Liholiho Laulima PTA
Executive Board Members Meeting Minutes
SY 2025-2026

Date	September 9, 2026
Time	5:00 p.m. – 6:17 p.m.
Location	King Liholiho Elementary School Library
Attendance	Dr. Lee, Rachel, Katie, Chandelle, Nate, Jenna, Kaimana, Trinity, Sam, Ms. Lopes, Ms. Tomita Goshi, Dinna, Holly, Esme, Mako, Paula

Board Roster

Role	Board Members
Principal	Dr. Alan Lee
President	Rachel Gillotti
Vice President Membership	Samantha Robler, Linden Miller
Vice President Fundraising	Noel Hirshen, Candace O'Neill, Scott Iwanaga, Chandelle Yi, Dinna Schiering
Treasurer	Nathaniel Chun
Secretary	Katie Dungan
Marketing/Communications	Lei Briggs
General Membership	Emma Snakenberg, Holly Williams-Hernandez, Jacki Kongphan
Special Activities	Mykel Holden, Kaimana Kong, Noelle Naone, Dawn Wakukawa, Greg Au, Jenna Higashionna, Mariesol Kawano, Michele Costales
Webmaster	Aaron Ohta, Leo Hourvitz
Teacher Reps	Mr. Magnenat, Ms. Chelsea Lopes, Ms. Kelly Tomita Goshi
General Member Attendance	Esme, Trinity, Mako

Important & Upcoming Dates

Date	Event
8/13/26 – 10/31/26	Habilitat Fundraiser
9/1/26 – 9/30/26	Foodland Give Aloha Fundraiser
Friday, 9/18/26	No School, First Professional Collaboration Day
Saturday, 9/26/26	Regal Fundraiser Pick-up Day, Volunteers Needed
Friday, 10/2/26	Custodial Appreciation Day
10/5/26 – 10/9/26	No School, Fall Break
Wednesday, 10/21/26	Next PTA Executive Board Meeting
Friday, 10/23/26	Trunk-or-Treat
Tuesday, 11/10/26	CPK Liholiho Spirit Night – Kahala Mall

Action Items

Action	Owner	Next Steps	Deadline
Begin Trunk or Treat Planning	Chandelle & Linden	Initial Meeting	9/10/26
Coordinate Custodial Appreciation Day (10/2/26) Planning	Katie	Send Email to Committee	9/12/26
Begin Holiday Cheer and Craft Fair Planning	Katie	Send Email to Committee	9/12/26
Develop Member Involvement & Committee Sign-up Email (Regal Volunteers, Trunk-or-Treat Info, etc.)	Membership	Draft & Send	9/17/26
Review PTA Funding/Field Trip Grant Requests forms	All Board Members	Review	9/18/26
Review and begin use of budget template for committee use	All Board Members	Review & Use	9/18/26
Connect with contact regarding rummage sale details	Kaimana	Provide Info	10/21/26
Research electronics recycling drive	Esme	Provide Info	10/21/26
Begin Kaimukī Christmas Parade Planning	Noelle & Jenna	Silver Sponsor	12/3/26
Continue to send PTA website ideas to Noel	All Board Members	Develop Draft Website	Ongoing
Legacy Week Planning with School	Noel & Dinna	Committee Meeting	TBD

Meeting Minutes

Principal's Report – Dr. Lee

- **Enrollment:**
  - Current enrollment is 412 students, compared with the school target of 419. The enrollment shortfall reduces school funding by around $35,000.
- **School Priorities & Themes:**
  - Strengthening student academics and building stronger connections with families and the broader school community.
  - The Hawai'i Department of Education theme is "Rooted in Aloha, Driven by Purpose." Liholiho's theme is "Strong Foundations, Lasting Impacts"
- **Arts Program:**
  - The prior arts grant was discontinued. Dr. Lee contacted the artist and received options ranging from approximately $2,700 to $8,000, depending on the number of students, sessions, and projects.
  - Dr. Lee will compile the information and share a proposed plan with possible funding request with PTA for a future vote.
- **Warrior Week**
  - Dr. Lee, teachers, and staff are working on Warrior Week development. The first teacher/staff committee meeting was held week of 9/7/26.

Teacher Report – 5th Grade Teachers

- No updates this month.

President's Report – Rachel

- **Introductions & Welcome**
  - Three new PTA members joined the meeting.
- **PTA Expectations:**
  - Keep appropriate PTA board members (President, etc.) copied on school-related communications.
  - Take ownership of your roles and committees.
- **General Funding:**
  - Discussed how to address urgent or unexpected funding needs. Targeted fundraising may be considered for a specific need or event if it arises.
  - A teacher grant form is available in the shared Google Drive. The PTA has budgeted up to $1,000 per grade level for field trips.
  - A separate general funding request form is available for other teacher needs.
- **General Updates:**
  - Custodial Appreciation Day is on 10/2/26.
  - Working on social media to get it up and running.
  - Reminder, digital and printed materials should be shared with the school by Tuesday afternoons for inclusion in the Thursday folder and eNewsletter.

