

Manoa School APT Board Meeting

Thursday, February 4, 2021

Virtual Meeting via Zoom @ 5:30pm

- I. Call to Order: Meeting called to order by Umma Berkelman at 5:31pm
- II. Attendance:
 - a. APT Board Members: Kawena Beaupre, Umma Berkelman, Mako Ikemiyagi, Vanessa Ito, Kim Sung, Chuck Tindle, Jen Ueki, Lyn Uesato-Nishida, Kay Yamaguchi
 - b. School Representatives: Ryan Kusuda, Natalie Chung, Amy Milazzo
 - c. MSSA Representatives: Preston Harada
 - d. APT Board Members / School Representatives Absent: Amanda Corby Noguchi, Malia Tsuchiya
 - e. Members: Margret Arakaki, Robyn Miura, Jessica Stack, Keala O'Sullivan
- III. Introductions
 - a. Umma Berkelman is the new APT President. Any questions or concerns can be sent to her at mail@manoaschoolapt.com.
- IV. Approval of Minutes
 - a. Motion to approve the January 7, 2021 APT Meeting minutes was made by Jen Ueki and seconded by Chuck Tindle. Motion was unanimously passed.
 - b. Motion to approve the January 21, 2021 APT Special Meeting minutes was made by Chuck Tindle and seconded by Kawena Beaupre. Motion was unanimously passed.
- V. Reports
 - a. MSSA Report: MSSA started to work on a school newspaper and student support email. They are hoping to publish their first newspaper by the first week of the 4th quarter, which will include school news/updates, student/staff spotlights, and ads for local Manoa businesses. The student support email will be up by next week, and MSSA is working on a video to advertise to that students know they can use it.
 - b. Principal & Vice Principal Reports:
 - i. Budget Update: The DOE was expected to have a 10% cut in budget, but Governor Ige has since revised it to a 2.5% budget cut. Manoa will revise its financial plan and reassess its decision regarding personnel cuts.
 - ii. 1st Grade Playground Structure: \$150,000 released in general obligation bond funds to replace the playground structure that was torn down outside of the 1st grade wing. The school is looking at options from Berliner and Exerplay. The 1st grade teachers have had the opportunity to provide input on the structure's design. Timing will depend on the contractors, but hopefully it will be before the start of the next school year.
 - iii. COVID Vaccinations: Vaccinations for individuals designated as "2nd Tier" are currently in progress. Anyone with a DOE ID qualifies, including: teachers, education assistants, custodians, cafeteria staff, office staff, and casual employees. Many staff have already received their 1st shot, and the goal is to have all connected to Manoa school get the

vaccination. The school might have another townhall, centered around COVID vaccinations.

- iv. PPE: The school will not be reimbursed for PPE that was purchased. Manoa spent close to \$45,000 in PPE.
- v. COVID-19 Testing: Teachers can get free PCR rapid tests at 2 locations on Oahu (Waikiki, Airport). Results in 3-6 hours. Testing is pre-paid by the City and County of Honolulu. Bring a valid identification card to verify your identity and employment.
- vi. Summer school: Registration will begin in early March via the Manoa School website. It will be a 4 week program, with morning and afternoon programs offered. There will be no more than 10-12 students per room.

c. Teacher Representative's Report

- i. Teachers request that when a fundraiser requires teachers to track down items from students, that the APT provide a letter that can be forwarded rather than teachers creating their own message.
- ii. The arts committee is planning to put together a slideshow or something for the arts in May, in place of Festival of Arts. If APT is planning to do any fundraiser in May, the arts committee would like to coordinate the events together.

