



- I. Call to Order by President Randon Blackmon at 6:00 P.M.
- II. Introduction & Board Messages
- III. Secretary's Report
 - A. Previous Month Minutes Review and Approval
 - B. Corrections see notes
 - C. Motion for Approval by J. Iwanaga & N. Kiyonaga
- IV. Treasurer's Report
 - A. 11/1/17-11/30/17 GET Report: Total \$19,054.21
 1. Major Event: Fun Fair
 - B. Motion for Approval by M. Sakamoto & N. Kiyonaga
- V. Administration Report
 - A. Principal's Report by L. Galera
 1. Thank you parents and teachers for all your support for Fun Fair and Robotics. Without you all, Moanalua will not be the great school that it is.
 - B. Vice-Principal's Report by A. Chinen
 1. POC for review for flyers, events, concerns, etc. (The PTO's liaison for administration)
 2. ASB Hawaii Contest Assembly on 12/18 at 8:30 a.m. contest for 6th grade students where they produced a video & won a prize.
 3. Administration, Faculty, and Staff thanks all the parent volunteers for putting on a great fun fair and we really appreciate it!
 4. MES Monthly Newsletter: Submit articles 1 week prior to the end of the month.
 - a) PTO president - provide some content and email information for newsletter.
 - b) January Newsletter content will be provided by M. Sakamoto.
 - c) PTO Calendar can be posted within Newsletter
 - C. Teacher's Report
 1. Would the classrooms be able to have and store the extra water from Fun Fair in case of Emergency? It would depend because the water is used for multiple events throughout the school year and this was the PTO's major call for drink donations.
 2. Robotics is done
 - a) Went to District and won an award for Robot Design.
 - b) One team made it to States, didn't do as well as they wished.
 - c) Blue and Silver teams competed; Silver team made it to States. State Competition was on Saturday
 - d) A great learning experience for all involved;
 - e) A lot more involved than just legos and robots. This years theme was Hydrodynamics and Students had to come up with real world solutions to problem about water, do research the topic and present a solution to a panel of judges.
 - f) Presenting to a panel a robot and how they got the robot to do a certain task.



- g) Robot Games Competition was fun.
- 3. Grade 1 learning about needs and wants project based learning. Angel Tree Project for Grade 1, this is an introductory year so only started with one grade level. Next year possibly open it up to all grade levels. Grade 1 Classes have about 75% response so far.
- 4. Schedule changes: Wednesday, 12/20 release 2:10 p.m, Thursday, 12/21 release 1:20 p.m.

D. PCNC Report

- 1. Gingerbread House Event for Kindergarten is 12/8 after lunch at 12:30 p.m.
- 2. December/January Newsletter went out.
 - a) December 21 Holiday Assembly
 - b) January 5 Teachers' Work Day - No students
 - c) January 8 Students return to school
 - d) January 12 Professional Development - No students
 - e) January 15 Martin Luther King Jr. Day Holiday - No school
 - f) January 17-18 Class & Service Group picture-taking
 - g) February 10 Tech Trek collection envelopes due
 - h) February 12 Teacher Institute Day - No students
 - i) February 16 Lunar New Year -- Year of the Dog
 - j) February 19 President's Day Holiday - No school

VI. Amendments to bylaws

- A. Final vote at 12/7/17 Meeting: Deferred to January due to lack of attendees.
 - 1. Calling Committee Chairs and Co-Chairs, please attend meetings.
- B. Signature requirements/thresholds, Signing checks
- C. Quorum
- D. Membership voting
- E. Committees: Standing and Ad Hoc

VII. Committee Reports

- A. Finance and Human Resources
 - 1. Membership (Rosemary Na`a)
 - a) Present at Fun Fair with table in Library but no new members signed-up. Need better location if promoting PTO Membership next year.

