

LIHOLIHO LAULIMA PTA  
BOARD OF DIRECTORS MEETING  
Liholiho Elementary School, Library  
August 8, 2017 6:00pm

MEETING MINUTES

- I. Call to Order: This meeting was called to order by President, Paul Murphy at 6:16 pm with a quorum of fifteen (15) voting members. Note: This board of seventeen (17) voting members needs a quorum of nine (9).

Members Present: Christina Small, Paul Murphy, Shelby Ozaki, Renee Young-Chan, Wai Kee Chan, Mei Chun, Donica Kaneshiro, Heather Florendo, Aletha Sutton, Mirasol Domingo-Panoke, Grant Giventer, Tricia Kunihiro, Misty Sumida, Shannon Oide\*, Tanner Marsh, Lori Ikeda-Ng

Members Excused/Absent: Jocelyn Gabriel, Evi Miyasaki

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

Thank you to members providing potluck tonight: Aletha, Mei, Misty, Paul, Shannon, Mrs. Small, Donica, Wai Kee, Tricia

II. Principal's Report: Mrs. Small

- A. There's an increase in enrollment this year. The school gets more money if enrollment is above the projected number.
- B. Staff changes:
- Charles Kim – 4<sup>th</sup> grade, replacing Mr. Towata
  - Corey Yasuda from Leeward district – 3<sup>rd</sup> grade, replacing Mrs. Ueki
  - Shanley Apele from the Big Island – 2<sup>nd</sup> grade, replacing Mrs. Yee
  - Trudie Nagata – 2<sup>nd</sup> grade, additional teacher
  - Mrs. Uehara is back – Kindergarten
  - Lori Shimizu moved to Seattle
  - Marion Lyman-Mersereau – part time teacher who retired from Punahou
  - People working on garden with Mr. Marsh
- C. Kumu blessed the school. Planning a big May Day celebration.
- D. Welcome Night for Grades 1 thru 5
- Next time PTA should be put in the middle
  - Sakura Japanese Class couldn't make it
  - Mandarin will not be offered at this time since the teacher is now unavailable

III. Officer's Reports:

A. President's Report: Paul

- Since many current PTA board members are in their last year, please look for other parents to fill in openings, especially from Kindergarten.
- Will look over meeting dates and confirm whether meeting dates during slow months can be cancelled. There is currently no October meeting scheduled.

- Thank you everyone for coming.
- B. Secretary's Report: Jocelyn (not present)
- C. Treasurer's Report: Shelby
- There was no financial activity in July.
  - Monthly financials, including report of monies spent, are posted on Shutterfly before the meeting.
  - PTA board members who need reimbursement should submit reimbursement form and receipt.
  - If anyone needs to collect money for events, see Shelby who can go over requirements.
  - July balance was about \$43,000. Current balance is about \$28,500 after the \$14,500 August expense for part-time teachers Coach Holden and Brendan.
  - Financial Audit for 2016-17 completed on 8/5/2017. Thank you to the audit committee: Paul, Renee, & Michelle.
- D. 1<sup>st</sup> VP – Membership: Renee
- Membership forms and payments are coming in.
  - Planning to send out membership forms after Kindergarteners start school. Will send to children who are the only child or the youngest child in the school.
  - The Kona Ice truck is coming this Friday 8/11.
  - Will generate PDF of Kona Ice dates.
  - Paul from Kona Ice will contact Fundraising with amounts from sales.
- E. 2<sup>nd</sup> – 5<sup>th</sup> VP – Fundraising: Wai Kee/Mei/Donica
- The fundraising group met over the summer and reviewed previous fundraising projects. They solicited shops at Ward for donations/prizes.
  - Planned projects:
    - Aug/Sept – Tiki's or Chuck E Cheese
      - 8/31 and 9/7 are possible dates that work with the school schedule
    - Sept – Give Aloha
      - Renee has an edited copy of a Give Aloha video that can be played at Open House
      - Give Aloha can also be promoted in the video clip that Aletha will be creating for the Kindergarten Parent Orientation.
    - Oct – Book Fair. Mrs. Small will confirm possible dates.
    - Oct – CPK Night
    - Nov – Very Merry Event at Kahala Mall
    - Nov – Dave and Busters card
    - Nov – Turkey Trot (11/22 possible date)
    - Jan – Panda Express Night
    - Jan - Bubble Run (5K run thru foam; in Kapolei)
    - Feb – Keiki Great Aloha Run
    - Feb – Walkathon
    - Mar – CPK Night
    - Mar – Readathon (during spring break)

Mar – Hapalua (Paul has the contact info and will reach out)  
TBD – Matson beach cleanup  
- Matson donates \$1000. Paul will confirm possible dates.  
Ongoing – Kona Ice, water bottles

- Other ideas:
  - Bring food trucks to PTA General Membership Meetings
  - Have cafeteria make spaghetti to sell, which was done in the past. Bigger profit margin.
  - Zippy’s chili (pre-ordering tickets is preferable over sending home a set amount of tickets to sell – in case parents don’t return tickets)

#### IV. Committee Reports:

A. Teacher Representatives: Tanner (none)

B. March Meeting Chair: Tricia (none)

C. May Meeting Chair: Misty (none)

D. December Meeting Chair: Grant (none)

E. Donations Chair: Heather

- In the past, teachers were emailed to see what items they needed. However, not everyone was receiving the email.
- Other methods of communication suggested:
  - a. Email to Peter Nakashima to post it in google classroom and/or forward to teachers.
  - b. Place note in teachers mailboxes
  - c. Post signs as reminders to teachers

F. Special Activities Chair: Mirasol

- Will be working on Liholiho’s involvement in the Kaimuki Christmas Parade. It’s usually held on the first Thursday in December, which falls on 12/7 this year.
- Will be working on the May Day celebration.

G. Hospitality: Aletha

- Everyone should sign up for potluck on Shutterfly.

H. Webmaster: Lori

- Board members should be receiving “board” emails. If not, please let Lori know.
- Will add Tanner Marsh to the “board” email distribution list.
- Planning send out website subscription forms to Kindergarten and new students.
- Will continue posting to the Laulima website, copies of Thursday folder flyers, Kona Ice reminders. If anyone wants anything special posted, please let Lori know.

#### V. Unfinished Business

A. Paul is looking into purchasing fans from company B.A.F.

- B. Shade for the field being considered as well as covering for portion of the basketball court. A similar covering was installed at Tricia's place of employment. It cost about \$10,000 for 3 sail coverings.

VI. New Business

- A. Kindergarten Parent Orientation is on Monday 8/14 8:30 a.m.

- PTA should make a presentation.
- Tanner volunteered to relay PTA information
- Aletha volunteered to create a short video clip about PTA using a program called GoAnimate. Board members should send Paul information to be included in the video by Thursday evening 8/10. He will consolidate it and forward it to Aletha.

- B. A Halloween party was proposed for October. This would be a fun event for the kids.

VII. Adjournment: The meeting adjourned at 7:16 PM



8/16/2017

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Lori Ikeda-Ng for  
Jocelyn Gabriel  
Secretary  
Liholiho Laulima PTA

Date