



- I. Call to Order by President Randon Blackmon at 6:02 p.m.
- II. Introduction & Board Messages
 - A. President Email: president@moanaluapto.org
 - B. Vice Presidents Email: TBD ASAP
 - C. Amendments to bylaws
 1. Final vote at 02/01/18 Meeting: Deferred to February due to lack of attendees.
 - a) Calling Committee Chairs and Co-Chairs, please attend meetings.
 2. Signature requirements/thresholds, Signing checks
 3. Quorum
 4. Membership voting
 5. Committees: Standing and Ad Hoc
- III. Secretary's Report: secretary@moanaluapto.org
 - A. Previous Month Minutes Review and Approval
 - B. Motion for Approval by J. Domingo, 2nd by R. Naa
- IV. Treasurer's Report: treasurer@moanaluapto.org
 - A. 12/1/17-12/31/17 GET Report: Total \$24,653.07
 - B. Motion for Approval by D. Samiano, 2nd by R. Naa
- V. Administration Report: audrey_chinen@notes.k12.hi.us
 - A. Changes in staff include: Librarian Mrs. Tonaki is on sabbatical, replacement is Nicole Mitsunaga, Substitute Counselor is Kayla Yamamoto, Music Teacher is Holly Hayashi, Grade 5 Teacher is Freesia Garcia
- VI. Teacher's Report: tiffany_chinen@notes.k12.hi.us , landy_shiroma@notes.k12.hi.us
 - A. 1/12 No class for students, Teacher Development with focus on assessment
 - B. 1/22 Report Cards
 - C. Grade 1 Giving Tree (Project Based Learning) response went well with over \$500 in gift cards and 50 gifts collected for Christmas distribution.
 - D. First May day meeting 1/11 for teachers, May Day is May 4th.
- VII. PCNC Report: mes_pcnc@yahoo.com
 1. January 5 Teachers' Work Day - No students
 2. January 8 Students return to school
 3. January 12 Professional Development - No students
 4. January 15 Martin Luther King Jr. Day Holiday - No school
 5. January 17-18 Class & Service Group picture-taking
 6. February 10 Tech Trek collection envelopes due
 7. February 12 Teacher Institute Day - No students
 8. February 16 Lunar New Year -- Year of the Dog
 9. February 19 President's Day Holiday - No school
 10. March 16 Tech Trek - Grade Level meeting start Wednesday
- VIII. Committee Reports
 - A. Finance and Human Resources: finance@moanaluapto.org



1. Membership: membership@moanalupto.org (Rosemary Na`a)
 - a) Forms and Binder -Should Secretary be the receptacle for forms?
 - b) Secretary needs to know when list is updated and needs most recent copy.
 - c) T-shirts distribution? When orders come in communicate by email to Michelle and she can put the orders together.
 - d) Compile List of those who are willing to volunteer and distribution to Committee Chairs - Done, but need more help.
 - e) Should we have a membership table at the Ice Palace event? Yes, take applications and payment, membership packet will be distributed at a later scheduled date.
 - f) Since half the year is done, can new members pay half the cost? No, not fair to the other members that paid full cost. Voted to keep costs at \$50 for the entire year.
 - g) When is the Ice Palace event? February 11
 - h) When will tickets be distributed? Tickets will be distributed at the event
 2. Fundraising: fundraising@moanalupto.org (Candace Fujishima)
 - a) Our next big fundraiser in the spring (Regal Foods).
 3. Elections: elections@moanalupto.org (Michelle Sakamoto)
 - a) V-P Position: 3rd VP: Calling out for nominees.
 - b) Posters and Publicity needed for open positions.
 - c) Need to start finding support for next school year.
 - d) Promote Co-Chairs (2) people for each committee.
- B. School and Student Programs
1. Health & Fitness: healthandfitness@moanalupto.org (Belinda Lau/Joy Yanai)
 - a) Saturday February 17 Keiki Great Aloha Run Registration Forms went out to teachers Wednesday Dec. 6
 - b) The Email blast went out December 6 to all PTO parents and forms are also available online. We're working on making it available on the School Website as well.
 - 3) Forms need to be turned in to PTO Box by January 16 for group packet pick up and distribution will be February 13 from 2pm-5pm outside cafeteria or library. Need manpower help please.
 - c) Tech Trek is March 16
 - d) Looking into a non-profit that raises sexual abuse awareness for kids, a local non-profit Scream. Run. Tell. has materials and workshops they put on at schools. Asking Admin and PCNC if there is interest for an after school workshop for parents. <http://srtell.org/>
 - e) Question asked: Would PTO be interested in scheduling CPR & AED workshops?
 - f) Question asked: How many AED's are located on campus?
 - (1) 3 AED on campus: 1 in the Health Room, 1 in the Library, and 1 in the Cafeteria.