Secretary Report – Katie

- The August meeting minutes were presented for approval.
  - Nate moved to approve the minutes; Sam seconded; motion carried.

Treasurer Report – Nate

- Both August 2026 events, Kindergarten Picnic and Back to School Night, were under budget.
- Regal fundraiser budget information is still pending.
- The PTA's annual membership with the Hawaii State PTA has been finalized.
- Budget templates have been developed for committee use.
  - Fundraising revenue and event expenses will be tracked separately.
  - The net result of each fundraising event will be reviewed.

Membership Report – Linden & Sam

- The Kindergarten Picnic and Back-to-School Night were both successful and generated strong interest in the PTA, resulting in new members.
- Membership is near 80 as of 9/9/26.
- Membership Team will send an email to members with information about meetings, events, and committee participation. A link for Regal volunteer sign-up and Trunk-or-Treat information will also be included.
- Membership Team with work with other committees and teams to begin development of a monthly bulletin flyer to share with membership and Liholiho families.

Fundraising Report

- **Regal Fundraiser:**
  - Order pickup is scheduled for 9/26/26. Final sales totals were not available as of the 9/9/26 PTA meeting
  - Discussed giving the teachers a gift of cinnamon bread, but ultimately decided against.
- **Habilitat Fundraiser:**
  - Runs through 10/31/26
- **Foodland Give Aloha**
  - 9/1/26 – 9/30/26

        - Prizes include class party, Beats Headphones, and a YETI cooler.
    - As of the 9/9/26 PTA meeting, $74 has been donated through Foodland Give Aloha. The PTA plans to increase promotion of this fundraiser through social media and the school eNewsletter to increase interest.
- **Kona Ice (Monthly):**
    - September Kona Ice event generated $457 in sales. PTA take-home is $137.
- **Spirit Nights (Future)**
    - A California Pizza Kitchen spirit night is scheduled for 11/10/26 at Kahala Mall. PTA will receive 20% of qualifying sales.
    - The PTA is exploring a Dave & Buster's fundraiser. Power Card sales would result in 50% of sales to the PTA, and can be paired with a spirit night that returns 20% of qualifying sales.
    - CPK is 11/10/26. Day before Veteran's day. No school the next day. We get 20% sales on this.
    - In early conversations for Dave & Buster's. Power Cards are $10 0r $20 power cards, and we make 50%. Do this alongside spirit night on a Monday, Tuesday, or Thursday where you make 20% of sales that night. Do this on a Thursday or try and pair it with a holiday (no school).
- **Other Fundraising Ideas**
    - The board discussed a spring rummage sale, possibly including a children's area where students could sell items to other students.
        - Kaimana to ask Kalani High School contact about experience with a similar fundraiser
    - The board also discussed a possible electronics recycling drive.
        - Esme to reach out to a possible contact to determine program details.

Teacher/Staff Appreciation – Katie, Mikala

- No PTA support is needed for the 9/18/26 PC Day
- Custodial Appreciation Day is 10/2/26. An email will be sent to the committee to begin planning.

Special Activities

- **Trunk-or-Treat is scheduled for 10/23/26 (Chandelle & Linden)**
    - First committee meeting held on 9/10/26
    - Discussed the possibility of a Halloween costume swap.
    - Potential food vendors include KC Waffle Dogs and food and beverage vendors. The proposed vendor fee is $150.
    - The fifth-grade class is considering a bento fundraiser. The PTA could collect and track the funds on behalf of the fifth-grader class.
    - Silent Auction may be held again during this year's event. Fifth-grade teacher representatives to discuss with other grade-levels if they are interested in grade-level fundraising baskets.
- **Holiday Cheer/Craft Fair (Katie & Dinna)**
    - Begin planning, including date selection and reaching out to possible vendor contact.
- **Kaimukī Christmas Parade (Noelle & Jenna)**
    - No updates.
- **Legacy Week (Noel & Dinna)**
    - School staff and teachers have begun planning. The event will replace the annual Turkey Trot, incorporating elements of the Centennial Celebration as an annual celebration and fundraiser.
- **Other Committees**
    - If you have not already done so, please sign up for committees here: Committee Sign-up Link

Communications and Marketing

- The communications team is working to establish the PTA's social media presence and refresh the website and communications tools.

- Board members should share website ideas with Noel.
- Develop branding for Legacy Week, including a list of potential Legacy Week themes