

MESPTO Board Meeting Minutes

March 14, 2019



Meeting called to order by Michelle at 5:53pm

In attendance: Michelle Sakamoto, Dennis Arakaki, Robert Taura, Ricardo Mediano, Stacey Nishibata, Anne Lee, Audrey Chinen, Landy Shiroma, Susie Okumura, Christine Hanakawa, Julie Jones, Joyce Yoshimoto, James Iwanaga, Belinda Lau, Lito Patague, Jaymie Yonemoto, Elsie Lum, Grachella Watanabe, Jamie Turney, Jon Turney

I. Introductions

II. Executive Officer Reports

A. President – Need to talk about Budgets and Committee Chairs, and if Chairs are staying on.

B. Meeting Minutes – Stacey asked if any questions on the minutes from the January meeting. No questions, but Dennis suggests that we list the attendees on the minutes. Also we should establish quorum at the beginning of the meeting. Dennis called the motion to accept the minutes, Lito 2nd the motion, all in favor.

C. Treasurer's Report – Income: \$63.86, Expense: \$6,538.29, Net Loss: (\$6,474.43). Dennis moved to accept the Treasurer's report subject to audit. Rich 2nd the motion.

III. Administration Report

A. The bathroom renovation is pushed out to June. Hopefully complete by the start of next SY.

B. MES will be offering Summer Enrichment for incoming 1st-6th Grade - 8am-12pm. Registration will be April 13th. We will post on the website in April. Kalihi YMCA will do the afterschool care.

IV. Teachers' Report

A. Mrs. Shiroma – Apple Giving Tree - her grade level received a lot. Thank you. Michelle asked if we could get feedback from the teachers regarding the Apple Giving Tree.

V. PCNC Report

A. Tech Trek is on March 29th. Already raised \$19,000. Now they are chasing permission forms. The next newsletter will be the Apr/May issue which will include the yearbook order form and summer workbook order forms. If RAP would like to be included in the newsletter it would be easier in terms of layout if they can take a whole page instead of a partial page.

VI. Committee Reports

A. Health & Fitness

1. Keiki Rainbow Run -March 16th. We have 77 people signed up. 100% of the registration fees for the kids are going to the school's PE Program. Belinda asked Admin to report back on the check amount from the Keiki Rainbow Run. Asking everyone to wear their MES T-shirts. Has there been any feedback about this event being too close to Tech Trek? Not sure how the turnout was for the Aloha Run.

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- Michelle asked that the T-shirt Committee be advised when there are events where T-shirts are involved so they are prepared to handle the requests for shirts.
- Belinda is stepping down as Co-Chair of Health & Fitness. Please jot down notes for the next Chair. Joy may be staying on.
- Health & Fitness Budget was \$1000.00. Would \$500.00 be more appropriate? There is no need to include Tech Trek in this budget. Tech Trek is a school run event. Budget for reimbursement of the Mileage Club Toekins, Prizes for the contest, CPR subsidies.
- Is there a required workshop on Health & Fitness? Or a committee of parents and teachers that evaluate Health & Fitness programs? Audrey says there is a report to fill out but not aware of any workshops.

- B. **Tech Trek** – March 29 – PTO providing 150 bottles of water, 150 juice/soda, coolers, and 20x30 tent. Will reach out to the Layout people for help.

C. Community Relations

- MGCA Easter Egg Hunt – April 6th – 9am-11:30am. Will go on PTO Website. Flyers and Posters on campus. 200+ Kids. Lions Club egg dyeing & other activities.
- Jamie will continue as Chair.

D. STEM

- STEM Night – April 24 – Code of Night. Mr. Boll was asked to run the activity. He is checking with Merri Wada-Tanji. It's a national program where kids bring an electronic device for the activity. There may be a limit to the amount of kids. Book Fair also starts off that night.
- Lito is leaving, Elsie Lum is stepping in next year.

E. Fundraising

- Pam will continue but needs a co-chair.
- Regal tickets were distributed on Monday. The goal is to sell at least \$16,000 worth of tickets. Distribution will be on Aloha Aina Day, May 4th. We will need volunteers. Suggest that we ask Tech Trek volunteers to help with Aloha Aina Day. We will also ask for manpower on the flyers. Mrs. Shiroma will ask teachers to help.

