

**Mid-Pacific Institute Pre-School and Elementary 'Ohana
Meeting Notes
Friday, July 2, 2010, 8:30-10:00 a.m.**

Attendees: Susan Donlon, Jennifer Ho, Edna Hussey, Tracy Jones, Leslie Kobayashi Pacarro, Andrea Stobenau

I. Introductions/Overview

Mid-Pacific Institute's PCA (Parent Children Association) represents the board for the entire school. Rolling up into the PCA are two 'Ohana boards, one for the Preschool/Elementary, and one for the Middle school. The 'Ohana boards exist to primarily to help organize school events, activities and volunteers.

During May 2010, the 2009-2010 'Ohana board members sent an email requesting board nominees for the 2010-2011 school year. Based on the results of this inquiry, the following volunteers have been nominated. Parents may vote on these nominees in the school packet being issued this summer (or at the comments box/email alias on Ohana website).

- a. Andrea Stobenau, president
- b. Leslie Kobayashi Pacarro, vice president
- c. Tracy Jones, treasurer
- d. Jennifer Ho, secretary

Action: Edna/Kelli to include this information in the school-year packets.

Action: Edna to check with Scott if we can create a Ohana board comments box on the website, or an email alias (ie. ohana@mpi.edu) where parents could provide input if they can't make it to the meetings.

II. 2010-2011 'Ohana Meetings Schedule

'Ohana meetings for school year 2010-2011 will be held the second week of the month, alternating Friday mornings and Wednesday evenings to allow as much parent participation as possible. The schedule is as follows:

Friday, August 13, 8:30-9:30 a.m.

Wednesday, September 8, 5:00-6:00 p.m.

Thursday October 7, 8:30-9:30 a.m. (Due to Friday Professional Development day)

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Wednesday, November 10, 5:00-6:00 p.m.

Friday, December 10, 8:30-9:30 a.m.

Wednesday, January 12, 5:00-6:00 p.m.

Friday, February 11, 8:30-9:30 a.m.

Wednesday, March 9, 5:00-6:00 p.m.

Friday, April 8, 8:30-9:30 a.m.

Wednesday, May 11, 5:00-6:00 p.m.

Action: Jennifer Ho to work with Kelly & Scott to include schedule on Ohana website, coordinate banner, and include in monthly calendar.

III. Treasurer's Report

The last school year's budget will be closed out on July 31, 2010 at which time it will transfer to the new board. There are remaining funds from last year's budget that will be carried over to the new school year (amount to be determined).

For all events, the Chairs of each event will be encouraged to have volunteers turn in receipts, rather than view costs as a donation. To process reimbursements in a timely manner, a due date will be set for receipts to be turned in by.

IV. Class T-Shirts

Idea was presented to create T-shirts for each class. They could feature art created by the children, and have the first names listed on the back. The children would be able to wear these on Fridays. Parents would have to pay for the shirts, we could not fundraise for them.

Action: Check with the art teachers about an art contest

V. New Student/Parent Orientation

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K-5: Saturday, August 7, 1:00

Preschool: Date TBD

Anticipated attendance approximately 30-40 adults + kids. Leslie Kobayashi Pacarro volunteered to help with refreshments on the 7th.

Action: Edna Hussey to confirm Preschool Orientation date

Action: 'Ohana board to provide and set up refreshments for both events

Action: Andrea Stoebenau to update presentation and present at both events.

VI. Open Houses (Parents only)

K-2: August 25 at 6:00 p.m.

Grades 3-5: September 1, 6:00 p.m.

Approximately 200-250 attendees anticipated. Typically more at the K-2 event (plan on more food for this one).

Action: Ohana board to provide and set up refreshments

August 25: Andrea Stoebenau (set up), Jen Ho (set up), Leslie Kobayashi Pacarro

September 1: Andrea Stoebenau, Jen Ho and Tracy Jones

VII. Welcome Barbeque

Saturday, September 4, 3:00

Leslie Kobayashi Pacarro has agreed to Chair this year.

Completed- Action: Edna Hussey confirmed date with facilities

Action: Susan Donlon will ask Lynn Uehara to contact Leslie Kobayashi Pacarro to pass along a list of people who have donated in the past.

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VIII. Nike Fun Run

Event and date to be confirmed

Last year the Ohana board rented two buses and coordinated snacks and t-shirts for runners.

There was a registration fee to cover costs. For this year, it was suggested that the MPI participation be coordinated school-wide (elementary, middle and high schools) to show a bigger presence at the event. If the event is being held, it will need to be added to the 'Ohana budget.

Action: Andrea Stobenau will check with Pam Jenkins if the event is being held this year.

Next Meeting: Friday, August 13, 8:30-9:30 a.m.