

**Governing Board Meeting Minutes APPROVED**

**Date-** Thursday, June 10, 2021

**Location-** Join Zoom Meeting

<https://zoom.us/j/92395672967?pwd=WStsdnRCeGduSXFjRTJmWHBkaU1aUT09>

**Time-** 5:00 – 5:40 pm

**Recorded by-** J. Watanabe

**Attendance-** M. Chang-Vierra, P. Izumo, M. Simmons, Principal D. Oshiro, Mr. B. Wolford, Miss B. Wolford, A. Takaki, J. Watanabe, P. Rigor, J. Dixon, A. Deutscher, PJ Foehr (State Hawaii Public Charter School Commission Office)

**Excused-** J. Smith, J. Yukitomo, M. Thompson (proxy M. Chang Vierra), S. Friedman (proxy A. Takaki), M. Liao-Troth

<p><b>I. CALL TO ORDER</b></p>	<p>Meeting called to order at 5:00 pm by Dr. Vierra Chang</p>
<p><b>II. APPROVAL OF MINUTES</b> <b>A. May 2021</b></p>	<p>Dr. Izumo moved to approve minutes from May 13, 2021. Second by Ms. Simmons. No discussion. Aye votes by M. Chang-Vierra, P. Izumo, Ms. Simmons, Mr. B. Wolford, Miss B. Wolford, A. Takaki, S. Friedman (proxy A. Takaki), J. Watanabe, P. Rigor, J. Dixon, M. Thompson (proxy M. Chang Vierra). No nay votes. Motion carried.</p>
<p><b>III. PARENT AND PUBLIC COMMENT</b></p>	<p>None</p>
<p><b>IV. OLD BUSINESS</b> <b>A. None</b></p>	<p>A. N/A</p>
<p><b>V. NEW BUSINESS</b> <b>A. Monthly Financial Report – A Deutscher</b></p>	<p>A. Mr. Deutscher will present the financial reports for the month ending May 31, 2021, at the next meeting.</p> <p>Mr. Deutscher noted an increase in vendor purchases at Rainbow Resources which requires board approval (FY 2020-2021).</p> <p>Mr. Deutscher presented the 2021-2022 Fiscal Year budget. He noted that teacher computers will be refreshed and there are other savings due to IT vendor changes. Increased rent includes an additional classroom space. Possible increase in spending with student information system vendor, PowerSchool.</p> <p>Principal Oshiro clarified that the state uses a different student information system, and the school is committed to remaining with PowerSchool.</p> <p>Mr. Foehr clarified that the state is running Special Education and ELL through Infinite Canvas. SPSC Office is in communication with the state to ensure that charter schools have access and training.</p> <p>Mr. Deutscher presented the list of vendors anticipated to go over \$10,000 for FY2021-2022.</p> <p>Dr. Watanabe moved to accept the Action Items:</p>

**Governing Board Meeting Minutes APPROVED**

	<p>a. Vendor Limit - Rainbow Resources Increase from \$85,000.00 to \$95,000.00 for FY2020-2021 – no additional increase in budget b. Annual Budget FY2021-2022 c. Vendor List Over \$10,000.00 FY2021-22</p> <p>Second by Dr. Izumo. No discussion. Aye votes by M. Chang-Vierra, P. Izumo, Ms. Simmons, Mr. B. Wolford, Miss B. Wolford, A. Takaki, S. Friedman (proxy A. Takaki), J. Watanabe, P. Rigor, J. Dixon, M. Thompson (proxy M. Chang Vierra). No nay votes. Motion carried.</p>
<p><b>VI. OTHER BUSINESS</b> <b>A. Principal's Report (Oral)</b></p>	<p>A. Thank you to board members who attended graduation at the Convention Center.</p> <p>Principal Oshiro presented the principal's report. Summer school numbers are lower due to free summer school offered by the DOE. Standardized test scores are embargoed and specific scores will be shared later in the summer. Another room has been secured for teachers do hold virtual classes and meet in groups.</p> <p>Dr. Vierra Chang canceled the July meeting. Next meeting will be the second Thursday in August.</p> <p>Principal Oshiro shared the Assurances list with the board. This corresponds to the Governing Board tab on the website.</p>
<p><b>VII. ADJOURNMENT</b></p>	<p>Dr. Izumo moved to adjourn the meeting. Second by Ms. Simmons. Meeting adjourned at 5:40 pm.</p>
<p><b>VIII. EXECUTIVE SESSION</b></p>	<p>None</p>

