

Liholiho Laulima PTA
Board of Directors Meeting
Liholiho Elementary School Library
August 8, 2019

Meeting Agenda

1. School Community Council (SCC) Meeting- (Scott shared in place of Dr. Murata)
 - a. Reviewed the role of the SCC: review AFP, allocation of monies, school uniforms, field trips, school wellness/safety
 - b. SCC consists of administrator, 2 parents, 2 teachers, 2 community members, 1 classified
 - c. SCC will present at Open House
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2. Call to Order-- PTA meeting called to order by Heather Florendo at 6:00 PM
 - a. PTA members present:
 - i. Present: Christina Small, Shannon Oide, Babetter Arakaki, Fred Magnenat, Namie Wong, Denise Gibo, Brad Motooka, David Suzuki, Chris Ichiki, Melissa McGuired, Melanie Kostron, Lisa Shimizu, Heather Florendo, Lianne Gohier, Isabella Gary
 - ii. Potluck provided by PTA members

3. Principal/Vice Principal's Report, Mrs. Small, Mr. Oide
 - a. Welcome Night
 - i. Parking was good-- timing between sessions was good
 - ii. Recommended to shorten time in the cafeteria
 - b. Faculty Updates
 - i. Mr. Serve-- 4th Grade, his wife can translate all the flyers in Japanese
 - ii. Ms. Funakoshi -- 2nd Grade
 - iii. Ms. Imanaka-- Curriculum Coordinator
 - iv. Ms. Cortez-- helping with ELL
 - c. Parking Lot
 - i. Expansion complete, some parents are parking in the lot after school despite signs
 - d. Mr. Oide → Attended Title 9 training regarding harassment on gender

4. Officer's Report
 - a. President, Heather Florendo
 - i. Distributed yellow folders to all board members regarding general operation procedures.
 - ii. Green Laulima mailbox in office-

1. Drop off all materials, forms, monies, reimbursements
 2. Requested that it get checked more regularly, all PTA members are able to check the mailbox
- iii. Flyers-
 1. Complete form for copies to be made,
 2. Wednesday group will make copies, please provide advance
 3. Email all forms to Mrs. Small before it is copies/distributed
 - iv. Shutterfly-
 1. Includes contact information and calendar
 2. Updates need to be made
- b. Secretary- Reimy Kuroda
- i. Will provide sign-in sheet at every meeting
- c. Treasurer- David Suzuki
- i. Created a new expense reimbursement form, will provide an Excel and PDF version for Mr. Nakashima to distribute to all faculty
 - ii. Provided Financial Statements for 7/1/2017→ 6/30/2019
 - iii. Finalizing Year End Financials with year end adjustments
 - iv. Audit concerns:
 1. Payment for Part time teacher-- best to pay in full, vs based on time sheets and then pay them
 2. Copy machine-- used to pay end of the year, but now will pay at the start of the year
 3. Timeliness of deposits, tracking of when monies received
 - v. Currently monies that are turned in are placed in green box, which is not “secure”, discussed possibly purchasing a safe for PTA
- d. 1st VP – Membership- Bella Gary
- i. Heather informed her that forms should go out soon
 - ii. Attending Hawaii State PTA Bootcamp September 14
- e. 2nd-5th VP – Fundraising- Denise Gibo
- i. Parent Donation Flyer:
 1. Distribution date: Thursday, August 22; combine with membership flyer
 2. Goal for this SY: \$34,000, states schools’ needs, suggested \$120/per child, calendar of all activities up front for the SY helps to be transparent, inform parents that they will still receive flyers even if they do an upfront donation,
 - ii. Future fundraising flyers, provide a disclaimer “thank you to those who have donated, here is another opportunity.
 - iii. Reviewed fundraising activities for SY: see flyer
 - iv. NEW: Book Fair
 - v. NEW: May Day
 - vi. Kona Ice: will come once a month

- vii. Papa John's, Jamba Juice, Pizza Hut
- viii. IDEA: Hawaiian Airlines Affiliate-- 5% discount + a portion to the school
- ix. Grant writing will be needed to reach goal→ Janel & Carolyn will be working on this

5. Committee Reports

- a. Teacher Representatives- Mr. Magnenat, Mrs. Arakaki
 - i. NEW: January 29, additional PT conferences for students who require extra support, will result in early release for school
 - ii. Mrs. Arakaki-- suggested a PTA member attend Kindergarten parent meeting on August 12 at 8:30 to discuss PTA
 - iii. Teacher concern: hot, ceiling fans a good place to start
 - iv. Wish list item: shades for K-1 playground
- b. December Meeting Chair-- Namie Wong/Lisa Shimizu
 - i. They will co-chair all meetings
 - ii. No performance→ Science Show case
 - iii. December 18, all grades
 - iv. 6:00 PM
- c. March Meeting
 - i. Book Fair, before Spring Break, tied into Read-A-Thon
- d. May Meeting Chair
 - i. 2nd grade performance
 - ii. Teachers to select date
- e. Special Activities Chair
 - i. Christmas Parade
 - ii. May Day- Friday, May 1, 2019 (TENTATIVE)
- f. Donations Chair- Janel (absent)
- g. Hospitality- Carolyn (absent)
- h. Webmaster- Chris Ichiki
 - i. Working on how to update the calendar

6. New Business

- a. Open House: August 28 (3-5: Upper grades), September 18 (K-2 Lower grades)
 - i. Presenters-- Heather and Namie
- b. NEW: Mailout for next SY to inform parents of who their child's teacher is
- c. Ideas for next year--
 - i. welcome night, shorten the time of the cafeteria time
 - ii. kindergarten welcome activity
- d. Next meeting will be on September 12 at 6:00 PM

7. Adjournment at 7:17 PM

8/13/2019

Secretary

Liholiho Lulima PTA