2. Fundraising (Candace Fujishima)

- a) Here are the final numbers:
- b) According to my records, we netted approximately \$3,600.00. Not bad for a short 2-week fundraiser. Thank you to the participating MES Families!
- c) The MES PTO Fundraising committee will take a much needed break until our next big fundraiser in the spring (Regal Foods). Until then, we will be pre-selling bentos at PTO events to make some money here and there. Also, a reminder to Randon and Dennis that we will be honoring the top sellers

Total	
Elima #1	190
Elima #2	134
Dip	201
D&B \$10	102
D&B \$20	152



and one random participant for the Winter Fundraiser at the MES All-School assembly on Wed, Jan 24 at 12:30pm in the cafeteria. Please plan to be there.

3. School Store & Shirts (Vacant)
 - a) Suggested to sell canvas bags, lanyards, and shirts.
 4. Hospitality (Nadine Kiyonaga)
 5. Elections (Michelle Sakamoto)
- B. School and Student Programs
- C. Health & Fitness (Belinda Lau/Joy Yanai) Belinda update via email 12/06/17
- a) Saturday February 17 Keiki Great Aloha Run Registration Forms went out to teachers Wednesday Dec. 6 to "Youngest and Only" students so families with multiple siblings will only get one copy, it was a budget decision with the copies.
 - (1) 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 Monday February 12 from 2pm-5pm outside cafeteria or library.
 - (2) 1st Motion to discuss proposed \$15 subsidy from PTO for students. by M. Sakamoto 2nd by D. Clemente-Samiano
 - (a) Where does the money go? Money goes back to school and not to PTO. Initial goal was to provide motivation for more students to participate.
 - (3) 2nd Motion to withdraw original motion by M. Sakamoto 2nd D. Clemente-Samiano. Vote approved.
 - (4) 3rd Motion to amend original motion to allocate \$1500 max budget to fund Keiki Great Aloha Run by M. Sakamoto 2nd D. Clemente-Samiano.
 - (5) Randon, Michelle, Divine to discuss more details with Belinda.
 - b) Our committee PTO email: HealthandFitness@MESPTO.ORG
 - 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/>
2. Campus Beautification (Michelle Sakamoto)
- a) Next Campus Beautification Event will probably be 1 month before May Day Program (May 4).
 - b) Goal to put sod/grass or artificial grass on stage. Suggested artificial grass because of the location and shading from trees, grass has difficult time growing. Trying to get an arborist to take a look at the stage area.



- c) Would like to split money spent on food the Saturday after Fun Fair between Fun Fair Cleanup and Campus Beautification. Approved by members.
- 3. Family Events (Shari Tamanaha) Absent
- 4. Orchestra (Jolee Kaneshiro/Gladys Lin) Absent
 - a) There are no updates for Orchestra at this time.
- 5. PTO Book Club (Mary Yeung) During Recess every Wednesday starting in January.
 - a) Kids are showing up, mostly younger kids, but not so much the older kids due to lack of interest. Have they given hints to what they are interested in?
 - b) Can we wait till January? Would like to emphasize that PTO room needs to be cleaned and organized before opening.
 - c) Accessibility for the books was difficult so just had the kids go through the keiki korner books.
 - d) Teachers having difficulty remembering which weeks room is open.
 - e) Are we accepting books because we haven't advertised for donations.
- 6. RAP (Joyce Yoshimoto) Absent
- 7. School Shirt (Randon Blackmon/Divine Clemente-Samiano/Michelle Sakamoto)
 - a) Having difficulties reaching the shirts because of how poorly the room organization is post fun fair cleanup.
 - b) Need better process to handle shirt orders.
- 8. S.T.E.M. (Lito Patague & Alan Wiederholt)
 - a) Need flyer to be approved prior to dispersal in December.
 - b) Be the first 95 kids to sign up to enter the National Association of Women in Construction Block Kids Competition (with Legos) Open to K- Grade 6 and FREE.
 - c) Compete on a Chapter Level, Winner goes to Regional level, Winner of Regional will go to National level.
 - d) Hour long competition, judges
 - e) Wednesday, January 24, 2018 Check in at 5:45pm Competition from 6:00pm to 7:30pm at MES Cafeteria
 - f) 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.

