

MESPTO Board Meeting Agenda

August 12, 2021



I. Call to order

At 6:05pm, the meeting was called to order.

II. Introductions & Welcome

Attending members : Stacee Nishibata, Anne Lee, Audrey Chinen, Landri Balisican, Darlene Mikami, Elsie Lum, Flourence Perez, Jared and Moana Ishikawa, Joy Yanai, Kelen Moana, Summer Kupau-Odo, Patti Taki-Yajima, Kristyn Nishimoto, Curtis Kawamura, David Shimoda, Kyle Matsunaga, Rachel Balog, Robert Taura, Tammy Takimoto.

III. Executive Officer Reports

A. President – A few teachers are looking for donations via donorschoose.org. They are Mrs. Messer, Mr. Bolls and Mrs. Suehiro. If you are able to help, please go to the link – and look for their names or do a search for Moanalua Elementary School.

B. Vice Presidents - no report

C. Secretary's Report - no report

D. Treasurer's Report - Income for July was \$0 and the expense was \$3,269.81. For the second account which is the fundraising account, July income was \$29.50, which was the membership fee payment used to test PayPal. There are also about \$1,000 in the PayPal account from membership payments that needs to be transferred to the second fundraising account. Kyle will look into how the transfer can be done.

IV. Administration Report

A. Principal's Report (Report by Mr. Shimoda) Appreciation to the PTO for teachers' lunches and help with the bench projects, which were a great success. Traffic has greatly improved over the week and they appreciate all the patience while the school worked out different strategies.

B. Teacher's Report (Report by Mrs. Messer). Thanked the PTO and all the volunteers for the bench project. All the students are spaced out while eating and it is working out greatly. Teacher gifts were a nice surprise. The teachers are mainly working on establishing relationships with the students and setting routines with safety first. The teachers would appreciate parents reminding their kids about distancing at school and hand sanitizing.

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- V. Summer Recap –
- VI. School Bench Project -- During the last week of June, the school and PTO started making lunch benches with help from the Moanalua Lions Club, Alan Shintani, Tammy Takimoto and numerous community and parent volunteers. A Kindergarten parent, Dustin Guillermo helped us to obtain donations of paint and other painting supplies from Sherman-Williams.
- VII. Amazon Smile Video Contest - It was a 3 way tie and all 3 winners were awarded prizes.
- VIII. Welcome Back Lunch & Gifts- Welcome back gifts were assembled by Kelen. She was able to get donations of school supplies and made them into gifts for the teachers and staff.
- IX. Committee Reports for Upcoming Events & Activities

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- A. Fundraising- (Pam Adena/Landri Balisacan) - Fundraising with the Give Aloha Program with Foodland, Sac & Save, and Foodland Farms will take place in September. They will match a portion of all the donations made to the school. Waiting for a reply from Habitat for their Christmas tree and baked good sales fundraisers. There are tentative fundraisers with Zippy and Via Gelato. Aloha Aina and Regal fundraiser is scheduled for the spring. If pick up in person cannot be done safely, the products will be distributed via drive through. PTO will send a copy of the flyer for the Give Aloha Fundraiser to admin for approval. Once it is approved, it will be printed and distributed.
- B. T-shirts- (Charis Logan) Reported by Stacey. There is a new shirt design for this year. PTO will start selling the shirts via the website when inventory arrives. The color is the same Royal Blue and comes in 2 options, poly cotton and moisture wick.
- C. Website - (Kyle Matsuyama) The website has been updated with design changes to be user friendly. Anne and her daughter Sophia created a video for the website which shows activities that the PTO hosted in the past. The website now has transaction functions, so that purchases can be made via the website. Membership payments and filling out the forms are going smoothly. Kylie will send a Google doc with volunteer sign up information to Tammy so PTO can get a list of volunteers. Thank you to Sophia Chan for her assistance in producing the "How to Help PTO" video.
- D. Membership - (Tammy Takimoto)
- E. Family Night - (Rachel Balog) Working within the guidelines of what can and cannot be done. There are still challenges of holding in-person activities so will be planning virtual activities. For Halloween this fall, Rachel will look into what activities can be done. Other ideas include virtual game and paint nights. Paint nights can have an educational theme and would be led by someone who can teach the participants how to paint and the theme subject as well. This activity will be tentatively planned for September. Hawaii Theater for Youth has a \$5.00 per student/digital theatre program that is available and is also a consideration for a family night activity.
- F. Orchestra - (Jeff Hamano) Report by Mr. Shimoda - Mr. Hamano is requesting to borrow equipment. With the support of PTO and safety protocol in place, it should be approved. Orchestra was virtual last year and may be virtual again this year.
- G. R.A.P. - (Anne Lee) R.A.P is a reading program where students would complete book report projects based on a monthly reading theme and collect prizes. R.A.P will not start yet at this time but working on ways to simplify the process so that there is less of a burden on the teachers.
- H. Health & Fitness - (Joy Yanai) Nothing planned yet. Looking for suggestions.
- I. Portfolio Cover- (Joy Yanai) Happens later in the fall so nothing planned as of yet.
- J. STEM (Elsie Lum)

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- K. Apple Giving Tree- (Elsie Lum) Event is held in February around Valentines. Will get a list of needs/wants from the teachers and will be run virtually.
- L. Aloha Aina Day (Flourence Perez) Reported by Stacey - Aloha Aina is a recycling day held in collaboration with the Kokua Hawaii Foundation and Reynolds Recycle.
- M. Teacher and Staff Appreciation - (Grachela Watanabe) Lunch was provided by 8Fat8 and there was positive feedback on the meals last year, so we will continue it this year.

X. Vacant Committees

- A. Fun Fair - PTO would like to do some type of fun fair activity for the kids. If outside volunteers are not permitted on campus, we can try to plan a fun activity for the kids. PTO will need a lot of man power for this activity.
- B. Campus Beautification - This committee takes care of repainting and cleaning of the campus. In the past, grasses were put in and lines were repainted. This year, the committee is looking into doing a deep cleaning of the cafeteria and possibly repairing the benches.
- C. Manpower - This committee is in charge of reaching out to the school and the community to bring in volunteers and organizations for help with activities.
- D. School Supply Bundles - This committee purchases school supplies and bundles them for sale and easy pick up by parents at meet and greet. All supplies will be labeled with the students name. This program was not available recently due to covid.
- E. Hospitality - This committee is in charge of supplying meals for people who attended in-person meetings in the past.
- F. Legislative and Community Relations - Will attend community association meeting and build relationships.

XI. New Business

- A. Vaccine Information Session for Parents - Reported by Anne - Holding a Q & A session in late September for parents to address concerns and questions regarding vaccines for the kids that will come out later this year. Owen Chan is a physician with Pali Momi and has given talks in the area of Covid and testing. This session is an effort to help our school community be as safe as possible.
- B. Joe from Moanalua Kumon asked if he would be able to post an ad on the school/PTO website. Mr. Shimoda will check with admin. PTO will offer Joe an opportunity to post an ad about Kumon classes on the PTO website.

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C. Friday, September 3rd will be the date in which a headcount for students will be collected to create the budget for the year. \$20/student for each class will be allotted for classroom expense. Teachers will go through Grade Level Coordinators for the expense reimbursement. Audrey will send Stacey the names of the Grade Level Coordinators.

XII. Closing:

- A. Thank you for joining us
- B. [Next PTO Meeting scheduled for Thurs, Sept 9th, 6:00pm.](#)