



MES PTO Board Meeting Minutes
February 8, 2024

Attending: Nisara Granado-Wagner, Jen Hahn, Melissa Harnsberger, Kathy Higa & Guy Hashimoto, Mr. Thien Ho, Ryan Ichinotsubo, Shauna Ichinotsubo, Jodi Inoue, Russell Kaya, Ashley Keola-Ganiko, Christine Kim, Summer Kupau-Odo, Ronnie Lee, Charis Logan, Kyle Matsuyama, Darlene Mikami, Kelen Moana, Stacey Nishibata, Kristyn Nishimoto, Jennifer Sakurai, Stephanie Srun, Tammy Takimoto, My Thanh Tseng, Kayla Zolbrist

- I. Call to Order
 - a. Meeting to called order by Kristyn Nishimoto at 6:06pm.
 - b. Minutes dated 1/11/24 was approved.
- II. Welcome & Introductions
- III. Executive Officer Reports
 - a. 1st VP [vacant]
 - b. 2nd VP – Nothing to Report
 - c. 3rd VP – Nothing to Report
 - d. Secretary – Nothing to Report
 - e. Treasurer
 - i. Income: \$2,572.48
 - ii. Expense: \$3,704.75
- IV. Administration Reports
 - a. Administration – Principal Lynda Galera / Mr. Thien Ho
 - i. This week was Counselor Appreciation week.
 - ii. Over the next few weeks, next Mondays will be off which includes Institute Day on the 12th and President's Day on the 19th.
 - iii. Track meet will take place on 3/15/24 at Moanalua High School. The event is open to parents and anyone who wants to attend. Last year the team placed 2nd place. Students who are participating are practicing every Mon, Wed and Fri mornings. The entire 5th and 6th grade class will be attending the event.
 - iv. May Day is tentatively held on Friday, May 3rd. Program is tentatively scheduled from 8:30am to 10am and will be open to all to attend. Please do not park on school campus and do not park in the parks and recreation area. More information forth coming.
 - b. Teachers – Kayla Zobrist / Ashley Keola-Ganiko
 - i. 4th grade will be going to the taro patch today and tomorrow and use PTO funds to help pay for field trip costs. The cost was brought down from \$25 to \$15 per student.
 - ii. Although the 4th grade will not be going on their annual Big Island trip, they will be going to the Polynesian Cultural Center instead at the end of the year. The donations raised from the silent auction will be used to help pay for costs.
- V. Committee Reports
 - a. Membership – Shauna Ichinotsubo
 - i. 153 paid members (+5 from January)
 - ii. \$4,390 in dues collected
 - iii. \$2,080 in donations collected

- iv. New Year Membership Special
 - 1. Winner of our Kualoa Ranch Experience for 2 was Marisa Kim; signed up 5 days before the deadline; she has one kid in kindergarten
- v. Membership Perks
 - 1. We launched our members-only discount code at the STEM Family Night; offered \$3 discount per family
 - 2. 90% of the families signed up for the Family Night got to take advantage of the discount
- vi. STEM Family Night:
 - 1. Thank you to Membership Committee volunteers Kathy Lam and Jackie Sakamoto for helping with check-in
- vii. Membership Committee Co-Chair
 - 1. Kathy Lam has agreed to lead Membership Committee with Shauna for next school year
 - 2. We have a list of several dozen new ideas to promote membership – from summer picnics to creating a special discount card, recognition cards and even revamping the membership application to cater to different interests regarding level of support. We are combing through the list but will be looking for folks to hopefully help lead certain ideas and will need board support on others.
- b. Family Night – Kelen Moana
- c. RAP – Annie Lee
 - i. Theme for this month is non-fiction. Thank you to the teachers to help pass out the forms and prizes. Thank you to Nisara and Stephanie for posting RAP reports every month.
- d. Fundraising – Garrett Maeda
 - i. We are planning to do an Eden in Love collab and will be in by the beginning in May. Are there any other suggested fundraising ideas? McDonald's or 7-11. If you have any other suggestions, please send an email to Garrett.
- e. T-shirts – Charis Logan
 - i. Thinking of possible contest for a new T-shirt design. Maybe a hashtag contest to tag PTO Instagram page.
- f. Book Club – Kristyn Nishimoto
- g. Portfolio – Annie / Stephane
 - i. Per Mr. Ho, possible theme could be 'Go Surfriders!' But will reconfirm back. Draft of the flyer for portfolio contest and pending approval.
- h. Website – Kyle / Russell
 - i. Nothing to report.
- i. Apple Giving Tree – Nisara Granada-Wagner
 - i. Next week, Feb 13th to the 16th. Will hang up the banner to the front fence. The flyer will also be posted to the PTO website and Instagram page.
- j. Health Fitness – Melissa Harnsberger
 - i. Keiki Rainbow Run on 4/20/24 at Kakaako Park. The school gets 20% of the entry fees. Will be sending out flyers to register. \$20 per keiki and \$10 for adults. Includes a t-shirt, a snack and free administration to the Children's Discovery Center.

- ii. Missed the registration for the Keiki Great Aloha Run but will keep it on the calendar for next year.
 - iii. More engagement such as community introduction CPR event for the keiki. If you have any more ideas, please let Melissa know.
 - k. Family Art Night – Stacey Nishibata
 - i. Will bring in Entomologist and will be painting the ‘happy face spider’.
- VI. Old Business
 - a. STEM Night – Jen Hahn
 - i. 52 students signed up and Chaminade came down to hold the event.
- VII. New Business
 - a. Teacher & Staff Appreciation Week – Jen / Ashley
 - i. Admin will get feedback from the staff if lunch should be potluck or catered. Another suggestion was to see if the cafeteria would be able to help with lunch. The committee will also have a table set-up to distribute the card making kit for students who want to participate in the activity. Another thought was instead of a theme every day, maybe we could have an ice cream bar, grab & go, set-up after school or coffee day. Scheduled for May 6th to May 10th.
 - b. Big Island Trip for 4th Grade Class
 - i. The grades are looking for parents to help volunteers to help plan and coordinate the trip would help save on costs. The other fundraiser in mind is the Keiki Swap Meet.
 - c. Hawaii State Federal Credit Union – Shauna Ichinotsubo
 - i. If you’re a member, you would be eligible for Investing in Education Teacher Grant. Any DOE classroom teacher may apply for up to \$500 in classroom supplies. There is a small form and essay which needs to be submitted.
- VIII. Announcements
 - a. Next PTO Meeting will be on 3/14/24.
 - b. The Board is looking for new officers for Vice President, Treasurer & Secretary positions as their two-year term is coming up.
 - c. Papa John’s Fundraiser
 - d. 4th Grade Teacher McDonald’s 3/14/24 at 4pm to 7pm.
- IX. Adjournment
 - a. Meeting adjourned at 6:58pm.

By: Darlene Mikami, MES PTO Secretary