

Revised Minutes for
KAWAIKINI GOVERNING BOARD MEETING

Date/Time: Thursday, October 26, 2017, 5pm

Location: Kawaikini NCPCS Campus/Hale Akamai Bldg.

- I. Meeting Called to Order at 5:21pm
 - A. Voting Members in attendance: Leilehua Rivera (Vice President), Ray Blouin (Treasurer); Namomi McCorrison; Roxanne Carvalho; Larie Manutai.
 - B. Non-Voting Members in Attendance: Jessell Tanaka (Executive Director).
 - C. Members excused: Leilima Rapozo (President) Caroline Victorino.
 - D. Others in Attendance: Terri Russell (Staff); Kimo Perry (GB Facilitator).

- II. Adoption of Agenda

MOTION: by Roxy (second by Namomi) to adopt the agenda. Motion passed unanimously.

- III. Minutes of July 20, 2017

MOTION: by Ray (second by Roxy) to adopt the minutes. Motion passed unanimously.

- IV. Officer's Reports
 - A. President's Report - None.
 - B. Treasurer's Report - Presented by Ray.
 1. Finance Committee met on October 23, 2017. Committee reviewed draft Sept. month end financials in detail. The June 30, 2017 and 2016 audit individually reviewed, and distributed. The committee summarized action items and next steps specifically relating to financial process efficiencies.
 2. Ray distributed Sept Financial and review in detail with the governing board members. There were no significant variances to report that were unexplainable. Ray complimented the Kawaikini staff on controlling expenses and upgrading the report format. The year end audit was distributed and Ray assured the Governing Board that the report was review; including the "notes" section in detail.
 - 2.1.1. The following was discussed at length with the Governing Board, so it reflects to the administration on the past year -
 - 2.1.1.1. Good news; cash flow was positive and at year end, the school was able to record net cash carry over totaling \$185,182.00.
 - 2.1.1.2. There were at least 5 housekeeping items identified in the notes as its earmarked for improvement; including:
 - 2.1.1.2.1. Consistent review of all invoices to ensure appropriate staff approvals are in place (i.e., PO Process) and recorded.

- 2.1.1.2.2. Consistent review and approval of month end bank reconciliations
- 2.1.1.2.3. Ensure expense postings are dated and recorded in the month/for the month by adapting a practice to cut off month end invoice processing by 25th of the month.
- 2.1.1.2.4. Record all year end postings prior to year end; as compared to writing which auditor approves entries like depreciation/interest and staff salaries at month end.
- 2.1.1.2.5. Begin Governing Board Treasurer review and approval of Executive Directors credit card expenditures.
- 2.1.1.2.6. Conduct an internal audit of all Human Resource. PAF's to ensure staff records are in accordance with bargaining agreement and if any discrepancies exist.
- 2.1.1.2.7. A new month end/year end checklist was updated to ensure auditor is pleased with staff's pleased.

- 3. **MOTION:** by Roxy (second by Namomi) to accept the Sept 2017 Financial Report. Motion passed unanimously.
- 4. Ray distributed the Audited Financial Statements as of and for the Years Ended June 30, 2017 and 2016.
 - 4.1.1.1. Recorded net cash carry over of \$185,182.00
 - 4.1.1.2. Shared housekeeping items that earmark improvement
- 5. **MOTION:** by Larie (second by Roxy) to accept the Auditor's Report. Motion passed unanimously.

V. Administrative Reports

- A. Executive Director's Report
 - 1. Discussed staffing and personnel challenges the school is currently experiencing.
 - 2. **MOTION:** by Ray (second by Namomi) to approve the strategic plan. Motion passed unanimously.
- B. Administrative Director's Report
 - 1. **MOTION:** by Ray (second by Namomi) to accept the report. Motion passed unanimously.
- C. Other Staff Reports - None submitted.

VI. Committee Reports

- A. Education/Curriculum - No updates.
 - 1. Assessment list has been completed.
- B. Facilities - No report
 - 1. Committee currently has ongoing meetings to set up a procedure for facility upgrades, etc.

- C. Resource Development
 - 1. Committee met on October 11, 2017
 - 2. Continue to develop resources, grant, enrollment, and fundraising plan
 - 3. Fundraising plan completed. In review for updates.
- D. Finance & Audit
- E. Communications - No report
- F. Human Resource - No report
- G. Parent Relations
 - 1. Parent group requested a list of priorities. Kimo will look for it.
- H. Board Development
 - 1. Continuing to develop the State of the School report.
 - 2. Continuing to compile policies and putting them all in the same place.

VII. Other Reports and Updates

VIII. Unfinished Business

- A. Ten Year Commemoration Plans

IX. New/Other Business

X. Adjournment

MOTION: by Ray (second by Namomi) to adjourn. Motion passed unanimously.
Meeting adjourned at 6:44pm.

Next Governing Board Working Meeting: Thursday, October 9, 2017

Next Governing Board Meeting: Thursday, November 16, 2017

Minutes submitted by:

Larie Manutai
GB Secretary