

Date: December 6, 2023

Location: Liholiho Elementary School Library

Start Time: 5:02pm

End Time: 6:04pm

Attendance: Dr. Lee, Meagan, Scott, Rachel, Cara, Chris; Jenn and Sam (Virtual)

Agenda Items	Person Sharing	Discussion
Principal's Report	Dr. Lee	Diamond Head Classic: Chaperone confirmation forms should be out in the Thursday Folder Bus/Transportation logistics are being finalized
Officer's Report President	Chris	Teacher appreciation event: Planning for another teacher appreciation event to include bento's or lunch for teachers. Requesting for PTO volunteers for distribution between 10am-11am. Last SY: held outside but looking to have it indoors Repair request: Teachers expressed requests for water fountain repair. Seeking quote for repair for board to review Holiday Program: Kindergarten christmas program PTO to thank parents for joining and recruit new members (Dr. Lee will communicate and work with Kinder staff about other details/questions kinder staff had about event)
Membership	Rachel and Sam	Holiday Cheer Event: 12/12 5-6:30pm Interest: 60+people request to attend - 132 children/132 adults membership has moved to waitlist as we are working out logistics, seating, etc Program Judging Cookie decorating Ornament making Game on Court
November Minutes	Jenn	Motion to approve minutes: approved
Treasurer	Chris for Namie	
Fundraising Turkey Trot Fundraiser	Scott	Going forward: Prizes may need to be reviewed to make sure all winners properly awarded Consider having bibs on students Kindergarten used a "chase your teacher" on the first lap; was helpful- to improve directional instructions Switch out of adults at stations to give breaks Request to use the wow assembly to announce winners from turkey trot and bingo night; pizza; and prizes to be distributed
Teacher Representatives		Pledges going forward: electronic or paper/pencil
Special Activities Kaimuki Parade		Instructional email has been sent out Lights and decorations, buckets for candy are all ready to go. 160 have signed up for the parade 40 on trolley and the rest walking

		<p>Chaminade campus opens at 4pm Ends by crack seed store on Waialae Decorate the trolley and then distribute lights, candy, etc TROLLEY NUMBER 23 All should arrive by 5:15pm; parade at 6pm Volunteers report at 5pm and must pick up the orange vests at the check in spot (bottom of oval). Once group reaches volunteers; volunteers can hop in and join school group Need: Garbage bags, scissors, volunteer help to set up and clean up</p>
Announcements		