Addendum to June, 2021 Governing Board Meeting Minutes DRAFT

July 24, 2021

Recorded by J. Watanabe

The Myron B. Thompson Academy Governing Board voted to accept the Opening of School Plan for SY 21-22 (attached) as follows:

Yes votes: A. Takaki, S. Friedman, Mr. B. Wolford, M. Liao-Troth, Miss B. Wolford, P. Izumo, M. Chang Vierra, M. Simmons, J. Smith, J. Yukiomo, J. Dixon, J. Watanabe, P. Rigor.

No votes: none.

M. Thompson abstained from voting.

**MYRON B. THOMPSON ACADEMY**  
**Opening of School Year 2021-2022**

School year 2021-2022 will open in conjunction with written guidance from the Hawaii Department of Health (DOH) and Department of Education (DOE). MBTA will cautiously and purposefully continue to implement our established health and safety procedures developed during school year 2020-2021 for the resumption of its blended learning educational environment (in-person and virtual). Updates of key topics with MBTA's planned response and action follows:

- I. Access to School and Health Checks
  - a. Continued adherence to the SY 2020-2021 written procedure for health check screening for employees, students and campus visitors. (note: general announcement has been placed in the Faculty Handbook and will also be re-posted on the website and Canvas LMS on July 28, 2021)
  - b. Parents, public, vendors and other visitors must continue to make an appointment with the administration at least 24 hours prior to the requested visit with a confirmed response by the administration. No walk-in visitors will be allowed. This requirement will be lifted when the Governor and appropriate state and national agencies (HDOH, CDC) provide the necessary statement of clearance.
  - c. Daily mail delivery will be made to the YWCA central lobby area and MBTA staff will continue to retrieve all mail each afternoon from that site. FedEx and armored car delivery will proceed as usual. However, deliveries will be met by MBTA staff outside of room 220. In addition, strict adherence to the YWCA's mask policy in all common areas will be followed.
  - d. Students, staff, or school-approved external visitors who appear ill and test 100.4 or higher on the external no-touch thermometer in the main or elementary offices will be asked to leave campus. Students who are ill will be kept in a separate room designated by the office until parents are contacted and come to pick up the child. The designated wait room will be sanitized regularly and especially after use.
  - e. School faculty, staff, or student who test positive for COVID-19 will be required to provide medical clearance from their physician prior to their return to work/school.
- II. Social and Physical Distancing
  - a. Each classroom, office and tech room will have adequate supplies to support healthy hygiene which includes hand sanitizer for staff and older students (with at least 60 percent alcohol), paper towels, tissues, no-touch trash cans, and air purifiers. Younger elementary students will have routine

