

Minutes for
KAWAIKINI GOVERNING BOARD MEETING

Date/Time: Thursday, March 15, 2018, 5pm

Location: Kawaikini NCPSC Campus/Hale Akamai Bldg.

- I. Meeting Called to Order at 5:18pm
 - A. Voting Members in attendance: Leilima Rapozo (President), Larie Manutai (Secretary); Roxanne Carvalho (Treasurer); Lou Nishida; Faith Burgess; Lorna Cummings Poe
 - B. Non-Voting Members in Attendance: Jessell Tanaka (Executive Director).
 - C. Members excused: Leilehua Rivera, Namomi McCorriston
 - D. Others in Attendance: Sheldon Hoffman

- II. Adoption of Agenda

MOTION: by Roxy Carvalho (second by Lou Nishida) to adopt the agenda.
Motion passed unanimously.

- III. Minutes of February 15, 2018

MOTION: by Larie Manutai (second by Lou Nishida) to approve the minutes.
Motion passed unanimously.

- IV. Officer's Reports
 - A. President's Report - None offered
 - B. Treasurer's Report - Roxy Carvalho offered the Financial Report.
 - C. **MOTION:** by Roxy Carvalho (second by Larie Manutai) to accept the Financial Report. Motion passed unanimously.

- V. Administrative Reports
 - A. Executive Director's Report - Kahu Tanaka offered the ED's Report which included projections for student body and staffing for the 2018-2019 school year. The report also included Emergency Plans in the event of Fire, Evacuation, Lockdown and Shelter in Place.
 - B. Administrative Director's Report
 1. Report was submitted to the GB.
 - C. Other Staff Reports - None offered
 - D. **MOTION:** by Larie Manutai (second by Roxy Carvalho) to accept all administrative reports. Motion passed unanimously.

- VI. Committee Reports
 - A. Education/Curriculum - Kahu Tanaka reported that the Hulili Program is moving forward and has received a few applicants. Parents meeting to be held in March 2018.
 - B. Facilities - Lou Nishida offered the Facilities Committee report.
 - C. Resource Development - No report.

D. Finance & Audit - No further report.

E. Communications - No report.

F. Human Resource -

1. **MOTION:** by Lou Nishida (second by Larie Manutai) to approve the ED Evaluation.
2. **MOTION:** by Roxy Carvalho (second by Lou Nishida) to approve Policy #1301-A Recruitment and Selection of the Executive Director. Motion passed unanimously.
3. **MOTION:** by Lou Nishida (second by Larie Manutai) to approve Policy #3001-A Guidelines for Faculty & Staff Employment. Motion passed unanimously.
4. **MOTION:** by Roxy Carvalho (second by Lou Nishida) to approve Policy #3301-A Staff Retention. Motion passed unanimously.

G. Parent Relations - No report.

H. Board Development -

1. **MOTION:** by Lou Nishida (second by Roxy Carvalho) to appoint Lorna Poe to the GB vacancy 2017-2020 term. Motion passed unanimously.
2. **MOTION:** by Lou Nishida (second by Larie Manutai) to approve Policy #1001-A Authority of Governing Board. Motion passed unanimously.

VII. Other Reports and Updates

VIII. Unfinished Business

IX. New/Other Business

X. Adjournment

- A. Motion by Lou Nishida (second by Roxy Carvalho) to adjourn. Motion passed unanimously. Meeting adjourned at 6:09pm.

Food Assignments

April 5 - Leilehua Rivera

April 19 - