

Manoa School APT Meeting
Thursday, March 7, 2019
MES Library @ 5:30 pm

- I. Call to Order by Sandy Chong at 5:40 pm.
- II. Attendance
 - A. APT Board Members: Sandy Chong, Chuck Tindle, Bonnie Sakai, Kawena Beaupre, Siu Wai Ferchoff, Mary Long, Cori Hara, Vanessa Ito, Martin Zialcita
 - B. Absent APT Board Members: Ivey Higa
 - C. School Representatives: Ryan Kusuda, Natalie Chung, Eileen Carr, Ava Ferchoff (MSSA)
 - D. Members: Lyn Uesato-Nishida, Tiana Smith, Malia Tsuchiya, Lisa Powell
- III. Motion to approve February 7, 2019 APT meeting minutes was made by Cori Hara and seconded by Mary Long. Motion was unanimously passed.
- IV. Reports
 - A. MSSA Report by Ava Ferchoff
 - a. Collecting Box Tops, planning for next year's elections and working of Festival of Music
 - b. MSSA is a part of the health and wellness council (BZP pledge)
 - i. Creating healthy living posters to post in the cafeteria
 - ii. Planning on having a snack cart during recess for students to purchase healthy snacks. MSSA could purchase the pre-packaged snacks and then sell them either for cash or tiger paws.
 - iii. Sunset Beach had a successful afterschool snack program – Ryan to look into.
 - iv. Chuck to call Ono Snacks – fresh apples pre-packed.
 - v. Natalie to email Chuck with a date for the first snack sell.
 - B. Principal (Ryan Kusuda) & Vice Principal Reports (Natalie Chung)
 - a. Academic and financial plan shared with SCC. Submitted a month ago financial projections based on 497 students for 2019-2020 SY. Lower than our 547 students we have currently.
 - i. Operating budget for the school is \$2,809,850. About \$5,653.62 per child.
 - ii. Same amount of staff we currently have, 22 teachers x \$65,293 for classroom teachers. Specialty teachers (librarian, PE, STEM, Music) \$250,000. SPED teachers and preschool SPED. Counselors, ELL Coordinator, Tech Coordinator, Educational Assistants
 - iii. Support staff Operating budget is \$132,666.
 - iv. 95% money from state is for salary positions. Does not include classroom supplies or things for curriculum, or other staff like cafeteria managers, part time workers, etc.
 - v. Accept GE students to bring up total number of students; still considering class sizes and ratio between student and teacher.
 - vi. More money provided (\$5,000) to the school if there are more students (23 classroom teachers) enrolled by a certain date.
 - vii. Cap teacher to student ratio 1:26 (max) for Grades K-2; 1:32 ratio for Grades 3-5.
 - viii. Manoa tries to keep it to 1:22 for K-2.
 - b. MSSA is taking on school pledge with Blue Zones Project. There's a list of things to implement in order to get points and get certified by the end of the school year. 60+ points are needed. Workplace pledge is done.
 - c. Cooking demo night went well, according to Mollie. ME was the first school to try this format. Mollie is really excited and wants to continue to do more events with us.
 - d. Otemon gift purchased by Cori Hara – milo bowl; the wood doesn't mix with the food
 - e. Robotics Team: 3 of the 4 teams qualified for World Championships in Kentucky, however all 4 teams will be in attendance; leaving in end of April.

- C. Treasurer's Report – Kawena Beaupre
 - a. Total Current Assets: \$383,941.15
 - i. Savings account earned \$1,500 over the last year.
 - ii. Would like to move more of our monies from FHB checking into Territorial savings account to make more money in interest
 - b. P&L Net income: \$45,092.22
 - c. No Regal Foods monies in yet.