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- F. **Aloha Aina Day** – May 4 (Sat) – no committee chair, Michelle and Julie have stepped in. Julie has 808 Crafters (20 crafters) and the recyclers all set. BSA will help with setting up the PTO tents and the recycling that day. Recycling 9am-12pm, Craft Fair 9am-1pm.
1. Shred-It's initial quote was \$1,500.00 for 3hrs which is too costly for our budget. Reneg to \$696.00 for up to 38 small boxes on-site or 50 boxes off-site. Any additional shredding will be charged by the box. It was decided not to offer shredding services due to high cost
 2. Grade 3 will be holding a swap meet in the cafeteria. We should advertise the swap meet in the Aloha Aina flyer. Collections for the swap meet will be collected and stored on the stage from the Wed before the event. Need to specify what types of items we are accepting for donations. The 3rd Grade will be taking care of the cash and change, and arranging with Big Brothers & Big Sisters for pick up. We need to earmark the \$ for the 4th Grade expenses.

Note: grade Level fundraisers only for 3rd Grade for their 4th Grade Big Island Trip, and 6th Grade for Challenger and their Promotion.
 3. We should put out flyers and advertise in the community newsletter.
 4. Student Council should take the cans that are collected that day. Mrs. Shiroma will ask Mr. Wong where to store the cans.
 5. Cub Scouts will collect the cans and change out the trash cans. Cub Scouts can have a table.
- G. **Teachers Appreciation Day** – Planning a weeklong event with the potluck on Wed, May 8. Lito will check if he has an old flyer for reference. We need to put out a calendar for the 5 days. Faculty count is about 90 people. On May 8th we will need a lot of help to collect donations at the front and middle school side in the morning, and will need at least 8 people to help serve food and clean up. Lunch is served at 10:30am.

Email the budget for Teachers Appreciation Day to Robert. Jaymie not sure if she will stay on a Committee Chair.
- H. **Family Night** – May 20 (Mon) – Who's got Talent at Moanalua - 5:45 check in. Still working on the logistics of the Talent Show. Dennis inquired about the remaining budget balance for Family Night. Membership Meeting before the Talent Show to vote in PTO Officers and accept the PTO Budgets. Need to post and put on the Website.

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I. **Elections** – May 20 (Mon)

1. Need 3VP's and a President. Please look for nominees who are interested.
2. Nominees will be contacted by Jon for confirmation of their willingness to run.
3. Jamie will help Jon access the elections email address. Jon will put up the posters. Lito had good posters to reference. Dennis will help Jon with the process.
4. Need to post the nominees and Budget by April 19th.
5. Dennis will help Jon with the election procedure. If there is more than one nominee for President or VP, then need written ballots.

J. **Grade 6 Promotions and Dance** – May 29 (Wed)

1. Asked for funding which came out of the discretionary budget.
2. CPK Fundraiser – April 18 (Mon). They were able to get a photobooth for \$300.00.
3. They will distro a flyer asking for Greenery donations. Ms. Ito will open her classroom for Greenery donations from 2pm-4pm.
4. Bowling will be May 31 (Fri).
5. Michelle suggest that 5th Grade parents get together early to plan the 6th Grade Promotion for their children. Maybe send flyers to 6th Grade parents to solicit for committee early on.

K. **Membership** – still getting new members. Jaymie is a maybe for next year.

L. **Manpower** – no report. Jamie will not stay on a Committee Chair for next year. She is expecting! CONGRATULATIONS!!

M. **Fun Fair** – James is continuing as Chair and thinks most sub-chairs are continuing. James wants to look for more people to co-chair the sub-committees. Anne Lee – Donations Committee Chair (to keep track of donations)?

1. James will get Robert the Fund Fair budget for next SY, or Robert to use the historical.
2. Next Fun fair Nov 15th? We should set the date early so we can advise the Lions Club, BSA, etc. Need to arrange meeting area with the school, meet during the summer or the beg of next SY?

