

LIHOLIHO LAULIMA PTA  
BOARD OF DIRECTORS MEETING  
Liholiho Elementary School, Library  
September 13, 2016 6:00pm

MEETING AGENDA

- I. Call to Order: This meeting was called to order by President, Paul Murphy, at 6:22 pm with a quorum of seventeen (17) 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, Misty Sumida, Sachi Matsushita, Vince Soliven, Grant Giventer, Lori Ikeda-Ng, Renee Young-Chan, Mirasol Domingo, Staci Yoshihara, Jocelyn Gabriel, Shannon Oide, Lawrence So, Tricia Kunihiro, Evi Miyasaki  
*\*Denotes non-voting member. \*\*Denotes co-chair sharing 1/2 vote.*
  - B. Members Excused/Absent: Heather Florendo, Chris Leong, Shaleah Soliven\*\*
  - C. Thank you to members providing potluck tonight: Mrs. Small, Lori, Sachi, Evi, Staci, Renee
- II. Principal's Report: Shannon / Christina
- A. Open house events went very well. Thank you to the PTA members who presented
  - B. Parent Teacher conferences coming up – flyer will be distributed
  - C. K-1 Math Workshop this Thursday
  - D. Make a Wish Foundation recognizing a former student at a school event
  - E. October Activities – WOW Assembly, Frank DeLima, Evacuation Drill
  - F. Academic plan not due till the end of spring. Workshops being put on to address details on the “Every Student Succeeds Act (ESSA)
  - G. Results from the testing will be made available on September 23
  - H. Holiday “Halloween” Parade is being planned – student council to discuss theme
- III. PCNC's Report: (None)
- IV. Officer's Reports:
- A. President's Report: Paul
    - October meeting falls during fall break, will be pushed to 10/18
    - November meeting falls on election day, will be pushed to 11/15
    - February meeting falls on Valentines day, will be evaluated at a later date
    - Beach clean up, \$1,000 from Matson – Paul will head that event
  - B. Secretary's Report: Dani
    - Motion to approve 5/21 and 8/9 meeting minutes made by Shelby, passed by unanimous vote

C. Treasurer's Report: Shelby

- Water filter replacements ordered, will look for alternate vendors with lower prices. Check with Rocky, Head Custodian.
- Banking summary is available online

D. 1<sup>st</sup> VP – Membership: Staci

- 84 membership forms have been collected, with PTA members will reach about 100 members total
- \$220 in donations also collected with membership forms

E. 2<sup>nd</sup> – 5<sup>th</sup> VP – Fundraising: Renee/Jocelyn/Lawrence/Tricia

- CPK Night, still working on identifying the date (after students return from break)
- Very Merry Event at Kahala Mall, hoping to get on the list early so we can get more tickets this year (2015 only allotted 100 tickets)
- Fun Fair Update
  - o 7 page packet will be distributed this Thursday
  - o Volunteer projection – not complete yet. All committee chairs will need to submit their requests for volunteers
  - o Fun Fair meeting coming up next week Tuesday at 5:30 PM
  - o Plant Sale – Vince and Grant working with the business owner, question came up around the space allotted to the sale. Also working out the manner in which monies collected will be distributed.
- Kona Ice, schedule is set for the year. Check title will be changed to “Laulima” instead of being made directly to the school. One check already received, \$506 collected in 3 days of sales – a bit behind normal activity.
- Give Aloha – off to a slow start. Lori was our first donating parent! The chart of donations collected has been added to our website.

V. Committee Reports:

A. Teacher Representatives: Sachi

- Reflections Update
  - o Lots of interest from teachers – will be including in their lesson plans. Thank you to Vince and Shaleah for creating the flier.
  - o Vince working to secure judges
    - Eric Wehner – professional photographer
    - Juvana Soliven – sculpture lecturer (former Liholiho Student Body President)
    - (Renee to check with a writer/graphic artist)
  - o Past participation
    - 2015 – 27 participants
    - 2014 – about 40 participants
  - o November 1<sup>st</sup> due date for entries so we could plan to have judges complete their process prior to the Fun Fair day
  - o \$500 budget set aside for this program – Committee to share a detailed list of expenses for board review/approval. List to include matting required to display art work as well as gifts / awards certificates for the students.

