

I. Call to order by Michelle at 553pm

II. Introductions-introduced Stacey as VP #3

III. Executive Reports

- 1) President-decided to use discretionary funds towards the 16 \$25 gift cards for the faculty Christmas party next Friday (\$400). This is a \$1500 pot. So far, \$130 was used for Chorus t-shirts. Discussed the need to discuss transitions and taking over positions
- 2) VP-No report
- 3) Secretary-Copy of minutes of last meeting distributed. Rob made motion to accept minutes, Audrey seconded, all in favor. Michelle suggested to add "No report" next to committees where there was no rep present
- 4) Treasurers Report-Reviewed fun fair income, expenses and net gain. Per Rob, we are around where we estimated, requested a list of grade level chairs

IV. Admin Reports

- 1) Principal's Report-Audrey, shared thanks for the Fun Fair, there were more people, food was good, all steps went well, there was a lot of help, fire alarm project completed, A Bldg teachers bathroom renovation likely to start in Winter Break and complete in June. New bathroom in library slated for March

- 2) Teachers Report (Mr. Nakasone and Ms. Shiroma)-Moanalua Complex Winter Concert is this Friday, Tech Trek is March 29, had Kindergarten gingerbread function, 1st grade angel giving tree-about 100 tags, Michelle asked to have info included on website, asked reps to relay to teachers to give out flyers as soon as they get it, 5th grade will be having an engineering night

V. Committee Reports for upcoming events

- Fundraising Committee (Rob)-1/25 Big Island Candy pick up from 5 to 730pm, 632 McDonalds books, 67 Papa Johns cards went out today. 43 D&B cards will go out soon. 33 Jamba Juice cards ordered. Winter fundraiser profit was \$3300.
- Family Night (Tamara)-Christmas Family night will be on Monday, about 60 families expected, awaiting response from Meadow Gold, ordered 85 gingerbread kits, Santa will be there, backdrop for pics, Pumpkin Carving Night went well, ordered 80-90 pumpkins, about 100 people attended
- Apple Giving Tree (Elsie)-wish list for teachers, Feb 14, Michelle reviewed protocol for flyer, asked if there will be a dollar amount for wish list, suggested adding choices to wish list, may need manpower

- Portfolio Ordering (Belinda)-Student Council voted on final one, there was space on drawing so they asked student to add logo, then portfolios can be ordered. Belinda will send Audrey as PDF by Jan 15,
- Health and Fitness (Belinda) Keiki Fun Run will be Presidents Day weekend, discussed pick up options for packets for parents, will need to find out when they will be released, looking for volunteers to help with distribution

VI. Committee Report Updates

- Membership (Jayme)-currently 214 members, Audrey asked number of teachers who are members, Jayme will get back with her
- Manpower (Jamie)-8 people helped for gingerbread night
- Fun Fair-didn't do as well for Silent Auction as donations were less
- STEM-Event will teachers slated for March
- Legislative/Community Relations (Jamie)-reviewed community topics, thanked Lions club. Per Michelle, communities feel a drop in membership, encouraged joining the associations
- Website (David)-had issue with mail-out, had to reset it
- RAP-No report
- Publicity (External)-No report
- Publicity (Internal)-No report
- PTO Book Club-No report

- School Tshirts-still selling t-shirts year-round, form will need to be turned in
- Orchestra-prep class will perform at complex concert, beginning class will perform on 12/20
- Hospitality (Anne)-Michelle asked all to RSVP for meeting for head count for food
- Teachers Appreciation Day (Jayme)-starting to talk and review what was done last year
- Campus Beautification-2nd Sat in June, grass in K area, Jamie asked about manpower
- Aloha Aina-5/4/19, Regal distribution

VII. Old Business

- A. Committee Chair Vacancies-Aloha Aiea, removed Arts and Culture
- B. Air Conditioning Maintenance and Servicing of PTO units-\$5,000 per year for the next 3 years for PTO funded units, Michelle reviewed history, Rob made motion to accept, Stacey seconded, majority approved, 1 opposed

VIII. New Business

- A. Elections-Officer Elections, Jon will need to be added to email

Announcements:

- Moanalua Complex Winter Concert-Fri, Dec 14

- Christmas Family Fun Night-Mon, Dec 17
- Last Day of School-Fri, Dec 21, Assembly and early release
- Return to School-Wed Jan 9
- Next Board Meeting-TH, Jan 10
- Fun Fair Recap Meeting-TH Jan 17

Meeting adjourned by Michelle at 715pm