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- N. **Legislative/Community Relations** – Lions Club did a clean up on Puuloa. They are always doing great things. Jamie will continue next year with help from Dennis.
- O. **Website** – Julie is leaving, but she will be able to advise.
- P. **RAP** – Anne has volunteered to co-chair with Florence. However, Anne may be part of the EB next year. Florence will continue next SY.
1. Participation is down, but there is a fine line on how hard to encourage participation since it is a PTO program. RAP Committee has started giving comments on the RAP turned in by students. The kids seem really encouraged by it. There are about 500 RAP submissions to go thru.
 2. Recognize students that have turned in RAP from Kindergarten thru 6th Grade at the 6th Grade Promotion? There are about 23 students. Program time may not allow, maybe recognize them at the end of the year. Joyce does have a certificate that she gives to those 6th Grade students.
 3. RAP Budget may need to increase for the shipping costs for the prizes if no one can get the prizes on their trips.
- Q. **External Publicity** – Dennis has no report.
- R. **Internal Publicity** – Grachella will continue.
- S. **PTO Book Club** – Mary is continuing.
- T. **School T-shirts** – Can still buy T-shirts.
- U. **Orchestra** – Stacey will ask Jolie if she will continue to Chair.
1. Orchestra has 2 concerts planned.
 - a) Parade of Orchestra on Sat, April 6th at the Pearl City Cultural Center. Students from the advanced class will be participating which features schools from around the island.
 - b) The Orchestra and Chorus will do a joint performance on Tues, May 21 at 6pm in the cafeteria.
 2. Orchestra Budget is \$1,000. Some of it was used. PTO maintains and replaces instruments. The Orchestra program is an afterschool program that is not part of the school curriculum. It is an important program because Moanalua has a strong music program.
 3. Suggest that we put in a request with Mr. Hamano for the orchestra to perform at the Fun Fair.
- V. **Hospitality** – We need a new Chairperson.

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W. **Campus Beautification** – June 1 (Sat) – 8am-10:30am.

We will be planting grass in the Kindergarten area and possibly doing some planting behind the cafeteria. Need to measure the area to decide who is paying for the grass/plants, etc.

- X. **Apple Giving Tree** – turned out well and the help was great. A lot of parents were receptive, although only 24 teachers responded. Suggest making tags for everyone next year regardless if they responded or not. The kids were looking for their teacher's tags. Are we able to use Apple Tree budget for faculty that had to tags taken?

VII. Old Business

A. Committee Chair vacancies:

1. School Supply Bundles: This program makes money. Parents that take advantage of the school supply bundles really appreciate it. We need people to shadow Michelle/Robert getting quotes and doing the flyers. Hoping to get the flyers done by May. Need to place the order with Fisher Hawaii by mid-June in order to get the supplies by July. Should this be a standing committee?

VIII. New Business

A. Committee Budgets for 2019-2020 School Year due Friday, March 15th.

1. PTO gave \$7.00/student for classroom expenses. This money did not go to SPED teachers, PE, etc.
2. PTO also gives for Grade Level expenses. Teachers put in a proposal for their activities, this goes to admin first. Admin will try to fund what they can, and then passes the balance of the request to the PTO. We are asking teachers to submit everything they are planning. It is hard to add on later. Last year PTO was able to give 70% of what was asked.
3. Committees are being asked to be mindful of what they submit for budget. The more that is budgeted for the committees, the less there is to go to other places.
4. Robert is forming a Budget Committee. Pls email Robert if you are interested in being part of the committee. Need to post the budget by April 19th.

B. Other

1. Portfolios – contest winner's art in work on the cover. PTO pays for the school portfolio. Prior to this year, PTO decided what goes on the cover. Portfolio can be a committee. Design needs to be ready in Jan, Feb to admin, design submitted by March.
2. Need to have people that can sign before the year ends.

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V. Announcements

- March 22 (Fri) – Deadline to receive budgets from Committees and Grade Level Expense Requests.
- March 16 (Sat) – Rainbow Fun Run at UH Manoa Campus
- March 18-22 – Spring Break – No School
- March 26 (Tues) – Prince Kuhio Day – No School
- April 8 (Mon) – 6th Grade Promotion Fundraiser – CPK
- April 8 (Mon) – April Executive Board Meeting – 5:30pm MES Library
- April 11 (Thurs) – April Board Meeting – 5:45pm MES Library
- April 19 (Fri) – Deadline to post General Membership Mtg / Proposed Budget / PTO Officer Nominees for elections
- April 24 (Wed) – STEM Night and Book Fair kick off – 5:45pm MES Cafeteria & Library

Meeting adjourned 7:34pm