

LIHOLIHO LAULIMA PTA
BOARD OF DIRECTORS MEETING
Liholiho Elementary School, Library
November 15, 2016 6:00pm

MEETING MINUTES

- I. Call to Order: This meeting was called to order by President, Paul Murphy at 6:08 pm with a quorum of eleven (11) voting members. Note: This board of nineteen (19) voting members needs a quorum of ten (10).

Members Present: Paul Murphy*, Danica Wong, Shelby Ozaki, Misty Sumida, Grant Giventer, Lori Ikeda-Ng, Jocelyn Gabriel, Sachi Matsushita, Evi Miyasaki, Shannon Oide, Lawrence So, Heather Florendo

Guest: Christina Choi

Members Excused/Absent: Christina Small, Tricia Kunihiro, Mirasol Domingo, Chris Leong, Vince Soliven**, Shaleah Soliven**, Renee Young-Chan, Staci Yoshihara

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

Thank you to members providing potluck tonight: Paul, Misty, Dani, Sachi, Evi, Shannon

II. Principal's Report: Shannon

- Thanks to the PTA for all the effort with the Fun Fair

III. Activity Coordinator Report: Christina

- How was the staffing
 - o Parking – ok
 - o Plants – ok
 - o Silent Auction – ok, low maintenance so didn't require as many hands
 - o Signage – there were so many parents with nothing to do in the café with food booths it was helpful to have people make signs that day. 3 student helpers and about 4 other parents helped with signs that morning
 - o Food - it was difficult to maintain staff as some students left during mid-shift. Next time, make sure students' shifts match the parents' shifts.
 - o Scripts – cashier crew worked out well. There was a little mix-up with the report time for Jocelyn. Should be centralized with the same person organizing all volunteers.
 - o Grade Levels – seemed to be ok, may have been a bit short handed at 12:30
- Other comments
 - o Some volunteers did not know where to report
 - o Can we provide more communication from the point of check in, or have one point of contact per each section

IV. Officer's Reports:

A. President's Report: Paul

- Spot lights, walkie-talkies discussion. School staff will look into providing more detail around both purchases so that the board can vote
- February Beach clean-up – 2/25 is the tentative date Paul will look into securing. 1 hour of work and \$1,000 donation to the school.
- Many thanks to Lawrence and Renee for all the work with the Fun Fair

B. Secretary's Report: Dani

- Motion to approve 10/18 meeting minutes made by Lawrence, second by Sachi

C. Treasurer's Report: Shelby

- Thank you for everyone's support with the food committee, everyone had fun working on this event
- Reimbursement forms are available online, please submit for any purchases made
- Full list of expenses will be provided in the appendix for this meeting.

D. 1st VP – Membership: Staci (not present)

E. 2nd – 5th VP – Fundraising: Renee/Lawrence

- Fun Fair
 - o Thank you to everyone for all the support with the Fun Fair
 - o A survey was provided to request feedback, please fill out and turn in by this Saturday. All documents will be loaded to Shutterfly site
 - o 10 responses from teachers and 8 responses from parents; overall people enjoyed the food, and the food prices
 - o Parking – use of parking lot; will be billing us \$100, \$50 for the signs to block the street. Not worth the amount of people who used the parking lot. Estimated about 55 people used the shuttle service.
 - o First Aid station – just minor scrapes were reported
 - o Food and drink tickets for the volunteers went over well
 - o We did have lots of electrical issues in the cafeteria. Had to plug in too many appliances. In the future should plan to distribute the appliances, or use propane instead.
 - o Issues with the sound system, initial thoughts are that the extension cord was not enough to power the system
 - o Games were crowded, lots of foot traffic (except for G building).
 - o Moving the plants from G building to the fish playground seemed to have work well and got a lot of foot traffic.
 - o There were some issues with the PayPal account. Only allowed one device to connect at a time. We also reached the daily cap.
 - o Other events on the same day as Aliiolani Craft Fair and possibly two others
 - o **Total \$16,316 funds raised (\$23k gross; last fair gross ~\$31k)**
 - \$6,000 will go back to grade levels
 - \$10,000 going back to PTA

- Very Merry event forms are due tomorrow; should be a first come first serve since we only have 100 cards available. Staff should bundle by day. Tricia or Jocelyn will pick forms up.
- Old Spaghetti Factory (15% donation), or CPK all day (20% donation) dinner fundraiser; more details to come.
 - o Should the PTA purchase an iPad mini and Square reader for use at all PTA events. Could be a wi-fi only device to minimize the cost.
- Give Aloha, \$11,500.04 check from foodland; \$9,196.04
- Read-a-thon – should we not do a read-a-thon for donations. We can still award prizes for the top readers by minutes.
- Free event – Christina has experienced at her children’s school that helps to keep parents engaged and feeling good about their involvement in fundraising. We should consider a movie night.

V. Committee Reports:

A. Teacher Representatives: Sachi

- December GMM, grade 1 performing, notes in appendix
- Curriculum purchased distributed for people interested in reviewing (Mr. Towata has already started using the material)
- Reflections program update, 58 students participated, 2 judges. Some of the materials were purchased that can be used in the future. We have the ability to send 6 entries on to the next stage so will go through and submit the highest scoring entries. Full list of supplies added to the appendix. Next year we should have both a parent and a teacher work on the program (recommendation for a committee as it is a lot of work)
- WOW Assembly Dec 20.

