

MOANALUA ELEMENTARY SCHOOL PTO INC.  
BOARD MEETING  
October 12, 2011

**CALL TO ORDER:** President Lei Fukumura called the meeting to order at 5:46 P.M. in the MES Library. Dinner provided by Maddie Ledda, PTO Hospitality chairperson.

**MEMBERS PRESENT:** Lei Fukumura, Gloria Matsumura, Carol Nishita, Robb Taone, Lori Shimoda, Gail Chang, Anne Salvador, Manny Salvador, Gladys Lin, Terri Kimura, Debra Thompkins, Susie Okumura, Ben Meyer, Carol Mann-Molay, Lynn Muneno, Melissa Au, Garry Au, Rouella Tilitile, Kenneth Morikawa, Roy Manuel, Malcom Murasaki

**SECRETARY'S REPORT:** Copies of the September PTO Board meeting minutes were distributed. There was a brief discussion regarding the attached proposed change of wording in the by-laws as it pertains to eligibility of officers. The current word used is "teacher," it was suggested that change to "any staff member employed at Moanalua Elementary School." The minutes, with correction of the spelling of Gail Chang's name, were approved as read.

**TREASURER'S REPORT:** Robb Taone presented MES PTO Balance Sheets for August 2011 and September 2011. Balance reported through 8/31/2011 was \$22,189.47 with a negative balance of \$5,084.78 showing on the Profit and Loss Statement due to expenditures for portfolios and T-shirts. Balance at 9/30/2011 was \$23,703.86 with a positive balance of \$1,514.39 on the Profit and Loss Statement due to income received from T-shirt sales. Robb reports that he is still waiting for an invoice for payment to Alliance for Drama Education for services rendered in school year 2010-2011. Principal Meyer offered to follow up with Mr. Kan. The August and September financial reports were approved.

**ADMINISTRATION'S REPORT:**

- School Community Council meeting: Thursday, Oct. 13 at 4:30 p.m. in the MES library. The SCC is seeking information and input for formulating the school's Academic & Financial plan for school year 2012-2013.
- Parent-Teacher Conferences: Oct. 19 through 28. Early release schedule for students in effect – 1:00 p.m. dismissal on Mon., Tues., Thurs., Fri.; 1:20 p.m. on Wed.
- HSA Test Prep workshop for parents will be held at 6 p.m. Tuesday, Oct. 25 in the Computer Lab.
- Flu Shots for students and staff on Wednesday, Oct. 26
- Grades K & 1 Costume Book Parade on Monday, Oct. 31.
- Annual evacuation drill will be held on Tuesday, Nov. 1 in conjunction with Moanalua Middle School
- First round of HSA online testing: Nov. 3 through 10.
- There is currently no JPO or crossing guard services due to regulation prohibiting DOE employee from performing traffic duty. There is someone willing to serve in that capacity but must be trained and certified by the Honolulu Police Dept.; it may be a month or more before service resumes. Administration asks that all drivers be especially vigilant and drive with caution near school's campus.
- Playground renovation update: resurfacing scheduled for completion on 10/14/2011. Volunteers from MES PTO Campus Beautification committee repainted Kindergarten hopscotch during Fall break. Thank you to Val Sugawa, Chang and Hayashi families for their manpower; teacher Joanne Oshiro for providing refreshments for these volunteers.
- Data Teams is a new initiative by the DOE. Initial training was held for school's team leaders with addition additional training and planning session is scheduled for Nov. 28, 2011 at Hale Ikena (Fort Shafter); cost is \$300. Principal Meyer requests that MES PTO provide funding if possible. The PTO and SCC are invited to have one member each join the team at this training. There was a vote to approve this \$300 expenditure.
- PTO Treasurer informational update: per memo from Ed Koyama, DOE Administrative Services Branch, DOE employees cannot sign checks for affiliated groups and should not serve as Treasurer; this means that Robb Taone may not continue to serve as MES PTO Treasurer. MES PTO Vice President Mary Ann Reed will step in as the official treasurer with Robb serving as a consultant to provide transition support during

upcoming Fun Fair. The Treasurer position will be posted as vacant and candidates solicited by Alan Serikawa.

**TEACHER REPORT:** Teachers' /Technology report by Carol Nishita:

- MES office in the process of assessing technology and equipment, need for updating equipment and staff training.
- “Let's Get Fit!” Fun Run & technology fundraiser will be held during the morning of Friday, February 17, 2012. Volunteers' assistance is requested to help staff activity stations for students

**PCNC REPORT:** PCNC facilitator, Susie Okumura reported the following:

Parent newsletter, *Ho`olaulima I Moanalua* went home with students before Fall Break.