D. Communications

- 1. Portfolio (Terri Kimura/Sung Kim) Absent
- 2. Military Liaison (Rich Mediano)
 - a) Event in April- Month of the Military Child
 - b) "Purple Up Day!" - Wear purple to support Military, April 16th.
 - c) Would the school be interested in honoring the children of Military families?
 - d) Would like to plan event for Dependent children once a month have a get together to build community within school. Either 2nd or 4th Friday is



requested. Could we pick 5 days to promote events, one or two hour increments, either in the library or somewhere on campus.

- e) Military families would need to declare to PTO because of confidentiality information on administration side.
- f) Welcome package for Military families from PTO: Randon would like to form a committee.

(1) Have some already made at the school and admin will help in storing for PTO.

- 3. Legislative Relations & Community Relations (Christine Hanakawa) Absent
- 4. Publicity (Korine) Absent
- 5. Website & Webmail (Julie & David Jones) No Report
 - a) Finalize Executive Board Emails

E. Special Events

- 1. Fun Fair (James Iwanaga)
 - a) Thank you everyone for a successful Fun Fair! Everyone did a great job and we had great weather. Please turn in evaluation forms.
 - b) How was the food? Randon putting together notes.
 - c) Michelle commends the Robert for doing a fantastic job.
 - d) Silent Auction did well with 3 closing times and 2 credit card machines. Needed a few more large ticket items, but we did well.
- 2. Thank you to Mrs. Susie for all that you do for the school and PTO. We truly appreciate all the time you dedicate to all of us.

VIII. Old Business

- A. Manpower Chair & Co-Chair - Defer
- B. MES Staff Meeting - D. Arakaki to schedule?
- C. MES Yearbooks in Color as an option? Defer
 - 1. S. Okumura produces the yearbooks herself on her own time. Black & White copies keep the cost for the books low for everyone to be able to purchase. 300 copies are printed each year. Trying to keep the cost low, currently at \$10 for the Black & White. For color the cost will be \$30 per book.
 - 2. What would be the cost & time difference for color?
 - a) Photos are formatted and edited for black & white copies, it takes more time to produce two different masters for printing.
 - b) What if PTO could help subsidize in the future, what would that cost be so PTO can put into budget?
 - (1) Book would still be about \$30 per softcopy book.
 - 3. It is a copyright issue for Mrs. Okumura.
 - 4. Administration appreciates the ideas and suggestions for improvements and efforts to make things better for the school.
- D. Grade level fund request
 - 1. Proposed to revisit budget at each grade level.
 - 2. Why only \$20 per child? To alleviate the pressure put on the 20+ parents that work hard to support the school.



3. Suggestion to put out a survey to parents to gather recommendations on how to make things better.
 4. 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.
 5. How can we get more parents to participate in the grade levels?
 6. 6th Grade Expenses & Activities
 - a) 6th grade feels like they are working so hard.
 - b) Amount needed \$5,000 total. Amount raised so far \$3,000.
 - c) Camp Erdman - Promotes Leadership and Educational - Used \$5,000 for buses, admission, etc.
 - d) 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.
 - e) Promotion - Parent Lead Non-Educational but parents want a great event.
 - f) Fundraising event - Gingerbread cookies 12/12/17
- E. Reimbursement procedures
1. Request by teachers for any Policy and Procedure changes will be made in writing.
 2. Every time the Executive board changes, the policies and procedures change and it's hard for the teachers and staff to follow.
- F. Shirts -D. Arakaki needs sizes from people on committees.
1. Men's and Women's styles would be appreciated.
- IX. New Business
- A. Previous PTO President Minnie Quan leaving island. Thank you for your service to MES PTO.
- B. Proposal to How can MES PTO help the Maui school that had the fire?
1. Can we appropriate funds to assist in their repairs?
 2. Propose to send \$1000-\$1500.
 3. Per DOE, the school cannot fundraise for a specific event.
 4. How about if the students are asked to participate, it will give them a sense of giving back and helping others in need.
 5. Looking for more ideas.
- X. Next Meeting: Thursday, January 11, 2018
- XI. Adjournment: 8:24 p.m.