

MID-PACIFIC INSTITUTE
ELEMENTARY PTO MEETING NOTES

Wednesday, September 14, 2005
Elementary Dining Room, 5:30 – 7:00pm

Attendance: Gina Overton, Kim Soares, Ming Constable, Wendy D’Innocenti, Ronnda Heinrich, Sandy You, Karen Kawamura, Paul Czubryt, Susan Donlon, Judy Dang, Nicole Chung, Sarah Muraoka, Loke Simon, Gayle Hirose, Catherine Sustana , Jill Trowbridge, Stacy Hirano, Debbie Ramirez, Heidi Kubo, Iris Ching, Nathan Gudoy, Pam Yoshihiro, Teri Young, Edna Hussey

Call to order. Kim Soares called the meeting to order at 5:30pm.

I. Introduction of parents. All in attendance introduced themselves, mentioning their child’s name, grade and teacher

II. Review notes from prior meeting – Nicole Chung.

No prior minutes to review.

III. Treasurer’s Report – Judy Dang –

Budget for school year 2005-2006.

- A. Discussion on Arts & Writing Fair - reallocate funds to miscellaneous & PTG meetings refreshments.
- B. Discussion/Vote on dollar amount to MPI Middle & High School PTO for help with School Wide Directory project. Vote decided MPIE PTO to contribute \$250.00 this year, since we did not know that we needed to budget for it, and for next year - to make sure we have a budget line for this expense. Next year the PTO would like to see an option as to what information is in the School Wide directory compared to the Elementary directory. Make sure there is an opt out choice for the School Wide directory.

IV. Principal’s Report – Edna Hussey

Faculty discussion on: Anticipating Parents’ Concerns

- A. Edna shared the Faculty’s discussion, prior to school starting, on Anticipated Parental Concerns. Faculty discussed ways to address concerns. Now that school has started we can see the result of the faculty’s planning:
 - Parking/Auto-Line - Security guards, HUGSS attendants and faculty have kept the traffic flowing during drop-off and pick-up times.
 - Uniforms – students are looking good in the new uniforms.
 - Contact with Middle & High School Students – because the Elementary is pretty much on its own section of the entire campus, contact with higher grade students is minimal.
- B. **Dining Room** – Edna mentioned that at lunchtime the Dining Room will be decorated with table cloths, centerpieces and there was assigned seating for the first and second graders. It was announced that the room would be called the Dining Room from now on.
- C. **Interim Survey** – (Would you send your kids to Mid-Pacific Elementary if we offered something during Interim Breaks?) faculty will discuss offering something during these times since the response to the survey was so great.

V. Ohana Representative’s Report – Kim Soares

- A. **New Parent Orientation:** Thank you to Pam Yoshihiro for preparing the Power Point Presentation.
- B. **Open House:** Thank you to Wendy D’Innocenti, Debbie Ramirez and Pam Yoshihiro for helping with refreshments.

VI. Community Relations – Gina Overton

- A. **Hurricane Katrina and MPI’s Elephant Sale – September 24, 2005**
Discussion on whether there will be a drive through drop-off location for donations. Nothing decided at this time.
- B. **Moon Over Manoa is the night of September 24, 2005.**

VII. New Business – Kim Soares

- A. **Mentor Families** – Discussion was to prepare for next school year to organize a “buddy” system for returning and new students. To be discussed further in 2006 MPIE PTO meetings.
- B. **Parents-As-Partners** – Topics for Parents-As-Partner sessions (a speaker will come to talk to children/parents) offered: Internet Safety, Elementary Safety plan.
- C. **Admission Open House, Saturday, October 29** – Parent Volunteers needed to help with refreshments and maybe to be available to talk with new parents. Open House sessions will be held at 8:00am, 9:30am, 11:30am and 1:00pm.
- D. **Welcome School Barbecue Dinner: Report by Teri Young Ohana: Please sign up to bring a fruit, veggie or dessert tray/platter.**
662 people RSVP’d for this Saturdays BBQ dinner - A sign up sheet was passed around for Ohana parents to sign up to bring additional food.
- E. **Classroom Parent Representatives should attend Ohana meetings** – *to be discussed at next Ohana meeting.*
- F. **Halloween Spooktivity** – October 28, 2005. Middle/High School campus invited Elementary to a Magic Show – this will be the entertainment portion of Spooktivity. Wendy D’Innocenti and Sara Muraoka volunteered to co-chair this event. Kim Soares gave each co-chair a copy of Ohana Volunteer forms that were completed by parents at Open House to use for parent volunteer reference.
- G. **Manoa Holiday Parade** – *to be discussed at next Ohana meeting.*
- H. **Christmas Program** – *to be discussed at next Ohana meeting.*

VIII. Fundraising Management

- A. **Fundraising Coordinator -**
*Designate someone to work w/middle/high school – and report to the elementary school.
– Any fundraising ideas must first be submitted to CFO, Pat Garvey for approval. Suggestion of recycle bins by Maile Way was presented.
*Go through mail – review/report if something looks interesting/good idea.
- *to be discussed at next Ohana meeting.*
- B. **Scrip Chair/Co-Chair – Do we want to continue this program? Is Margie available to organize?** – *to be discussed at next Ohana meeting.*
- C. **E-Scrip Volunteers: Kim Chalekian, Catherine Trapasso, Lauri Madanay, Venice Hochman – Shall we sign people up at the BBQ?** Nicole Chung to coordinate Volunteers for BBQ sign up table.

IX. MPI PTO Board Meeting – Gina Overton

- A. **Auction: Moon Over Manoa – Saturday, September 24, 2005**

- B. **Welcome Program for middle/high school students: September 15, the 6-12th graders have a program with talents/group/skis of the students– Parents are welcome but not appropriate for the elementary students.**
- C. **We should coordinate a flyer informing elementary school parents about the Christmas Gift Basket fundraiser so elementary parents are aware of the fundraiser and can participate.**

X. Thank You Cards

XI. Questions/Comments/Concerns–

- A. “Free Dress Day” will be noted as Choice Day on the calendar and in the Principal’s letter. Choice day will be the first Friday of each month, starting in October.
- B. Unicef boxes will be passed out for Halloween, along with Auto Line collection; all funds will go directly to Hurricane Katrina.

XII. Next Meeting