

LIHOLIHO LAULIMA PTA
BOARD OF DIRECTORS MEETING
Liholiho Elementary School, Library
August 9, 2016 6:00pm

MEETING MINUTES

I. Call to Order: This meeting was called to order by Vice-President, Paul Murphy, at 5:50 pm with a quorum of sixteen (16) voting members. Note: This board of nineteen (19) voting members needs a quorum of ten (10).

A. Members Present: Christina Small, Paul Murphy*, Danica Wong, Shelby Ozaki, Heather Florendo, Misty Sumida, Sachi Matsushita, Vince Soliven**, Shaleah Soliven**, Grant Giventer, Lori Ikeda-Ng, Renee Young-Chan, Mirasol Domingo, Stacy Yoshihara, Jocelyn Gabriel, Shannon Oide

**Denotes non-voting member. **Denotes co-chair sharing 1/2 vote.*

B. Members Excused/Absent: **Christina Choy*, Lawrence So, Chris Leong, Alicia Chang, Tricia Kunihiro, Evie Miyasaki

C. Thank you to all the members for providing potluck tonight: Misty, Vince, Paul, Heather, Staci, Renee, Lori, Mirasol, Mrs. Small

II. Principal's Report: Shannon / Mrs. Small

A. Staff Changes:

Christina Choi – PCNC

Ms. Nagata

Ms. Chery Nishiki – Counselor

Ms. Moon – 1st grade

Ms. Chun- 4th grade

Ms. Fujita – 1st grade

Ms. Salaveria - Team position

Ms. Ueki – 3rd Grade

Coach Kelly – about to give birth

B. Kindergarten Social August 26; 5:00 PM Sign in

(Lawrence and Grant attending – will promote the PTA as well as the Fun Fair).

C. Open House dates for Kindergarten are pending

III. PCNC's Report: (None)

IV. Officer's Reports:

A. President's Report: Paul

- Met with Shelby and Lawrence and Alan – Audit of last year's finances complete
- We do have a surplus of funds – please have a list of potential projects ready for the board to discuss and evaluate at the next meeting.
- Meetings will be held on the 2nd Tuesday of every month. Most members prefer 6PM start time.
- If anyone is not able to attend, forward any talking points to Paul so he can cover at the meeting.

- Forms that require approval should be sent to Mrs. Small and Mr. Oide for review before distribution to student folders. Ms. Choy who joins us as the PCNC is still waiting for her access to lotus notes.
 - If there are updates to contact information included on the Shutterfly site please send to Paul.
 - Reminder to review the by-laws, some of the board positions do have requirements with regard to documenting assignments/progress on the Shutterfly site.
- B. Secretary's Report: Dani
- Reminder that distribution of meeting minutes will be done on the night of the meeting. Please send back any comments or corrections by Sunday evening.
- C. Treasurer's Report: Shelby
- Approved budget has been distributed to all members. While the budget has already been approved, the board is allowed to amend as necessary.
 - For board members that require reimbursements, there is a green form available at the office (will also be made available online).
 - If anyone is making a donation, please keep a log of how much money was spent, even if not asking for reimbursement so we have an idea of costs per project.
 - For each meeting, we will be including in our minutes the amount of reimbursements that are being paid out. Plan is to include that as a separate attachment.
 - Taxes for last year have been submitted.
 - If you collect money, a cash count sheet is required. Submit the sheet to Shelby so that can be deposited to the bank account. Deposit receipts will need to be verified by a second member of the board before taken to the bank.
- D. 1st VP – Membership: Staci
- Forms for membership available for Mrs. Small and Mr. Oide to review.
 - Class that signs up the most PTA members will receive a pizza party. Deadline for applications will be Sep 12.
- E. 2nd – 5th VP – Fundraising: Renee/Jocelyn
- Fundraising Team met over the summer break and have a month-by-month plan for this year. See appendix for full list of projects.
 - Goal for this school year is \$41,750
 - Flier for kindergarten will be created for use at the Open House
 - Kona Ice – schedule already set, first sale date is 8/10. K. Kuroda donated the color flier printing last year. This year, the full schedule will be provided to students in an upcoming Thursday folder. Prior to each scheduled date, email reminder can be distributed to subscribed families. Mr. O can also update the reader board. Forecast is \$3,000 total funds raised through Kona Ice.
 - Update on Water bottle sales: We have 60 bottles in stock. Will promote again at the K-Open House. One comment received is that the bottles are too big for smaller kids.

V. Committee Reports:

A. Teacher Representatives: Sachi

- Alicia will be the fun fair representative and will attend those meetings
- Sachi and Evi will participate in board meetings
- Kindergarten started today, with ½ of the group, next group comes tomorrow
- Grade K orientation is scheduled for August 26.
- Enrichment has been assigned to Alicia; Mr. Towata will have upper grades
- Fun Fair booth assignments are being finalized by grade:

K – dime toss

1 – fishing and ping pong

2 – bean bag toss, hit the target

3 – plinko

4 – Water/Juice bottle toss

5 – Win a Fish, spin the wheel, knock the cans

Dunking Booth – question regarding who will support. Still working on how the funds raised from the booth will be distributed to participants. Lawrence can provide assistance.

