



1337 Mahiole Street  
Honolulu, Hawaii 96819

MES PTO Board Meeting Minutes  
April 13, 2023

Attending: Stacey Nishibata, Anne Lee, Jennifer Hahn, Jodi Inoue, Kelen Moana, Kristyn Nishimura, Kyle Matsuyama, Lynda Galera, Lynn Messer, Russell Kaya, Shauna Ichinotsubo, Summer Kupau-Odo, Tammy Takimoto, Thien Ho, Grachela Watanabe, Steph Srun, Amanda, and Darlene Mikami

- I. Call to Order
  - a. Meeting was called to order by Stacey at 6:01pm via Webex.
- II. Executive Officer Reports
  - a. President
    - i. Nothing to report.
  - b. Vice Presidents
    - i. Nothing to report.
  - c. Secretary
    - i. Minutes dated March 9, 2023 was approved.
  - d. Treasurer
    - i. Income [March]: \$41,191.55
    - ii. Expense [March]: \$886.09
    - iii. Treasurer's report was approved.
    - iv. Budget for SY 2023-2024 is being reviewed and will be finalized soon. Pending grade level requests from teachers and then forward to Principal Galera for review to determine what admin will be able to fund and the balance to potentially fund from PTO.
- III. Administration Report
  - a. Administration (Mrs. Galera/Thien Ho)
    - i. Aloha Run this year raised the most in the amount of \$41K.
    - ii. Campus Beautification
    - iii. WASC Accreditation visit during the 1<sup>st</sup> week of April. Very successful visit.
    - iv. Mandatory GE Orientation in-person meeting as an opportunity to have more parents join PTO. Have membership forms prepped or QR code to have parents sign-up at the meeting.
  - b. Teacher (Lynn Messer/Jennifer Hahn)
    - i. Teachers to prepare a budget for next year and submit to PTO by the 21<sup>st</sup>.
    - ii. Boosterthon Report which shows where the funds came from:  
[\[https://docs.google.com/document/d/13crUsVO0GZsk2ZLwFeHjH9ILIPzaQHe3J4TmaCMW158/edit\]](https://docs.google.com/document/d/13crUsVO0GZsk2ZLwFeHjH9ILIPzaQHe3J4TmaCMW158/edit)
    - iii. Apple Giving Tree: Teachers liked giving input as to what supplies are needed and suggested maybe the event could be earlier in the school year.
- IV. Committee Reports
  - a. Membership – Tammy Takimoto/Shauna Ichinotsubo
    - i. Reviewing how we can boost membership and recruit more parents at the event. There is a lot of cleanup of data and working on the website to help post more information.



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- ii. Communication Apps i.e. Seesaw or Remind – PTO cannot be added to these apps to send communication directly to parents however if parents sign and agree to receiving communication from PTO then it would be a separate set-up.
- iii. Mr. Ho confirmed that it would be ok to have a table for membership and t-shirt sales when the class information is posted in the beginning of the school year.
- b. T-Shirts/School Store – Charis Logan
  - i. Potentially looking for a new t-shirt vendor as the current vendor is unable to keep stock of shirts.
- c. Fundraising – Pam Adena/Landri Balisacan
  - i. Spring Fundraiser with Habilitat has been cancelled as they are unable to do the delivery in time.
- d. R.A.P. – Anne Lee
  - i. 300 students participated in last month’s RAP report. Next month’s theme is traditional folk tales and multi-cultural tales.
- e. PTO Book Club
- f. Orchestra – Grachela Watanabe
- g. Family Events – Kristyn Nishimoto
  - i. Painting Event w/ Hawaii Marine Animal Response Team: Event scheduled on 4/20/23 where HMART will do a presentation and then students will paint with the two artists and theme will be the monk seal. Kits will be put together for kids who are participating in the event.
- h. S.T.E.M. – Kristyn Nishimoto
- i. Website – Kyle Matsuyama/Russell Kaya
- j. Legislative and Community Relations – Darlene Mikami
  - i. Red Hill Defueling Dashboard is a website available to the public which shows the milestones of what has been completed so far.
  - ii. Walk for Water Event by the Sierra Club of Hawaii: Will be held on 4/23/23 from 8am to 11am at Ala Moana Beach Park – Magic Island. The registration link is [redhillwalkforwater.com](http://redhillwalkforwater.com). The registration fee is \$40 per adult and \$20 per child.
  - iii. For the month of April there are two programs currently running for Earth month.
    - 1. Recycle refrigerators or freezers and receive \$75 for each item.
    - 2. Nominate a non-profit for an energy saving makeover. Looking for 3 winners. Will be awarded new LED lighting valued up to \$25K.
  - iv. Be aware of fraudulent parking meters in town. The QR code should take you to download an app where parking is to be paid. If the QR code takes you to a website to make payment, that is a fraudulent site.
- k. Silent Auction [Kelen/Jodi/Kyle]
- l. Fun Fair
  - i. To be held on May 25<sup>th</sup> for students only. Mr. Ho suggested more bouncy houses to have children enjoy the bouncy house for a longer time period. Meeting will be held next week to discuss plans. For next year, budgeting purposes, if the PTO can manage a full blown fair then Principal Galera is ok with that type of event for next year.



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- m. Apple Giving Tree – Grachela Watanabe/Nisara Wagner
  - i. Flyer has been distributed out to students and will be from Feb 14<sup>th</sup> to 17<sup>th</sup>.
- n. Teacher Appreciation – Grachela Watanabe
  - i. Working on the flyer to ask for monetary donations from families which will be posted on PTO website. Catered food has not been decided. Lunch will be scheduled on Wednesday during the 1<sup>st</sup> week of May. Teacher grams will also be available to students to write a little note to their teachers. Goodie bags may be provided and gift cards may be given in nominal amounts (under \$25).
- o. Keiki Rainbow Run – Anne Lee
  - i. Sponsored by a non-profit organization with a registration fee of \$15 where the money goes back to the schools who participate. Tomorrow would be the last day to register without a late fee. From next week, the fee would be \$20 to participate. Event will be at Kakaako Waterfront Park at 8am. Packets will be mailed to the family's home but for late registrations, packets will be picked up the event.
- V. Other Projects
- VI. New Business
  - a. Craft Fair [Amanda] – To be discussed at another meeting.
- VII. Next MES PTO Meeting
  - a. May 11<sup>th</sup> at 6:00pm via Webex.
- VIII. Adjournment
  - a. Meeting adjourned at 7:12pm.

Darlene Mikami  
MES PTO Secretary