

Waikiki Parent Teacher Ohana

Meeting Minutes

Meeting Date: April 25, 2012

Attendance:

Marguerite Higa	X	Jennifer Jackson	X	Ben Lukey	X
Dolly Bahn		David Brier		Fenix Grange	Jocelyn Gottesman
Lorena Horiuchi		Jolyn Ikeda-Ejercito	X	Debbie Millikan	Natalia Sandoval
Bonnie Tabor	X	Laura Tefft	X	Shirley Yokota	X

Subject	Discussion	Action/Strategy
Approval of CPA	Natalie Iwasa, CPA has provided engagement letter and peer review documents. PTO officers wish to hire her to migrate bookkeeping from Quicken to Quickbooks, and to file federal and state tax returns, and provide professional advice as needed. Deposit is \$600. Iwasa has extensive experience with schools and non-profit tax issues.	<i>Approved Unanimously</i>
Fun Run	Date for next year's fun run was set at November 21st, 2012, the day before Thanksgiving Break.	<i>Approved Unanimously</i>
Officer Elections	Ben Lukey and Jennifer Jackson have agreed to remain in office for another year (Treasurer and Secretary, respectively). We need nominations for the open offices: President, VP for Communication, VP for Membership, and VP for Programs. If there is only one nominee per office, the election will be held by voice vote at the Mayday program, May 18th. If there are multiple nominees, vote will be by ballot to be turned into the PTO box in the office.	<i>Marguerite will prepare a notice for nominations to go out by paper to all families. Nominations due April 11. Jolyn will prepare box.</i>
Budget Requests	Camp Erdman: \$500 requested for student support. The Gifted and Talented program (Courtney Carpenter) requested up to \$400 for "start up funds" for their student business project. Students will repay the PTO with proceeds from selling products.	<i>Approved unanimously.</i>
Lisa Yamane	Lisa Yamane, the school's SASA, is very ill and has been out for 9 weeks and counting. Bonnie and Shirley proposed that the families of Waikiki be notified so that they can send cards.	<i>Bonnie will draft a note to families for PTO to distribute.</i>

Support for temp SASA	The SASA (School Administrative Services Assistant) is the central administrator responsible for day-to-day operations (fiscal operations and abiding by DOE policies). Lisa's prolonged illness has left the school in a critical bind especially at the end of the year with a budget audit coming up. Bonnie requested support from the PTO in order to hire two temporary workers to take on some of the load. Gale, a former SASA, has begun to help in the office, and a request was made for up to \$1320 (for 60 hours of work at an hourly rate equivalent to a temporary faculty member, approx. \$22/hour). In addition, Dolly Bahn has been helping in the office filling in for Lisa, as well as continuing to do her PCNC work in a non-compensated basis. Because of DOE regulations, Dolly cannot be compensated for more than one job, and has consequently suffered a significant reduction in income while doing more work. A request was made to compensate Dolly for the 2 hours per day she has been working non-compensated for the past 9 weeks (\$2000).	<i>Approved unanimously</i>
Part-time help for PTO	We discussed the need to hire a part-time contractor to help with PTO functions so that the PTO can run smoothly. Because many officers/board members work full-time, it is impossible for them to come to school everyday when large volumes of responses from parents are coming in, deposits made. Even when it is not on a daily basis, sometimes it is very difficult to take the time out during the workday to produce large numbers of photocopies, etc. There are other times when help is needed, especially as the PTO and functions grow.	<i>Ben will investigate how many hours of help are needed based on the past years' functions.</i>
PTO vs. PTA	Discussed the costs/benefits of joining the Hawaii State PTSA vs. remaining as an independent PTO. There were no significant negatives found. A long time ago (~ 20 years) the group was a PTA, but over the years membership had lapsed. By joining now, we do not commit to working for the state PTSA. All activities remain local. Dues are minimal (\$9.25/year for 15 members), but we gain benefits including inexpensive Commercial Liability Insurance, advice and reminders about state and federal filings, membership drive, and education-related information. There was no significant incompatibility with the bylaws. Marguerite provided a draft PTA bylaws merged with the essential elements of the Waikiki PTO bylaws. It was felt that it was mainly a benefit to help the officers, and thus the consensus was to support the officer's wishes.	<i>Approved unanimously. Marguerite will incorporate any comments to draft bylaws and post for public review and vote by general membership at end of May. Marguerite, Fenix, and Ben will move forward with documents needed to become a local chapter of the HSPTA.</i>
PTO Board	Courtney Carpenter has stepped down from the PTO board.	
	Adjourned 7:15, Next meeting Wednesday 23, 2012. Will discuss budget for 2012-2013	