- Math parent workshops
- Good response from all grade levels
- Will be held at 5:30 – 6:30 in cafeteria
- Aug 25 Grades 4-5; Aug 30 Grades 2-3; Sept 15 for K – 1
- Parents should plan to attend the appropriate grade level session

B. March Meeting Chair: Mirasol (None)

C. May Meeting Chair: Chris (None)

D. Donations Co-Chair: Heather

- Teacher appreciation lunch – thank you card from Ms. Fong shared with the group
- First email to teachers requesting wish lists sent to all teachers
- Some donations have already come in including monetary funds to support 5th grade field trips, and school supplies from Kahala Sunrise Rotary Club.
- If any board members know of people interested in making a donation please reach out.
- Will continue to reach out to teachers to check in on wish lists on a quarterly basis, but can send out ad hoc requests as well.

E. Special Activities Chair: Vince/Shaleah

- Will begin to work on planning for the Christmas Parade. Please forward any suggestions.
- Will take a look through last year's minutes to find the meeting that the board had an event recap.

F. Hospitality: Misty

- Will be handing out a sign up sheet for meeting refreshments.

G. Webmaster: Lori

- Planning to send out website subscription form – was done 2 years ago. After signing up, the site will trigger automatic updates to all subscribers.
- Currently we have 200 subscribers out of about 450 families.
- Teachers should also be encouraged to subscribe.

VI. Unfinished Business

A. Reflections Program – historically we've been participating but would we want to consider an alternative that is just school-wide?

- Sachi - With renewed focus on STEM, opinion that the program is of benefit and we did perform well.
- Questions raised:
 - How can we get more participation school-wide?
 - Teachers to take this back to discuss further how best the program can be implemented to ensure successful participation.
 - We would still need to determine a representative to support this program. (Sachi, Dani and Vince to discuss further)

VII. New Business

A. Do we have PTA letterhead? Rene is able to share the file she used last year. Request is to add our Tax ID to that and post to the Shutterfly site for everyone.

VIII. Adjournment: The meeting adjourned at 6:55 pm



8/14/16

Danica Wong
Recording Secretary
Liholiho Laulima PTA

Date

APPENDIX

Expenses Paid

Date	Description	Amount
7/16/16	Audit Committee Refreshments	\$17.49
7/27/16	Welcome Night Custodians – 2@ \$30	\$60.00
8/7/16	Board Meeting Childcare	\$30.00

Fundraising Committee

Tentative Monthly Outline of Events (GOAL IS \$40K for 2016-17 SY)

What’s the purpose for our \$40K goal? Past items purchased were playground equipment, reader boards, water fountains, smart boards, etc. We are looking into possibly replacing the old audio equipment in the cafeteria this year.

Month	Event	Notes	Projected Inc.
August	Welcome back night July 27, 5 p.m.	Will hang fun fair and give aloha banners at the welcome back night. We will also hand out flyers to the parents. Contact Matson and see if we can schedule in May for cleanup	
September	Foodland’s Give Aloha	Begin promotion in August Give Aloha, we will be throwing an ice cream party for the class that gives the largest donation. For every \$50 worth of donations, we will give families \$10 worth of Fun Fair scripts. For every \$200, you will get a Fun Fair Rides wristband in addition to the \$40 worth of Fun Fair scripts. Lawrence will make a new flyer with the promo details Renee will help collect and track class progress	\$10,000
October	CPK night?	If we do a CPK night in Oct we need to fill out the forms and submit it asap... maybe we should look at a date when there is a school holiday the next day for better turn out.	\$500
November	Fun Fair Kahala Mall VME	Promo Kahala in November Usage in Dec.	\$10,000 \$500

		Tricia will place order in Sep. Jocelyn will help collect and keep spreadsheet	
December		Begin sending out donation letters for Walk-a-thon	
January		Secure volunteers and supplies for walk-a-thon Think of a potential different way to do the stamp card	
February	Walk-a-thon	Walkathon in Feb ties in with food and fitness fair	\$10,000
March	Read-a-thon	Parent permission forms go home at the start of March, form and money collection one week after spring break	\$5,000
April	Direct ask letter/Hapalua	See where we are at in April and if we are short then send out a direct ask letter	\$1,000
May	Matson Beach Clean up		\$1,000
Ongoing	Kona Ice Truck	Visit the campus approximately twice a month	\$3,000
Ongoing	Water bottles	Currently there is 50 black left (as of June 2016). These are being sold at a \$35, \$20 cost, thus \$15 profit. Potential to look at doing another order, maybe in another color	\$750

Projected Income = \$41,750