

## MOANALUA ELEMENTARY PTO MONTHLY MEETING - AUGUST 10, 2017

MEETING CALLED TO ORDER AT 5:40 pm by President, Minnie Quan.

ATTENDANCE: OFFICERS: Minnie Quan, President, Dennis Arakaki VP, Randon Blackmon, VP, Paula Hare McAnderson VP, Robert Taura, Treasurer;

COMMITTEE CHAIRS: Jayson Domingo, James Iwanaga, Candace Fujishima, Michelle Sakamoto, Joy Yanai, Christine Nanakawa, Rosemary Na'a, Nadine Kiyonaga, Julie Jones, Lito Patague, Tiffany Chinen, Landy Shiroma

OTHER MEMBERS: Lori Willess, Lorraine Banaga, Mary Ann Young, Matrix Dumlao, Jill Chang, Divine Samiano, Stacey Osaki-Nishibata, Casey Goode, Alma Hill, Raina Miyoshi

INTRODUCTIONS:

SECRETARY'S REPORT:

Minutes of Previous meeting were previously e-mailed and also circulated.

D. Arakaki moved that the minutes be approved as circulated, second by Robert Taura. MOTION CARRIED.

President Quan appointed D. Arakaki to take minutes for the meeting due to absence of PTO Secretary.

TREASURER'S REPORT: NONE

Treasurer R. Taura would like to work on the format for the Treasurer's Report. President Quan approved.

ADMINISTRATION REPORT:

- Admin is working on installing Bottle Water Filling Stations in the Cafeteria.
- Status of 3<sup>rd</sup> Grade level request for funds for Robotics.
  - o Admin will handle this request through school budget.
- Question was asked regarding fundraising through PTO. Response to question is that Grade Level fundraising that is managed through PTO needs to be approved by Fundraising committee. Calendar of Fundraisers is

in progress and to be submitted to Admin for review. Admin needs to be aware of the schedule so the school service clubs may schedule their fundraising to not overlap with PTO fundraising campaigns.

PCNC: No Report

TEACHERS' REPORT: None provided for record

- Question was asked: How do teachers request these funds per student? Is there a form?
- Response: PTO will allocate \$20 Per student. Amount will follow the student to the next grade level if not expended. Forms are being generated, in the meantime teachers may use the reimbursement form.

OLD BUSINESS:

School Supplies Bundle: Randon Blackmon

- 29 Bundles of supplies were put together, with supplies from Fisher Hawaii. 27 were paid for.
- \$540. Were proceeds from the sale of the bundles.
- Go to MoanaluaBundles.com for more information
- Next year: suggestion to send out flyer regarding the bundle sales at the end of the school year. Randon will put together subcommittee.
- Commendations were given to Randon for putting the bundles together. He will try to put together a team and pass it on to new leadership since his child is in the 6<sup>th</sup> grade.

Portfolio Stuffing:

- Good turnout and volunteers and teachers worked with great efficiency.

Meet and Greet:

- Suggestion to pass out membership forms ahead of time (as parents walk in?).
- Minnie is working on the PTO calendar.

Fundraising:

- 6<sup>th</sup> grade parents question: Can they do fundraising on the outside?
  - o Response: Yes, with approval from PTO.
- Lions Club Breakfast Fundraising scheduled for September 23.

- o Question was raised about who is liable for the GET for the Lion's Club fundraiser?
  - Michelle Sakamoto: Lion's Club will be liable.

Vacant Committees:

- School Store, Arts and Culture, PTO Book Club, School Shirts
  - o Volunteers needed to man Book Club once or twice a month to sell books from the PTA Storeroom.

NEW BUSINESS:

- Robotics Showcase: Lito
  - o Scheduled for August 30, from 6:00 pm to 8:00 pm
  - o Part of Family Enrichment Committee
  - o Partnership with Moanalua Boys Scouts
  - o Flyers will be distributed to students
  - o PTO provides funding for STEM program
- Other Family Enrichment Events
- Family Fun Night – September 15, 5:30 pm – 8:00 pm
  - o Movie: Vote by registration form
- Military Appreciation
  - o November 13 - TBD upon replacement committee chair
- Procedural Issues for PTO:
- Funding Procedures, ie. Reimbursements
- Approval of funds
  - o Robert and Dennis will work on written procedures
- Child Care during PTO meetings
  - o Concern that no one is supervising the children when the meeting is going on. Concern for safety and liability

Increasing Teacher and Staff Participation:

- Suggestion for Parent-Teacher bonding activity?
- Go to Teacher/Staff Meeting to promote PTO membership
- Announce PTO meetings on School Marquee

Moanalua Valley Community Association

- o Gail Chang produces newsletter for MVCA if any announcements need to be made.

Suggestion for Birthday recognition for students whose parents belong to the Moanalua Elem. PTO

Discussion:

What about parents who cannot afford the membership fee?

Motion to adjourn:

- Motion made by Nadine Kiyonaga
- Second by Candace Fujishima
- Motion approved by voice vote

Meeting adjourned at 6:55 pm