



1337 Mahiole Street
Honolulu, Hawaii 96819

Executive Board Meeting Minutes
July 14, 2022

Attending Members: Stacey Nishibata, Kelen Moana, Summer Kupau-Odo, Anne Lee, Darlene Mikami, Jodi Inoue, Patti Taki, Lynda Galera, Audrey Chinen

- I. Call to Order
 - a. Meeting was called to order by Stacey at 6:00pm via Webex.
- II. PTO Email Access and Contact Information
 - a. Summer, Jodi and Darlene to provide contact information and get access to PTO email.
- III. Committees Overview
 - a. Committees are assigned to each Vice President. Stacey to send out list of committees which will state which Vice President will be overseeing each committee.
- IV. Report from Principal Lynda Galera/Audrey Chinen
 - a. Media report regarding the no mask. Meeting held by the Department of Education (DOE) with general information including indoor masking and physical distancing were not going to be recommended. Ohana bubbles are also not required. DOE will follow the recommendation from the Department of Health (DOH). This Friday is when DOH will hold a press conference which is supposed to include the finalized written guidelines. Then we should anticipate the written guidelines from DOE on July 22nd.
 - b. The consensus between leadership team is to take things slow, to keep physical distancing in the classrooms and ohana bubbles will remain which means classrooms will stay within their classrooms. In the event that the community level should increase, additional mitigation measures may be implemented.
 - c. ESSER funds available therefore replaced cafeteria tables. The tables that were in better condition were placed outside in the courtyard to expand outside seating. There are a total of 10 tables outside with 6 children at each table. The idea was to keep the lunch seating in the cafeteria and in the courtyard versus seating in the building. There is currently not enough staff to supervise the children throughout the school.
 - d. Ventilation: The requirement will be to have the teachers open both doors of the classroom to keep the air flow. There are filters in some classrooms where space was available, and each classroom has at least one fan. In the past, there have been issues with substitute teachers not knowing the school requirements, so a memo is now distributed to communicate such requirements.
 - e. After school programs will be coming back to campus which includes Kumon, orchestra, Japanese, Sports for Kids, etc... MES is working with them on safety protocols and how to manage the volunteers.
 - f. Security/Surveillance Cameras: No security on campus. MES is currently a closed campus, and teachers and staff are there to ensure that any adults other than MES staff needs to check in with the office. Installation of surveillance cameras to occur upon arrival and is intended to monitor campuses during after-hours or in the event tapes need to be pulled in specific situations.



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- g. A+ Program Capacity: Not back to normal but will be more than last year. YMCA is waiting for the guidelines to determine how people they will need and the challenge finding people.
 - h. Meet and Greet on July 29th at 5:30pm with information posted to MES website.
 - i. School supply drop off (optional) on July 29th and August 1st.
 - j. Welcome Back Lunch would be on July 27th.
 - k. Mr. Hamano sent registration form to admin for approval. Approval should be received by tomorrow and will be able to post on PTO website after approval.
- V. Budget Requests
- a. 2nd Grade drama class and performance costs would be \$2,900 from PTO and the other half will be paid by the school. No opposition from the board.
 - b. Grade Level Expenditures: Budget is for \$20 per student. First student head count is around the 2nd week of August. Principal Galera to let us know exact date and number of children to determine the budget.
 - c. Reimbursement Requests: Will request to have receipts emailed to MES PTO for reimbursement.
 - d. PTO Insurance: Will renew the policy. Curtis mailed the check to renew the insurance.
 - e. Portfolio Invoice: Invoice will go to the school office, and they will contact us for payment.
- VI. Calendar of Events
- a. Events typically include virtual cooking painting, Halloween, Holiday, Honolulu Theater for Youth (virtual performance), etc...
 - b. Membership: Since campus will be closed, will send out the welcome letter with the membership form. Admin will collect information from parents who are interested in volunteering. We need to actively reach out to parents to ask if they would like to volunteer. PTO will split the list and make phone calls to follow up with parents.
 - c. RAP: Intention to start in September and to have a theme every month. The student will have the option to pick a book and earn prize. In the past a form was given to teachers to be submitted to Anne however this year notice will be given to teachers and parents.
 - d. Fun Fair: Not confirmed yet on whether the fun fair will occur this year. If the fair is not as big as in the past, would it be worthwhile to have the fair this year. Virtual silent auction with games for the kids on campus. Maybe fair would only include kids only versus entire families as that would be much more manageable to control the amount of people on campus. Follow up with teacher reps.
- VII. Other Announcements/Discussions
- a. Vice Principal: Thien Ho will be the new Vice Principal for MES. He was a high school principal in the mainland. He moved here with his family and will be attending the PTO meetings from next month going forward.
 - b. PTO Library/Bookstore: There are a lot of books which are not being used. Suggestion was to coordinate a volunteer to be at the library/bookstore so the kids can use the books. Available time would be during recess.
 - c. Welcome Gifts for Teachers: There are about 80 to 90 staff members. A little gift which includes supplies such as dry erase markers, post it notes, etc...



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- d. School T-Shirt Order/Welcome Letter/PTO Membership Form: To be added to the meet and greet flyer and will be forwarded to Mary to be included in student's folder.
 - e. Fundraising Committee: We are looking for a volunteer as this will be the last year for Pam.
- VIII. Next MES PTO Meeting
- a. August 11th at 6:00pm and will be open to everyone.
- IX. Adjournment
- a. Meeting adjourned at 7:58pm.

Darlene Mikami
MES PTO Secretary