V. Old Business / Updates

- A. CPK Fundraiser Results / Upcoming: May 1, Aug 21, Nov 13 – Bonnie Sakai
 - a. 2/25/19 CPK Fundraiser event raised \$695.87 for Tiger Robotics. 2nd highest proceeds to date! CPK to cut and mail check to Manoa School APT in 3-4 weeks (arrives March 19-26). Got the check today, 3/7/19! Darcie Kajioka (Robotics contact) has been notified of this donation – looking to get more corporate sponsorships to help with the cost of the trip.
 - b. 5/1/19 is our next CPK fundraiser event. Flyer to be made and distributed via Main Office.
- B. Bingo Night (Fri, March 8) – Tiana Smith & Sandy Chong
 - a. Menu: Vegetarian chili cooked by Blue Zones Project
 - b. 160 kids and 150 adults RSVP'd.
 - c. Ryan to call numbers; parents to bring fruits for desserts and or canned goods to donate to Hawaii Foodbank.
- C. Regal Foods (Pick up on March 12) – Mary Long, Vanessa Ito & Martin Zialcita
 - a. Sold 6,023 tickets
 - b. \$30,830 check went to Regal Foods
 - c. \$17,342 went to Manoa APT
 - d. Other donations collected = \$447.50
 - e. \$17,789.50 total raised
 - f. Distribute 514 packets; 560 last year. 50 less students this year.
 - g. Dan from Regal Foods: last year was over 7,000 products sold. Recommends for next year: sell 5 products instead of 4. Purchase cookies for FOM and sell them there to augment sales. This is not in line with Blue Zones.
 - h. How do we replace this fundraiser and raise the same amount of money? How about trying to do the \$10 Card? Stevenson is doing it, and other schools too.
 - i. Regal product costs \$7.50 each and we pay back \$4.80; leaves \$2.70 to APT.
 - j. Jump Rope for Heart was going on during the same time as Regal fundraiser, which could have hurt Regal sales. Inexpensive toys were incentives for getting pledge donations for Jump Rope for Heart.
- D. Campus Beautification (April 27) – Chuck Tindle & Lisa Powell
 - a. Waiting for Mollianne for ideas for this project. It should be a Blue Zones Project collaboration.
 - b. Ryan and Sandy will be here. Lisa to talk to Ryan about the types of projects to do.
 - c. Ideas: composting, areas that might need help; Earth Day is April 22. Eileen Carr to find out more about community events for this area. Painting rocks and leave it in the garden; painting the hop scotch on the sidewalk; paint the tiles; mosaic arts; mural – work with a POWWOW artist? Able to work with kids?
 - d. Ask parents to donate potted plants, pots, soil. Ask parents to donate through curriculum promoting Earth Day.
- E. Change in By-laws – Sandy Chong & Kawena Beaupre
 - a. Nominating committee should consist of the immediate past president, principal and member of the association. Together, they put a panel together for nominations. Currently this is very hard to do.

Propose to delete Nominating Committee, board will take a vote and elect the board for the following year. Board to solicit the membership to see if people are interested.

- b. APT is an unincorporated organization, we are an association with members. We must notify membership of the change to the by-laws. To be conservative we can follow the rules. We should send out a notice to the membership of the proposed change for the nominating committee. If anyone wants to respond to this action, APT invites them to attend the next meeting.

F. Board Nominations – Sandy Chong

- a. If anyone here wants to be on the board, please come talk to the current board.

G. Festival of Music (May 17) – Siu Wai Ferchoff & Cori Hara

- a. Bake Sale
- b. Communications
 - i. Flyers – Cori
 - ii. Banners – Siu Wai
 - iii. Social Media / Website - Chuck
- c. Entertainment
 - i. Emcees – Jonelle & Eric (?)
 - ii. Talent Show / Speech Festival / Performances – Carly Sugimoto & Daniel Ho
- d. Finance - Kawena
- e. Food – Siu Wai
- f. Games – Cori & Brenda
- g. Inflatable / Tents - Kawena
- h. Prizes / Prize Booth – Margaret Kawano
- i. Scripts – Siu Wai
- j. Security - Ben
- k. Silent Auction / Grade Level Baskets – Sandy & Lyn
- l. Vendor Area (Henna / Cub Clubs (Free Craft) / Slime / Succulents) – Siu Wai & Mary
- m. Volunteers – Bonnie & Chuck
- n. White Elephant / Paris Station Pop Up – Cori (?)

