



MES PTO Board Meeting Minutes
November 9, 2023

Attending: Ashley Keola-Ganiko, Jen Hahn, Russell Kaya, Summer Kupao-Odo, Annie Lee, Darlene Mikami, Bryana Miyabara-Treschuk, Kelen Moana, Stacey Nishibata, Derek Nishibata, Kristyn Nishimoto, Stephanie Srun, Cherilyn Terrado, Kelli Taboada, Tammy Takimoto, Mr. Thien Ho, Nisara Granada-Wagner, Kayla Zolbrist,

- I. Call to Order
 - a. Meeting was called to order by Kristyn Nishimoto at 6:02pm.
- II. Welcome & Introductions
- III. Executive Officer Reports
 - a. 1st VP
 - b. 2nd VP
 - c. 3rd VP
 - d. Secretary
 - i. Minutes dated October 5, 2023 was approved.
 - e. Treasurer
 - i. Income: \$8,004.56
 - ii. Expense: \$2,137.21
 - iii. Classroom Expenses Document Created. \$6 per student allocated. Sent information sheet to teachers on how to get reimbursed.
- IV. Administrative Reports
 - a. Administration – Mr. Ho
 - i. Recycling Drive earlier this week.
 - ii. Safety Day on 11/21/23 which is mandated, once a year drill. Off campus evacuation coordinated with the middle school and the evacuation site is the district park.
 - iii. Annual Fire Inspection on 11/29/23 to evaluate and assess to make sure everything is up to code.
 - b. Teacher – Ms. Zolbrist/Ms. Koela-Ganiko
 - i. Grade level games scheduled and planned and working on the student schedule.
 - ii. Currently working on Silent auction donations collections.
- V. Committee Reports
 - a. Membership – Shauna
 - i. 141 paid members (+7 from October)
 - ii. \$4,090 in dues collected.
 - iii. \$1,740 n donations collected.
 - iv. Fall Family Night
 - 1. Reached out to non-member attendees about joining PTO to take advantage of our members-only Halloween treat for kids and 3 new families signed up.
 - v. Remind App
 - 1. Communicating about Fun Fair deadline reminders.
 - 2. Our reach is quite small at only 27 so need help spreading the word to folks, if not our messages really won't have much of an impact.

3. Committees wanting to send out a text alert, send info to Shauna. There's a 140-character limit and can attach up to 3 images.
- vi. Reminders
 1. For the Executive Board and Committee Chairs, to continue to look through the spreadsheet for new members who signed up to volunteer for committees and be sure to reach out to them and introduce yourselves.
 - b. Fun Fair – Jen/Ashley
 - i. Today is the last day to turn in scrips. \$7,930 in total sold. Asking teachers to push more wristbands. There will be parking for VIPs and volunteers in the middle school area which is about 30 stalls. Sold about 140 shirts. For storage, they have a family who is donating a 14-ft trailer. Jen to work out details with Mr. Ho. Manpower is also still looking for more volunteers. Next meeting is next Thursday, Nov. 16th.
 - c. RAP – Annie
 - i. For October, there were about 374 participants. Finished October RAP and handed out bookmarks. This month's theme is arts and recreation. They are able to take 3D projects and display on the bookshelves in the MES Library. The December/January RAP programs are combined so reports will be distributed in December but not due until January.
 - d. Fundraising – Garrett
 - i. Fall Fundraiser on now until 11/29/23. Kala Kokua Fundraiser selling Arabiki sausage, smoked meat and taro pancake mix. Nabeyo Maidu Fundraiser selling MicrowavaBowls. Orders can be placed through PTO website at moanaluapto.org. Pick up will be on December 9th at the MES parking lot. Volunteers will meet at 8:30am. Hoping to do a raffle for students who sell tickets so win a prize.
 - ii. Habilitat Fundraiser was extended until tomorrow.
 - e. T-shirts/School Store – Charis
 - i. No updates
 - f. Apple Giving Tree – Nisara
 - i. Flyer for the teachers to add their requests on the form. Teachers' rep to go back to the teachers to ask what they want before Christmas break starts to give enough time to get approval from admin and distributed to families.
 - g. Book Club – Kristyn
 - i. The next book club is this coming week. Break during Thanksgiving and Fun Fair week. The students came in and put a sticker on their favorite book character and the winner was Wings of Fire. There will be a lot of Christmas books for the next book event.
 - h. Website – Kyle/Russell
 - i. The Moanalua Fun Fair is indexed now so if you Google search for it, it will take you to the website.
 - i. STEM – Jen
 - i. May be on a weekend in February and topic will be on sustainability.
- Vacant Committees
- j. Family Events

- i. Fall Event – There were about 50 families who did pumpkin carving and costume contest. The pictures of each pumpkin were posted on PTO instagram page and people were able to vote for their favorite pumpkin.
- k. Portfolio
 - i. This committee help solicit the new design. There is typically a contest for students to enter a contest and design is due by the end of February. Admin to provide a theme.
- l. Aloha Aina Day – Recycling Day
- m. Campus Beautification – They still have the 2nd part of beautification to refresh the bathrooms.
- n. Hospitality – This committee helps organize the food for our events.
- o. Community Relations – This committee helps reach out to the community.
- p. Health & Fitness – This committee helps with Aloha Run later in the year.
- VI. Old Business
- VII. New Business
 - a. December Family Movie Night on 12/14/23 with pictures with Santa.
- VIII. Announcements
 - a. Next PTO Meeting: January 2024
 - b. Next Fun Fair Meeting: 11/16/23
- IX. Adjournment
 - a. Meeting adjourned at 6:42pm.

Darlene Mikami
MES PTO Secretary