- PA System
  - o Estimate came in about \$3,000 - 4,000 (vendor was looking at providing both a low and a high-end proposal)
  - o Would be a portable system that can also go outdoors
  - o Waiting for the formal proposal so board can review and enter a formal vote

B. March Meeting Chair: Mirasol (None)

C. May Meeting Chair: Chris (None)

D. December Meeting Chair: Grant (None)

E. Donations Chair: Heather (None)

F. Special Activities Chair: Vince/Shaleah

- Christmas Parade, have reached out to the contact person they were provided but have not received a response yet.

G. Hospitality: Misty

- Will be contacting everyone with a reminder of assigned pot-luck month

H. Webmaster: Lori

- Handout provided by Lori regarding all the content available on the three different websites. Documentation attached.
- Evaluate push notification capabilities from both Google Classroom and Liholiho.org
- After discussion around objectives and need for more understanding of current activity on the site by parents, motion to continue with content as is on all three sites until further evaluation can be completed. Motion presented by Dani, seconded by Tricia.
- Lori will add a link to the Laulima notification emails directing parents to Liholiho.org website and Google Classroom – objective is to get more parents to the two school sites for information.


## VI. Unfinished Business

- Air conditioning discussion,
  - o PTA at Wilson supports funds for the repairs of A/C and not the electrical. Kahala cafeteria air condition was paid for by the church. Two examples Mrs. Small was able to learn more about at today's principal meeting.
  - o There are other fan options (BAF, other types)
  - o Process is for DOE to come in an evaluate the temperature, and also evaluate the electrical situation.
  - o One potential problem with the cafeteria is if the fans are original, we could have structural issues.
  - o Paul to email Mrs. Small and request a contact person at the DOE so that we can evaluate options for the cafeteria.

## VII. New Business

- Can we evaluate the security around campus, motion lights and surveillance cameras? Can this be added to the equipment request currently being worked on for PA system?

VIII. Adjournment: The meeting adjourned at 7:39 pm



9/18/2016

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Danica Wong  
Recording Secretary  
Liholiho Laulima PTA

Date

APPENDIX

Expenses Paid

Date	Description	Amount
09/07/16	Most High Jump - deposit for fun fair bouncers	\$ 591.09
09/09/16	Custodians for 2 Open houses 2 @ \$30 each	\$ 120.00
09/09/16	Mrs Small - teachers welcome	\$ 188.17
09/09/16	Commercial Plumbing - fix water fountains	\$ 1,190.12
09/13/16	Exec Board Meeting childcare - Justin	\$ 30.00

## Website Discussion

There are 3 websites - LiholihoLaulima.org, Liholiho.org, and Google Classroom. The fact that there are 3 sites can be confusing to parents. And the fact that Laulima "posts" school information (which sends out automated emails) can cause parents to feel fully informed, reducing their incentive to visit the other websites where additional information is available.

**Google Classroom (GC)** has class level, grade level, school level, and Laulima information. There are school flyers, lunch menu, calendar, and more. Parents can monitor their kids' online interaction with others, review classwork and homework, view files from the teacher, and more. (Log in is required).

**Liholiho.org (main school website)** has DOE and school-mandated information. It has such things as: Student Handbook, Vision, Mission, MS4, DOE Link, McKinney Vento, etc. It's not fully populated yet. But there are sections for "About Liholiho", "Policies", "Students", "Parents & Community".

**LiholihoLaulima.org (PTA website)** has PTA information. Also school flyers, lunch menu. It has a calendar with PTA and school events.

## Proposed Changes

### Laulima website

1. Remove school information (school flyers, lunch menu, etc) since they are available in GC.
2. Modify the event calendar to remove school events (keeping only Laulima events and holidays)
3. Do a one-time post telling parents that school info can be found at the main website (Liholiho.org) and GC and that going forward we will only post PTA related info to the Laulima website.
4. No more email reminders of school events, lunch menu, Thursday folder flyers (except for PTA flyers). Perhaps at the bottom of all emails, include an email signature reminding parents to visit the other 2 websites for school information.

Thereafter the Laulima website would only have PTA info on it. Minutes, Board Members, Bylaws, PTA-related flyers, and calendar of PTA events + holidays. Also, I'd like to keep the blue student calendar. (Note that historical info from old posts would still be available.)

### Google Classroom

1. Ask Peter Nakashima to create a generic account for Laulima.
2. Lori can log in and post Laulima info and events to the calendar and Community section.

### Liholiho.org website

1. Lori to email Liholiho.org webmaster to add Laulima info and events to the calendar and News & Announcements section.

The end result is Laulima info will be on all 3 websites. And parents will be encouraged to visit the school websites.