- b. Free standing hand sanitizers will be placed in all offices and in certain designated teacher rooms and tech rooms.
  - c. A return to the hybrid delivery method will allow for no more than 10 students per elementary classroom with appropriate student chairs/desks three feet plus apart (Oahu students – F2F; neighbor island – Virtual)
  - d. Secondary face-to-face Oahu classes will adhere to the 3 feet distance between student desks/chairs.
  - e. Student bathroom breaks will occur before entering the classroom, midway through the morning instructional period with students collectively walking in a row three feet apart.
  - f. ***All MBTA students attending face to face classes will wear masks in class as directed by the Governor of the State of Hawaii in a signed AMENDMENT TO NINETEENTH PROCLAMATION RELATED TO THE COVID-19 EMERGENCY dated May 25, 2021. Changes to or termination of said directive will be made by the Governor in conjunction with the CDC and HDOH. All face to face classes for Oahu-based students will resume as was the norm pre-COVID.***
  - g. All MBTA students, parents, and staff must be masked in the common areas of the facility.
  - h. Secondary face to face labs and classes will have designated start and finish times. No student will be allowed to be on campus sooner than 15 minutes prior to the start of class and/or 15 minutes after the end of class without teacher approval.
  - i. Elementary physical education elective classes will be suspended until further notice.
  - j. Should off campus (open aired) field trips be planned, appropriate information and safety/health protocols will be sent to all students and parents for their response and approval/disapproval.
  - k. All administrator-scheduled parent conferences, IEP meetings, and 504 meetings will continue to be held via phone conference call or Webex/Zoom. Other counselor-coordinated, in-person parent/guardian conferences will be held in larger office spaces in the main office for all Oahu students. Recommended rooms include secondary VP Office, the College and Career Office and the Curriculum Office.
- III. Personal Protective Equipment (PPE)
- a. All individuals (employees, students, and campus visitors) will be required to wear masks in the common areas of the facility. Students assigned to a classroom for the day will be required to wear masks during the class period until the Governor’s mandate is lifted. Exception to this requirement will be allowed when eating and/or drinking. .

- b. Parents of very young students (K-2) or students with specific medical conditions (i.e. respiratory illness, compromised immune disease, etc.) verified by a physician may request an exception to the required mask requirement. However, everyone must be masked in common areas while moving in and out of the facility.
  - c. Designated staff performing drop off and pick-up curbside duty will be provided with personal face shield and masks to be used during this duty.
- IV. Cleaning and Disinfecting
- a. Teacher who choose not to clean or disinfect desks, tables and chairs after daily sessions, must inform their level administrator who will perform that duty or find a designated maintenance personnel who will complete the task.
  - b. All MBTA offices, classrooms and tech spaces will be cleaned and disinfected routinely and frequently by the YWCA maintenance staff.
  - c. Doors may be left open but windows, due to safety concerns must remain closed. The YWCA ventilation system is routinely check and maintained. New air purifiers have been placed in all classrooms and designated offices.
  - d. No external use of MBTA space will be allowed by any external MBTA affiliated organization.
- V. Supports for Teachers and Continuity of Learning
- a. Given the blended educational environment and delivery of instruction at MBTA, no major changes to direct, virtual, asynchronous and synchronous instruction will be made.
  - b. Teachers requesting additional tech, curriculum or instructional support will be provided school-wide, division-specific, discipline-specific or grade level support by the administration, curriculum, director, technology director and system support personnel (e.g. registrar, SSC, SPED. etc.)
  - c. The first day of work for teachers and staff will be July 28, 2021
  - d. Middle school training will take place the first week of school.
  - e. Instruction for secondary students will begin on August 3, 2021. Pre-assessment and diagnostic review of all elementary students will take place during the month of August.
- VI. Instructional Models for SY 2021-2022
- a. Instruction is done through a blended learning model (virtual & face-to-face)with modifications that address current health and safety requirements.
  - b. Course content and skills development will be assessed and graded.
- VII. Safeguards and Assurances
- a. Proposed safeguards and assurances listed in the MOU regarding the following will be honored
    - i) No BU positions will be eliminated because of a model change
    - ii) Teachers' privacy, health and personnel records will be protected in compliance with HIPA.

- iii) Teachers' instructional practices will be periodically observed and monitored openly and with prior notification to teachers by the administration.
- iv) No sharing of personal emails and phone numbers with students, parents, or colleagues will be allowed.
- v) Annual teacher evaluation schedules in the fall and spring will continue as usual.

The “new normal” established in SY 2020-2021 will, once again, be transformed in SY 2021-2022. A return to an enhanced blended environment that takes the teaching and learning successes of a pre-COVID time to a richer, new technology-supported educational adventure awaits our students and teachers. This document has been prepared to ensure continuity of education to meet the needs of the whole child at MBTA.