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

Date	August 12, 2026
Time	5:00 p.m. – 6:12 p.m.
Location	King Liholiho Elementary School Library
Attendance	Dr. Lee, Rachel, Noel, Katie, Nate, Kaimana, Noelle, Dawn, Jenna, Mariesol, Holly, Linden, Aaron, Dinna, Mr. Magnenat, Ms. Lopes, Ms. Tomita Goshi

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. Lopes, Ms.Tomita Goshi

Principal's Report – Dr. Lee

- **Enrollment:**
  - Current enrollment is 412 students, compared with the school target of 419. The lower enrollment may affect school funding.
- **School Priorities:**
  - Strengthening student academics and building stronger connections with families and the broader school community.
- **Themes:**
  - Hawai'i Department of Education Theme: "Rooted in Aloha, Driven by Purpose."
  - Liholiho School Theme: "Strong Foundations, Lasting Impacts"
- **Support Needs:**
  - PTA support will be needed throughout the year, but especially for the inaugural Liholiho Week
- **Events:**
  - Back to School Night (Thursday, July 30, 2026, 4-6pm)

President's Report – Rachel

- **Introductions & Welcome**
- **Goals for the School Year:**
  - Connect everyone through building up the PTA, strengthening the school community
  - Serve the school by making a meaningful impact
  - Bring in new members
- **PTA Expectations:**
  - Keep appropriate PTA board members (President, etc.) copied on school-related communications.
  - Take ownership of your roles and committees.
  - Stay engaged and collaborate with all PTA team members, teachers, and staff.
  - Present a united front to families and the community.
  - Build sustainable events through good documentation and organization.
- **General Funding:**
  - A teacher request form will be developed for PTA funding requests.
  - Fifth-grade fundraising options remain open for future discussion.
- **General Info:**
  - Digital and printed materials should be shared with the school by Tuesday afternoons for inclusion in the Thursday folder and eNewsletter.

Teacher Report – 5th Grade Teachers

- This year's teacher representatives are the 5th Grade Teachers.

Secretary Report – Katie

- The July meeting minutes were presented for approval.
  - Mariesol moved to approve the minutes; Dinna seconded; motion carried.

Treasurer Report – Nate

- Fundraising grew by 45% last year. This year's goal is to grow by an additional 10% above last year's level.
- Each committee will receive a budget template for use.
  - Fundraising revenue and event expenses will be tracked separately.
  - The net result of each fundraising event will be reviewed.
- PTA will establish an annual reserve contribution so savings remain available for future years.
- The proposed budget includes increases to support student activities, classroom support, and administrative expenses for marketing, printing, merchandise, and other related costs.
- The proposed budget was presented for approval.
  - Nate moved to approve the budget; Katie seconded; motion carried.

Membership Report – Linden & Sam

- The PTA gained new members during Back-to-School Night!
  - 74 members as of 8/12/26
  - Membership raffle held during Back-to-School Night
    - 3 Winners – Dorothy Anne Perez, Lynn Oroku, and Xiaoli Yun
- Kindergarten Picnic – Scheduled for 8/27/26
- Membership plans to use school events to continue growing membership and fundraising participation.

Fundraising Report

- **Regal Fundraiser:**
  - Tickets were distributed 8/13/26. Money and remaining tickets due 9/4/26.
  - Pick-up day is scheduled for 9/26/26, 8 AM – 11 AM. Volunteers will be needed.
    - Products include cinnamon bread, Portuguese sausage, chocolate chip cookies (new), and brownies (new).
    - Discussed giving all teachers/staff cinnamon bread.
    - Individual and class prizes are also planned.
- **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.
- **Kona Ice (Monthly):**
  - The August Kona Ice event generated $546 in sales. PTA take-home is $164.
- **Spirit Nights (Future)**
  - Potential spirit nights include Panda Express, California Pizza Kitchen, and Dave & Buster's (tentative).
    - A Dave & Buster's event could combine Power Card sales with a percentage-of-proceeds fundraiser.

Teacher/Staff Appreciation – Katie, Mikala

- 9/18/26 is the first PC Day of the year
- 10/2/26 is Custodial Appreciation Day
- Committee to begin planning teacher and staff appreciation efforts

Special Activities

- **Trunk-or-Treat is scheduled for 10/23/26 (Chandelle & Linden)**
  - Similar to last year, this event may include a silent auction and other fundraising efforts.
- **Holiday Cheer/Craft Fair (Katie & Dinna)**
- **Kaimukī Christmas Parade (Noelle & Jenna)**
- **Legacy Week (Noel & Dinna)**
  - This event replaces the annual Turkey Trot, and incorporates elements of last year's Centennial Celebration. This event will become an annual fundraising and celebratory event for the school.
- Emails were sent out to individual committees

Communications and Marketing

- **Goals:**
  - Tell the story of Liholiho Laulima through marketing, website, email, and social media
  - Inform, engage, celebrate, and connect with the Liholiho community
  - PTA serves as a marketing arm for the school
  - Identify yearly communications focus/theme
- **Priorities:**
  - Refresh the PTA website
    - If you have any ideas for the website, share them with Noel
  - Establish a consistent social media presence
  - Obtain corporate sponsors and create sponsor-recognition opportunities
  - Develop reusable graphics and templates
  - Create a communications calendar

Communications and Marketing (Continued)

• **Legacy Week:**
  ○ Develop branding for Legacy Week
  ○ Develop list of themes for Legacy Week

Important & Upcoming Dates

Date	Event
8/13/26 – 9/4/26	Regal fundraiser ticket sales
8/13/26 – 10/31/26	Habilitat Fundraiser
9/1/26 – 9/30/26	Foodland Give Aloha Fundraiser
9/4/26	Kona Ice
Monday, 9/7/26	No School – Labor Day
Wednesday, 9/9/26	Next PTA Executive Board meeting
Friday, 9/18/26	First Professional Collaboration Day
Saturday, 9/26/26	Regal Fundraiser Pick-up Day, Volunteers Needed
Friday, 10/2/26	Custodial Appreciation Day
Friday, 10/23/26	Trunk-or-Treat

Important & Upcoming Dates

Action	Owner	Next Steps	Deadline
Develop teacher form for PTA funding requests	President / Executive Board		TBD
Provide committee leads with a budget template	President / Treasurer		TBD
Send any PTA website ideas to Noel	All Board Members		Ongoing
Update PTA records with approved July 2026 Minutes	Secretary		ASAP
Begin Trunk or Treat Planning	Chandelle & Linden	Initial Meeting	TBD
Begin Teacher/Staff Appreciation Planning	Katie	Initial Meeting	9/18/26
Begin Custodian Appreciation Planning	Katie	Initial Meeting	10/2/26
Begin KaimukĪ Christmas Parade Planning	Noelle & Jenna	Silver Sponsor	12/3/26