- g) Teachers and Staff informed PTO that most of them are not AED and CPR certified.
 - 2. Campus Beautification: campus@moanalupto.org (Michelle Sakamoto)
 - a) Stage Landscape Project - March, will have a plan to implement
 - 3. Family Events: mesptofamilynight@moanalupto.org
 - a) Bowling Night - January 11, 2018 *
 - (1) Needs to be rescheduled and co-chairs needed.
 - b) Ice Palace Event - February 11, 2018 (Nadine Kiyonaga)
 - (1) Will meet separately and plan event
 - 4. Orchestra: orchestra@moanalupto.org
 - 5. PTO Book Club: bookclub@moanalupto.org (Mary Yeung)
 - a) During Recess on Wednesdays, to start in January.
 - b) Had a few kids show up, tables are in the way. There are some books for kindergarten, can we drop it off to the kindergarten building since they are located far away.
 - c) More books are needed for upper grades.
 - 6. School Shirt (Michelle Sakamoto)
 - a) Michelle willing to help, but needs to know the orders when they come in. Email Names and Order details.
 - 7. S.T.E.M. (Lito Patague & Alan Wiederholt)
 - a) National Association of Women in Construction Block Kids Competition (with Legos) Be the first 95 kids to sign up to enter!
 - (1) Wednesday, January 24, 2018 Check in at 5:45pm Competition from 6:00pm to 7:30pm at MES Cafeteria
 - (2) Please drop bottom portion into MES PTO Box in the office. Deadline is January 19, 2018 or if we hit 95 kids. If you have any questions, please email Michelle Sakamoto at msakamoto@hawaii.rr.com. In addition, please bring signed permission slip to the competition at check in.
 - b) April 18th, 5:30pm-8pm I am a Scientist
 - c) MES PTO Robotics team is suggested. Start with VEX Kits. Participation from parents is needed to make the Robotics team work. Similar to Makerspace. Please send proposal and budget to executive board.
- C. Communications
- 1. Portfolio: portfolio@moanalupto.org (Terri Kimura/Sung Kim)
 - a) Design for next year's folder deadline? April
 - b) Someone needs to contact the Chair.
 - 2. Military Liaison: military@moanalupto.org (Rich Mediano)
 - a) Monthly Events
 - b) Welcome Package - working on a proposal for next school year implementation.
 - c) Planning on putting together a document for Military Families.
 - 3. Legislative Relations & Community Relations (Christine Hanakawa)
 - a) Easter Event, Clayton was here, but had to leave.



- b) Moanalua Valley: Restructuring the hiking trail by paving some areas, gates are locked at 7pm daily.
 - c) Boy Scouts have Makahiki coming up.
 - d) Cub Scouts have the Arrow of Light Ceremony coming up.
 - e) Lions Club assisted with Gingerbread Cookie event; 69 families attended and 150 cookies decorated. Lions Club donated the use of their Christmas Backdrop and Santa. Thank you letter has been drafted. Monies made by 6th grade will go to promotion.
 - f) Moanalua High School Graduation is May 25, 2018.
4. Publicity: publicity@moanalupto.org (Korine Kodama)
- a) Kindergarten Board - please update
 - b) Library Board - please update
5. Website & Webmail (Julie & David Jones)
- a) Executive Board & Committee Chair Emails- please use the emails that have been assigned.
 - b) Coordinate with Julie and David for setup.