Upcoming events include:

- Family Photo Sittings will be on Saturday, Oct. 15 in the MES library with \$20 sitting fee to be donated to school by photographer.
- “HSA Test Success” workshop for parents of current 3<sup>rd</sup> through 6<sup>th</sup> grade students on Tuesday, Oct. 25 at 6 p.m.
- Annual “Pumpkin Mania” – \$1 per pumpkin plus a family pumpkin-related activity packet. Decorate and display pumpkins on Oct. 31<sup>st</sup>. Bring canned food to exchange for vote ticket – “People's Choice” awards in 4 categories; all food donations go to Hawaii Food Bank.
- Volunteers needed to assist with Flu Shot “clinic” and Pumpkin Mania.
- MES PCNC requested and received a Family Reading Night kit featuring “Every Thing On It,” poems and drawings by Shel Silverstein from PTO Today. Kit includes two hard-cover copies of “Every Thing On It” plus Family Reading Night activities for an event to be held this year.

**Committee Reports:**

**FUNDRAISING:** Malcolm Murasaki reports that he has 300 books in stock. To date, 74 orders have been received. Book orders will be distributed to students on Friday, Oct. 14. An extension to the sales period will be posted to the MES PTO website with a list of merchants offering e-book deals. E-book sales representative, Chris, may come to promote sales during both lunch periods.

**FUN FAIR:** Lori Shimoda & committees are meeting tonight at 6 p.m. in the cafetorium

**MEMBERSHIP:** Anne Salvador reported that 196 families have joined the MES PTO. \$5,095 brought in from \$3,920 in membership dues and 30 donations totaling \$1175. Anne asked if Fun Fair scrip committee will need a list of paid members for scrip pre-sale bonus.

**ARTS & CULTURE:** Manny Salvador will follow up with his point-of-contact at the Academy of Arts regarding the cafeteria dining room wall mural project this school year.

**CAMPUS BEAUTIFICATION:** As reported earlier by Principal Meyer, Val Sugawa and her committee completed a hopscotch painting project at K-Bldg. during the Fall Break and is planning future projects.

**RAP:** Debra Thompkins reported that R.A.P. Committee has completed posting September's student works and has sent prizes to teachers. While R.A.P. Committee will continue to work closely with Librarian Lori Arai-Shiraishi, Carol Nishita will serve as teacher rep for the R.A.P. Project. Debra asked about disposition of extra prizes; suggested possibilities to include transferring to Fun Fair, carrying over inventory to next year, general school use, e.g., Fun Run goodie bags, etc.

**MANPOWER:** Gail Chang reported that of the 40 possible committee member volunteers she contacted, only 3 positive responses were received. This brings her total to 98 volunteers of which only 11 are not already serving on PTO or Fun Fair committees.

Pending PTO positions are: Vice President, Treasurer, Programs Committee Chairperson, and Teacher/Staff Appreciation Chairperson.

- Lynn Muneno will serve as Publicity Chairperson

- Pending Fun Fair positions are: Grade Level Coordinators (K, 1, 2, 3, 5 and 6), Finance Chairperson, Saturday Clean Up Chairperson, Hairspray/Face Painting Chairperson, Silent Auction Chairperson.
- Wade Shimoda will chair the combined Keiki Korner & General Store.
- Lei Fukumura will serve as Volunteer Lunch Chairperson.
- Fun Fair chairpersons have been asked to contact their volunteer committee members as soon as possible.

**OLD BUSINESS:** Parent business owner want to solicit donations from his clients and wants to know if the donors' names can be publicized on a banner or sign. Mr. Meyer will look into this to see if the DOE has any regulations or guidelines in place regarding this matter.

**NEW BUSINESS:** Parent business owner want to solicit donations from his clients and wants to know if the donors' names can be publicized on a banner or sign. Mr. Meyer will look into this to see if the DOE has any regulations or guidelines in place regarding this matter.

**ANNOUNCEMENTS:** The next PTO Board Meeting will be held on November 2, 2011 at 5:30 P.M. in the Library.

**ADJOURNMENT:** President Lei Fukumura adjourned the meeting at 6:27 P.M.

Respectfully submitted by:  
Susie Okumura  
Substituting for Lauren Kamikawa, MES PTO Secretary