B. March Meeting Chair: Mirasol (Not Present)

C. May Meeting Chair: Chris (Not Present)

D. December Meeting Chair: Grant

- Regarding bentos – no one is tied to the previous vendor, Grant can take a look and see where he’d like to purchase from.
- Toys for Tots collection was done last year and can be included again this year
- Will try to get out at least 2 weeks prior to the meeting

E. Donations Chair: Heather (None)

- Oct/Nov was challenging since we had the fun fair. Teachers wish list was not posted until this week.
- Many teachers are not responding – unsure if they are not getting emails, or if they are fine with their supplies.
- Teacher feedback, it would be helpful that we push out the reminder that donations should not be more than \$25. Will be posted to the bulletin board as well as posted to the PTA site.
- Thank you notes – anyone is welcome to write their own thank you notes. The committee will plan to prepare some thank you notes. Heather is collecting a list of those needed.

F. Special Activities Chair: Dani for Vince/Shaleah

- Parade meeting is on Monday 11/21. Dani will be attending for Vince/Shaleah
- Shannon will be picking up the convertible. Will work out the pick-up time with Lawrence.
- School will be looking to see if the old banner can be found.

G. Hospitality: Misty

- Because we have GMM scheduled there is no PTA Board meeting in December.

H. Webmaster: Lori

- We have Fun Fair photos but we don't have consent for those that are not our students to post to the website.
- Lori to go through the pictures again and see if the school staff want to take a pass before posting. We should be cautious regarding posting photos of people we don't know.

VI. Unfinished Business

- Shelby looking into a couple other options for the sound system proposal. There are a few other edits being made to the list of what will be purchased.

VII. New Business

- A/C purchases in the classrooms. After researching the DOE policy 6700 it may be possible for us to move forward with purchasing A/C. Triggers someone from the DOE to come out to do an assessment. But how would we support the electricity needs and the added cost? The donation is what triggers the action. Plan to evaluate the

VIII. Adjournment: The meeting adjourned at 7:33 PM.



11/20/2016

Danica Wong
Recording Secretary
Liholiho Lualima PTA

Date

APPENDIX

Expenses Paid

Date	Description	Amount
09/25/16	Janice Yap – Wellness class ingredients	\$ 36.04
11/3/16	Scholastic Inc – brain-focused curriculum	\$ 170.76
11/15/16	Justin Ramos - Exec Board Meeting childcare	\$ 30.00
11/3/16	Most High Jump – balance for Fun Fair	\$ 1773.26
11/10/16	Cheryl Nishiki – Reflections g/c	\$ 180.00
11/10/16	Cheryl Nishiki – Reflections g/c	\$ 180.00
11/10/16	Ryan's graphics – scrip printing	\$ 637.70
11/10/16	Lori Ng – reimb for FF food & website	\$ 530.91
11/10/16	Sachi M. – Reflections supplies, prizes, judges meals	\$ 226.62
11/10/16	Roy P. & Kimo M. custodians for fun fair 11.5 hrs \$125 ea.	\$ 250.00
11/10/16	Christina C. – fun fair supplies	\$ 45.42
11/10/16	Misty S. – reimb fun fair food	\$ 346.32
11/10/16	Vince S. – 5 fun fair banners	\$ 209.42

December PTA Membership Meeting Notes
December 14, 2016

Grade 1 performance – Gingerbread Man loose in the School

What time is the event?

Bentos usually between 5 – 6

Meeting starts at 6 and lasts for 10-15 minutes

Plan for the teachers to start the show at 6:15

Grade 1 Teachers

Ms. Cathy Lynne Fong (main contact)

Ms. Joni Fujita

Mrs. Rae Kaya

Ms. Hee Sung Moon

**PTA Reflections 2016-17
What is Your Story?**

Danica Wong, Vincent Soliven, Sachi Matsushita, Cheryl Nishiki

Judges

Eric Wehner - Comercial and Wedding Photographer

Juvana Soliven - Present Lecturer, University of Hawaii at Manoa, Department of Art and Art History

58 Total Participants

39 Visual Arts, Intermediate Division (Grade 3 - 5)

13 Visual Arts, Primary Division (PreK - 2)

5 Photography, Intermediate Division (Grade 3 - 5)

1 Literature, Intermediate Division (Grade 3 - 5)

Qty	Item	Purpose	Total
1 roll	Painters Tape	Hang photos & secure form to item	4.99
4	Large white sheets	Backdrop for art showcase	--
6	Blue 1st place ribbon	Displayed at art showcase	\$14.34
6	Red 2nd place ribbon	Displayed at art showcase	\$14.34
6	Yellow 3rd place ribbon	Displayed at art showcase	\$14.34
6	Blue bag	For prizes	\$7.14
6	Red bag	For prizes	\$7.14
6	Yellow bag	For prizes	\$7.14
1	Tissue	For prizes	\$2.39
30	Black posterboard (leftover)	Matting	59.70
1	Double stick tape (leftover)	Matting	6.99
10	Frame 8.5x11 \$5.96 each	For certificates	59.60
12	Jamba Gift Card \$5	Prizes for 2nd & 3rd	\$60
6	Barnes & Noble Gift Card \$20 each	Prizes for 1st	\$120
2	Gina's BBQ plates	Dinner for 2 judges	\$26.18
10	Pens, rulers, bags, erasers, crayons, book covers, highlighters	Prizes	Donated
TOTAL			\$404.29