

Minutes for  
KAWAIKINI GOVERNING BOARD MEETING

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Date/Time: Thursday, November 17, 2016, 5pm

Location: Kawaikini NCPCS Campus/Hale Akamai Bldg.

- I. Meeting Call to Order – 5:05
  - a. Members in attendance: Jewel Rapozo (President), Leilehua Rivera (Vice President), Ray Blouin (Treasurer), Kimo Perry (Secretary), Lou Nishida, Namomi McCorrison, Kaleimakamae Ka’auwai (Executive Director).
  - b. Members excused: None.
  - c. Others in attendance: Juli Arruda.
  
- II. Adoption of Agenda
  - A. **MOTION:** by Kimo, second by Leilehua, to adopt the agenda as amended (Items XI-B and XI-C added.) Motion passed unanimously.
  
- III. Approval of Minutes
  - A. Ratification of minutes of September 15, 2016 meeting  
**MOTION:** by Ray, second by Lou, to ratify the minutes of September 15, 2016. Motion passed unanimously.
  - B. Approval of minutes of October 18, 2016 meeting were deferred  
**MOTION:** by Ray, second by Leilehua, to approve the minutes of October 18, 2016 as amended. Motion passed unanimously.
  
- IV. Officers Reports
  - A. President – No report.
  - B. Treasurer’s Report - Financial reports for October were emailed and printed out for review.
    1. Kaleimakamae went over the report in detail including explaining some of the journal entries that had to be made.
    2. The quarterly fiscal report (Profit & Loss and Balance Sheet) was presented for first four months showing slightly better position compared to budget due to unanticipated revenue and slightly higher student enrollment.  
**MOTION:** by Kimo, second by Ray, to accept the financial reports. Motion approved unanimously.
  
- V. Administrative Reports
  - A. Executive Director’s written report was submitted. The following items were highlighted:
    - a. Ho’opakela afterschool program began Nov. 1. Currently only 60 students can be in the program due to staffing limitations. We are not at capacity

yet but are seeking more tutors for the program. Also will be providing training in First Aid and CPR on Nov. 29 for all tutors & staff.

- b. Hi Tech Youth Network report is included. The position is working with teachers to build capacity in the classroom.
- c. Accreditation visit is in April 2017.
- d. KS grant application for per-pupil funding was submitted on time. Also submitted additional grants per their guidelines. Leilehua expressed concern regarding expanding enrollment and ensuring that necessary staffing is in place for future years.

B. Academic Director Report – The Academic Director’s written report was submitted.

C. Other Staff Reports – None.

**MOTION**: by Namomi, second by Ray, to accept the administrative reports. Motion approved unanimously.

## VI. Committee Reports

### A. Education/Curriculum

- a. Namomi reported that she researched the job position and possible salary to inform consideration of possible counselor position. She also got data for the school’s counseling needs. She is proposing a position for 2017-2018. Kaleimakamae emphasized the need to inform him of such proposals so he can review and provide guidance.
- b. Namomi proposed a dinner meeting with Kaleimakamae and ‘Alohilani to express appreciation and discuss future plans and personal priorities for the school. Cost of the meeting will be paid from the Governing Board \$500 annual budget.
- c. Kimo gave an update on the following:
  - i. The guidelines for the Protocol Review Committee have been established and are ready. Possible members have been discussed and will be contacted to see if they will be willing to serve. Desired deadline is in December so this can be reported at State of the School meeting in January.
  - ii. The EEOC has sent a link to its Best Practices for Eradicating Religious Discrimination from the Workplace and a sample Employee Handbook that can be used to inform further policies. We will be reviewing these materials and incorporating them into a policy specific to employees of the school.

### B. Facilities

- a. Jewel reported that ongoing efforts are continuing to do stenciling, signage and the lower campus gates.

- b. Kimo updated on the PV and multi-purpose building projects. A CIP request has been submitted for both. SLK will also be working with legislators to submit a Grant In Aid for the photovoltaic project separately.

C. Fundraising Development

- a. Kimo reported on OHA grant that SLK is proposing to submit on behalf of Kawaikini. He will work with Admin. to identify grant-eligible priorities for the school and submit a proposal by the December 16 deadline.

D. Finance & Audit

**MOTION:** by Kimo (second by Lou) to ratify the approval of the SY2015-2016 Audit. The audit was discussed and approved at the previous working meeting. Motion approved unanimously.

- E. Communications – Leilehua reported that she is continuing to build the data base of school contributors and supporters.

F. Human Resources

- a. ED search
  - i. Ray reported that applications for the ED position are uploaded and have been sent out to key partners. So far no applications have been received. Recruitment will be ongoing.
- b. EEOC response
  - i. Kimo presented the EEOC’s best-practices which were discussed earlier.

[Ray excused from meeting at 7:05.]

- G. Parent Relations –Leilehua reported that she attended the last NHM meeting. They are preparing for a food booth at the Lights on Rice parade. She also reported that the parents cleared the area behind the upper campus classrooms.

Kimo expressed concerns regarding travel and suggested creating a schoolwide policy for travel. This will be considered at a future working meeting.

- H. Board Development – No report.

VII. Other Reports and Updates – None.

VIII. Unfinished Business – None.

IX. New/Other Business

A. Executive Session

- a. **MOTION**: by Kimo, second by Leilehua, to enter Executive Session. Motion approved unanimously. Executive Session entered at 7:25.
- b. **MOTION**: by Kimo, second by Lou, to reconvene the Governing Board meeting. No Board actions were taken in Executive Session. Motion approved unanimously. Meeting reconvened at 7:36.

B. State of the School report – Kimo reported on the State of the School report and meeting that will be in January. He went over each section of the report and Governing Board members offered help with specific sections. We will target having the report written by the GB’s working meeting in January with printing the following week and presentation at the SOS meeting on January 12.

C. Funding for second semester salary for Studio K Technology Coordinator.  
**MOTION**: by Lou, second by Leilehua, to approve funding for second-semester salary for the Studio K Technology Coordinator in the amount of \$20,000. This salary is unbudgeted because we had expected to write a grant for the position; however, the grant timeline was pushed back by the grantor, meaning that salary for second semester would be unfunded. Kimo asked if there was an overlap in this grant and the KS grant that was submitted and Kaleimakamae said there was but that it might be possible to repurpose the KS grant in the event we receive both. Motion approved unanimously.

X. Adjournment

**MOTION**: by Lou, second by Kimo, to adjourn. Motion approved unanimously. Meeting adjourned at 7:51pm.

Next Governing Board Meeting: Thursday, December 15, 2016.