (incl. Rep. Joe Gideon and family)
- Shirts: sizes submitted; ETA after spring break
- Theme: **“Mauka to Makai”**
- FoK providing **\$200** in food for the Kaiser HS potluck; families do not need to bring food.

5th Grade Exhibition Night

- Thursday, March 5th from 5:00pm to 6:50pm
- Open to all families and community
- E-blast to be sent with itinerary/topics for planning.

Speech Festival

- Event date: **Saturday, April 25** (Grades 3–5) from 8am - 12:15pm

- Participation: **15 students + 2 alternates**
 - Coaching sessions underway (confidence, memorization, eye contact).
 - Brenda volunteered to support (speech/debate experience).
-

Financial Snapshot (as reported)

- **\$1,800** allocated to Kumu for equipment
 - **Cobra Chase: \$24,057** raised
 - Current balance reported as of 2/9/26: **~\$91,276.68**
 - Upcoming major events: **Keiki Karnival** (next week) and **Recycling Drive** (end of month)
-

Keiki Karnival Planning Notes

Wristbands

- **Green wristbands:** all Koko Head students (distribution to teacher mailboxes on Wednesday)
- **Yellow wristbands:** siblings optional, **\$5** to play games (supports prize costs)

Scripts

- Each teacher starts with **600 scripts** (aka tickets); refills at prize redemption table

Volunteers

- **15 Kaiser High School volunteers** secured to assist with games (student activities / Key Club discussed)
- Additional volunteer needs:
 - **Setup**
 - **Prize table management**
- Current count: **5 volunteers**

Community partners

- **Hawaii Kai Lions Club:** popcorn, used toy sale, principal raffle support
- **First Assembly of God:** shaved ice (donated again)

Used Toy Sale

- Official drop-off date communicated as **Wednesday**; donations often begin arriving Monday

- Sorting and setup planned **Wednesday–Thursday** during school hours; curtains closed to keep setup out of view

Prize Table

- Prize inventory is new; organized by script value (1 / 5 / 10 / 30 / 50, etc.)
- Need petty cash/quarters (suggested **\$40–\$50 in quarters**)

Work Session

- Michelle will be onsite **this Thursday around 8:30 AM** and requested help sorting/labeling prize table items to reduce morning-of setup pressure.

Decisions

- Continue encouraging small bills/coins for used-toy purchases; prioritize quarters/petty cash readiness.
- Proceed with current volunteer approach leveraging Kaiser HS support to reduce teacher burden.

Action Items

Action Item	Owner	Target Date
Send E-blast highlighting remaining volunteer needs (setup + prize table)	Michelle	Wednesday (before Keiki Carnival week)
Coordinate thank-you notes/cards for Kaiser HS volunteers; request roster/names	Nicole (coordination) + Michelle/Lauren (give names)	After Keiki Carnival
Obtain petty cash / quarters for used toy sale	(Lauren)	Before Keiki Carnival
Support prize table sorting/labeling work session (as available)	Volunteers + Michelle	Thursday (this week), ~8:30 AM

Next Steps / Upcoming Dates Mentioned

- Keiki Carnival: **next week**
- Recycling Drive: **end of March**

- Speech Festival: **Saturday, April 25**
- 5th Grade Exhibition Night: **Thursday, March 5th**
- Aloha in Action: shirts ETA after spring break; potluck at Kaiser HS
- Next Meeting: **April 14, 2026**