

MES PTO & Fun Fair Planning Meeting Minutes
October 16, 2025



- I. Call to Order
 - a. Meeting called to order by Kristyn Nishimoto at 5:37pm.
 - b. Minutes dated 9/11/25 was approved.
- II. Welcome & Introductions
- III. Executive Officer Reports
 - a. President: Kristyn – Nothing to report.
 - b. 1st Vice President: Melissa – Nothing to report.
 - c. 2nd Vice President: Kyle – Nothing to report.
 - d. Secretary: Darlene – Nothing to report.
 - e. Treasurer: Jodi
 - i. September Income: \$7,765.67
 - ii. September Expense: \$7,984.50
- IV. Administration Reports
 - a. Administration – Principal Galera/Vice Principal Valenzuela
 - i. Thank you for your support especially for our past campus beautification project.
 - b. Teacher Reports – Mrs. Isaacs/Mrs. Sabas
 - i. Nothing to report.
- V. Committee Reports
 - a. RAP – Elaine
 - i. Participation rate was higher this month. Thank you to the teachers to help promote this program to the students.
 - b. Membership – Kathy/Shaina
 - c. Fun Fair – Jennifer
 - i. T-shirt sales are closed. Sold about 148 shirts.
 - ii. Attractions: 3 Carnival Rides & 6 Bounce Houses at \$13K
 - iii. Srips/Wristbands: Sold 58 Wristbands
 - iv. Bake Sale: In the process of soliciting donations from companies, families to donate to bake sale as well.
 - v. Donations: Will start to collect donations.
 - vi. Entertainment: Lineup is in place. Auditions will take place for the talent show. Will need to confirm stage set-up for performers.
 - vii. Finance: Spreadsheet has the final budget except for Attractions. Submit expenses the same way as submitting expenses for PTO.
 - viii. First Aid: No updates.
 - ix. Grade Level Games: Will need to confirm what kind of games and what kind of space will be needed so Maki can figure out the lay out. Srips will be \$1.
 - x. Hospitality: Working on donations for food for the volunteers.
 - xi. Keiki Korner: Will be renting a U-Haul to store donations since there is no space. Collection of donations may be cut short due to space limitations. Will also need to sort/price donations then at the end of the fair, schedule pick up of remaining donations.
 - xii. Manpower: We have at least 50 volunteers signed up. Still pending responses from clubs who will help volunteer.

- xiii. Publicity: Banners will start to go up in the community. First two packets have already been distributed to MES ohana. The last packet will be due on the 21st and will include deadlines for donations, keiki korner, plant sale and bake sale. Thanks to Elaine for making copies for distribution. If your committee needs a specific sign, please let Shauna know and advise where sign needs to go.
 - xiv. Redemption: We have a lot of prizes. No other help needed at the moment.
 - xv. Scripts: Order has been submitted and sold about \$2K as of today.
 - xvi. Silent Auction: VIP parking bids still open and will be open for another week. Starting bids at \$100 per parking stall. We are still accepting donations for PTO.
 - xvii. Backpack Room: No updates. Just waiting for wristbands.
 - xviii. Vendors: Craft \$100 and Food \$200 and Vendor Parking \$50. We are looking for a few more vendors. No drink sales since we have drinks that are being sold.
 - xix. Website: Fun Fair updates have been uploaded.
 - xx. Cleanup: Requesting more manpower for the night of the fair.
 - xxi. Layout: Jen to pick up/drop off the batteries to help power various booths, outdoor lighting, etc... Stage placement was discussed. General layout options reviewed and presented.
 - d. Garden Club – Nisara/Brittney
 - e. Health & Fitness – Janine
 - i. We had 99 students that participated for the month. It was suggested to offer a prize i.e. ice pops, to the class who has the most students who participated. Another suggestion would be to have it announced during lunch time and call up student volunteers to participate while earning signatures on paper to complete various exercises.
 - f. Fundraising – Kristen
 - i. We sold 463 McDonalds, 354 D&B Cards, 194 Car Wash tickets so we grossed about \$14,700. McDonalds will be picked up and distributed to students this coming Monday. D&B and Car Wash tickets will be picked up and distributed at the end of November. 6th graders will be allowed to sell more card wash tickets to raise more money for upcoming Camp Erdman trip.
 - g. T-shirts – Charis
 - h. Website – Kyle/Russell
- VI. New Business
 - a. MES Book Fair – Ms. Weiss is looking for volunteers for the fair which will take place during the last week of October from 7:15am to 2:45pm. Please have volunteers complete harm to student screening.
 - b. Fall Family Night – PTO members should have received email with discount code. If there are any open slots then the event will be open to the entire school. There are only a few more slots open for the event. We need volunteers to help set-up and clean up. Event will include a costume contest and pumpkin carving contest.
- VII. Announcements
 - a. Next Fun Fair Meeting: Thursday, 11/6/25
 - b. Next PTO Meeting: Thursday, 11/13/25
- VIII. Adjournment
 - a. Meeting adjourned at 7:10pm.

Darlene Mikami
MES PTO Secretary