

Moanalua Elementary School
Parent Teacher Organization, Inc.
Monthly Meeting



August 3, 2016, 5:30 p.m.-7:30 p.m. at MES Library

- I. Call to Order: President: Minnie Quan - 5:48pm
- II. Introduction & Board Messages -
- III. Secretary's Report - See minutes from previous meeting (7/6/16) that has been passed out.
- IV. Treasurer's Report - Waiting for the books to be cleaned. Transition should happen within the next week. Signers for 2016-2017 shall be: MINNIE QUAN, PRESIDENT; MALCOLM MURASAKI, VP; TAMMY YAMAUCHI, SECRETARY.
- V. Administration Report
 - A. Principal's Report - Lynda Galera introducing new VP in training, Anna Costin and permanent VP, Regina Enos. AIMS web testing to be conducted in August, January, and April. Welcome back assembly for students: 7/12, Friday 1:20 to 2:00pm. Articulation starts August 15th; music, technology, Hawaiian, and PE. KidBiz test grades 2 through 6th on August 18th. Lower grades are using Smarty Ants.
 - B. Vice-Principal's Report - Parking lot project completed. Kindergarten roof waiting for final inspection. New boys' bathroom complete and girls' bathroom almost complete. Termite eaten roof over the entrance of the cafeteria to be completed in October. Currently being patched up until then. 50 families waiting for A+. A+ is looking for 2-3 more leaders for after school care. Looking for outside companies to assist.
 - C. Teacher's Report - Melanie Wong of pre-school SPED department. 6th grade rep not present.
 - D. PCNC Report - Suzie Okumura. Student picture taking on August 24th and 25th. School news letter shall be sent out every quarter on blue paper.
- VI. Committee Reports
 - A. Finance and Human Resources
 1. Membership (Jodie Maeda)
 2. Manpower (vacant) Mary going to take charge only for Fun Fair
 3. Budget & Finance/Fundraising (Candace Fujishima & Jimmy Fung) September fundraisers: First Foodland will match up to a certain amount of donation checks. Second will be offering products for purchase; products to be distributed the week before fall break. Week after Fun Fair a Dave and Busters gift cards. Regal fundraiser in the Spring; redemption on Aloha Aina day.
 4. School Store (vacant)
 5. Hospitality (Nadine Kiyonaga)
 6. Elections (Michelle Sakamoto) - Stacie resigned as treasurer due to family obligations.
 - B. School and Student Programs
 1. Health & Fitness (Belinda Lau)
 2. Campus Beautification (Michelle Sakamoto) - Shall work with MES to determine type of projects to work on; number of days shall be determined at a later date.
 3. Arts & Culture (vacant)
 4. Orchestra (Gladys Lin)
 5. PTO Book Club (Cynthia Higa)
 6. RAP (Joyce Yoshimoto) Starting in Sept.
 7. School Shirt (PTO Board) looking to receive in the next few weeks. Order form av
 8. Programs (vacant)

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9. S.T.E.M. (Lito Patague & Alan Wiederholt)

C. Communications

1. Portfolio (Terri Kimura)* - Needed more people due to increased number of documents. The volunteers stayed until 8:30pm to finish the stuffing.
2. Military Liaison (vacant)
3. Legislative Relations & Community Relations(Christine Hanakawa) - please see attached.
4. Publicity (Korine & Sterrene) - Needed guidance on type of materials to use for the board. Minnie shall assist.
5. Website (Lyanne & Stephen Figart)* - Need to update forms: PTO membership and T-shirt order forms. Minnie shall email the forms to Lyanne.

D. Special Events

1. Fun Fair (James Iwanaga & Minnie Quan) - Shall determine if we should have FF 2016. Lynn declined to advise.
2. Aloha Aina Day (vacant)
3. Teacher/Staff Appreciation Day (Terri Kimura)* - Minnie lead the first appreciation event: PTO provided 80 lunches for staff and faculty on 7/27/2016.
4. Apple Giving Tree (Jenna Davis)

E. Corporate Sponsorship

1. Other Corporate Companies

VII. Old Business

- A. School Supply Bundle - Profit: approx \$2000-2500.
- B. School T-Shirts: New logo had to be made due to change in t-shirt vendor. Previous vendor who designed the logo and t-shirt designs declined to have MES continue to utilize any of the graphics he created. Per Galera, previous vendor is looking to gift the logo to school.
- C. 2016-2017 Calendar
- D. Committee Budget Submission
- E. Air Conditioner - PTO shall work with MES to get this project completed by the end of this month (August). MES shall contact DOE to get the electrical work completed. PTO then shall purchase the AC units to install. The completion date shall be determined on DOE's availability to complete the electrical work.
- F. Marquee - has been completed.

VIII. New Business

- A. Lock box - Need specific dimensions to determine where to put the box in the office. Minnie shall send an email out to the voting parties before purchasing the lock box.
- B. Committee chairs
- C. Treasurer: vacant
- D. Kindergarten Parents' Night - 8/29/2016 5-6pm. PTO shall plan a "get to know" activities to involve K parents.

IX. Next Meeting: Wednesday, September 07, 2016

X. Adjournment: 7:47pm