D. Special Events

- 1. May Day, May 4
 - a) Teachers to begin meeting.
- 2. Aloha Aina, May 12 (Jason Domingo)
 - a) We have vendors (food, arts, crafts), Shred-it, Keiki Swap meet has been done in past years.
 - b) R. Blackmon - UH Manoa Hawaiian Studies Program has outreach program.
 - c) Future goal is to schedule for Earth Day

IX. Old Business

- A. Amendments to By-Laws: Final vote needs standing chairs to be present at the meeting.
- B. Elections: V-P Position 3rd Vice President
 - 1. Any nominees? James Iwanaga nominated
- C. Treasurer's Reimbursement Handbook: Robert T.
 - 1. Budget and Finance Subcommittee: Need additional manpower?
 - 2. Assemble Binder with policy regarding
 - a) Approval requirement
 - b) Reimbursement procedures
 - c) Forms
 - d) Required signatures
 - e) Credit/Debit Card: Food for meetings
 - 3. Reimbursement Procedures & Concerns
 - a) Request by teachers for any Policy and Procedure changes will be made in writing.
 - b) Every time the Executive board changes, the policies and procedures change and it's hard for the teachers and staff to follow.
 - c) Deadlines need to be posted and forms should be posted on website.
 - 4. Grade level fund request



- a) Nominate a grade level teacher to help support the management of the fund requests
 - b) Suggestion to put out a survey to parents to gather recommendations on how to make things better.
 - c) Service group budget is not on this year's list. Service Group at Fun Fair ran the drink booth but didn't make any money for profit. They are concerned because they had money last year and this year there is none.
 - d) How can we get more parents to participate in the grade levels?
 - e) 6th Grade Expenses & Activities
 - (1) 6th grade feels like they are working so hard.
 - (2) Amount needed \$5,000 total. Amount raised so far \$3,000.
 - (3) Camp Erdman - Promotes Leadership and Educational - Used \$5,000 for buses, admission, etc.
 - (4) Challenger - Part of Curriculum and Educational - Submit Resume, 1 hour to complete mission. School covers entry fee, asking PTO to cover bus which runs \$2,200.
 - (a) Motion propose PTO to approve the funds for 1 bus for Challenger. D. Arakaki
 - (b) Motion to amend the previous motion to cover the full cost of the bus for Challenger. D. Arakaki, 2nd R. Blackmon.
 - (c) Majority Vote Yes for PTO to subsidize the cost of the buses needed for Challenger.
 - (5) A. Chinen regarding Challenger, this is a huge opportunity for the MES Students, we are lucky to be able to participate.
 - (6) Promotion - Parent Lead Non-Educational but parents want a great event.
 - (7) Fundraising event - Gingerbread cookies 12/12/17
 - (8) February 21 CPK Fundraiser
 - D. Financial support for Kahului Elem. PTO because of the fire to the campus
 - 1. Can MES PTO help the Maui school that had the fire?
 - a) Motion to send \$1000. Majority vote Yes.
 - E. Shirts -D. Arakaki needs sizes from people on committees. Men's and Women's styles would be appreciated.
- X. New Business
- A. Propose to change meeting to 2nd Thursday of the Month.
 - B. M. Sakamoto PTO needs to look at the overall picture. All grade levels have different financial needs, but PTO changed the amount of funding for this year to equalize the appropriation of funds.
 - C. T. Chinen - The Dave & Busters Field Trip will still happen if PTO supports with funding or not, the parents will have to pay the difference.
- XI. Next Meeting: Thursday, February 01, 2018 in the Library
- XII. Adjournment: 7:40 p.m. by President, Randon Blackmon