H. Cori waiting to hear back from the teachers about the games and booths.

I. Siu Wai waiting for responses; Kawena researched the cost of the tents (4-6). = \$130 per tent.

J. Entertainment tent = \$300; No big tents because it made holes in the green top. Weather? Ask parents to borrow tents? Storage – under the stage? Get good quality tents like Eazy Corner brand (not pop up tents). Additional event insurance is purchased for FOM. Board agreed to rent 5 tents for FOM, and inquire about insurance from the rental company.

VI. New Business

A. National Board Certification – Principal, Ryan Kusuda

- a. How can we support our teachers? One way would be to encourage and support teachers to apply for the National Board Certification Program.
 - i. It's a rigorous process that includes 4 different components a candidate has to go through – 1) portfolio content knowledge; 2) differentiation in instruction; 3) teaching practice and learning environment; 4) effective and reflective practitioner.
 - ii. \$75 Registration per year + \$475 payments, 4 payments is about total of \$2,000 cost
 - iii. There's financial motivation if they pass - They get \$5,000 annual stipend for 5 years, and then re-certify.
 - iv. 677 Hawaii teachers are certified out of about 20,000 teachers (3%).
 - v. 274 currently in the process now.
 - vi. Average time taken to pass usually is 2 years. No one at Manoa is certified.
 - vii. Ryan supports this as it keeps teachers at Manoa; brings prestige to the school to show we have quality teachers.

- b. Waikiki PTO offered support (scholarship) to the teachers by helping with the upfront costs. Since then, 7 teachers have been certified and reaping rewards. If they pass, they would repay back the money to PTO that was given to them. If they don't pass the process, PTO ate that cost. If Manoa APT feels they would like to support this effort, more teachers would participate.
- c. Eileen Carr had signed up for this program, and hopes it spreads interest amongst other teachers.
- d. Sandy and Chuck to talk to Ryan more about this.

B. Artists in the Schools Grant – Eileen Carr

- a. 2nd & 3rd graders participated in the Art Bento program. Educates everyone to appreciate art. Positive experience – extend it.
- b. Teaching artists come into schools and plan residency.
- c. Vision: grant that impacts 4th and 5th graders
- d. Residency – unpacking history through art and artifacts.
- e. 56 art classes; \$6,000 grant comes to Manoa School from State Museum; Eileen Carr is requesting the APT to support this effort with a donation of \$600. This will allow the school to expand the experience to more grades and reduce number of sessions per class. The grant pays for time and materials, classroom activities and enrichments. This will start next school year. Chuck Tindle motions to approve \$600 to supplement the Artists in the Schools program and seconded by Bonnie Sakai. Motion unanimously passed.

VII. Community Feedback/Input

A. Cub Club Safety Protocol – Siu Wai Ferchoff

- a. Concern: We entrust the student to the school and want our kids to be safe in the school. A family felt this was not upheld by the school. There needs to be better communication between the school and parents.
- b. Confirming registration and confirm where they should be for Cub clubs.
- c. Outside vendors or staff members at the school need to make sure students are where they should be, who is registered, etc. Points of contacts need to be established.
- d. If APT is involved, Ryan can discuss options on how this could be done.
- e. Parent's concern is accountability and safety issue. Are background checks done on these vendors? No verification and authorized check out. Needs a standard procedure set in place; accountability, liability.
- f. Counselors are vetting the Cub Club vendors which was a process started by Ms. Nishiki (no longer at Manoa School). Ryan would like to share his ideas about how to implement a better system, and see how APT can help or support.
- g. School would have to pay a third party vendor to do background checks. \$12 per person for a background check which would be an additional cost for the school.
- h. Cub Club to be held accountable for the children. School can notify the vendors to call parents, but school cannot police them and force them to do it. If vendors don't comply, they cannot come back the following year.
- i. Ms. Spencer is the main point of contact for Cub Clubs. School is actively working on improvements.

VIII. Next APT Meeting, April 4, 2019

IX. Meeting is adjourned at 7:05pm