d. Treasurer's Report

- i. Financials: P&L for August 1, 2020 through January 31, 2021 and Balance Sheet as of January 31, 2021 were provided by Kawena Beaupre on 2/3/21.
- ii. Balance Sheet:
 - 1. ASB Checking: \$107,077.92
 - 2. Territorial Savings: \$121,949.11
 - 3. Total Assets: \$229,027.03
- iii. Bank Statement: American Savings Bank statement dated January 31, 2021 was provided by Kawena Beaupre on 2/3/21
 - 1. 1/31/21 ending balance: \$107,438.92
 - 2. Difference between the bank statement and balance sheet is due to checks cut but not cashed yet, including: 3 teacher stipends (\$100 each)
- iv. Other Comments:
 - 1. Q4 2020: \$126.99 interest earned on the savings account
 - 2. Regal prize winner from 2020: Didn't cash \$50 check; has been voided because it is stale
 - 3. Fundraising: Total this year so far is about \$45,000. This includes general donations, spirit cards, Amazon Smiles, Tiger Trek, foodie fundraiser, and Habitat trees.
 - 4. Checks signed by the President: Manoa Boy Scouts \$1,000 (check #353)

VI. Old Business & Updates

- a. Hearts Are Wild Valentine's Fundraiser (order thru 2/6/21, pickup 2/13/21) – Umma Berkelman
 - i. Fundraiser ends Saturday 2/6/21. So far, gross sales over \$7,000 and revenue for APT \$2,199 (meals \$1,950; donations \$240; flowers \$9). Final figures will be reported at the next meeting.

- b. Regal Foods (order thru 2/19/21, pickup 3/6/21)– Vanessa Ito
 - i. Advertising: Will focus on Regal fundraiser once the Feast fundraiser ends. APT will replace the website banner and do another Instagram push. Order form will be available via a link in the Instagram profile.
 - ii. Pickup: Details for the March 6th pickup (10am-1pm) are being finalized, and details will be shared with families as the pickup date approaches.
 - 1. Preliminary plan:
 - a. Confirmation emails will be sent for each order, including an assigned order number.
 - b. Regal will drop off the products hours ahead of the pickup, and volunteers will assemble orders alphabetically under the greentop tent. Refrigerated items will be pulled as people arrive.
 - c. As families arrive on campus via Manoa Road, 3 greeters with walkie talkies will obtain their order name/number and assign a parking stall. Parking will be limited to 10-12 designated spaces.
 - d. Families will be asked to wear masks, not get out of their cars, and open their trunk for orders to be deposited.
 - e. The number of volunteers will be kept to a minimum, and if available, volunteers that are already vaccinated would be preferred.
- c. Earth Day – Amanda Corby Noguchi
 - i. Discussion of this item is deferred until the next meeting.
- d. Newsletter – Umma Berkelman & Kay Yamaguchi
 - i. The last newsletter was distributed in January, and the next one will be distributed after Spring Break. Topics are still being worked on.
 - ii. Constant Contact: Database for all events will be on Constant Contact. Database from Square for the Feast fundraiser will be put into Constant Contact so that a confirmation email with pickup details can be sent. Database from Regal and the Foodie fundraiser will be added as well.

VII. New Business

- a. Website
 - i. Thank you to Keala O’Sullivan for revamping our website, and for her continued help with website updates!
- b. Campus Beautification
 - i. Mako has accepted the role of Chair for this event. Ideas will be presented at the next meeting. Past years have included painting, trash pickup, planning shrubs, power washing, cleaning jealousies, cleaning fans. Suggested to have a virtual event this year where kids clean their bedrooms and send before/after pictures.
- c. Teacher Appreciation (Jen Ueki)
 - i. Historically this has been held during Teacher Appreciation Week, and included a lunch and/or gift cards. This year lunch is allowed, but lunches need to be individually wrapped. Our preference is to support local businesses, especially companies that have supported us (ex. Feast). Suggested to also coordinate an electronic group card, with drawings/messages from students. Will need a list of teachers/staff to finalize headcount.

- d. 5th Grade Promotion
 - i. Will likely have something similar to last year – a promotion parade where 5th grade students decorated their cards, entered campus from Manoa Road and exited by the district park. No date is set; will be planned at the school level with 5th grade teachers involved in the planning. In the past APT has sponsored a party, but since we cannot have a group event this year we could use the budget to help with parade decorations or to provide leis.

- e. Board Nominations
 - i. Two board positions are available for the 2021-2022 school year. Potential candidates should submit a letter in writing to an officer. Voting will occur at the May APT meeting.

VIII. Board Members & Community Q&A

IX. Next APT Meeting: March 4, 2021 @ 5:30pm on Zoom

X. Adjournment: Meeting adjourned at 6:43pm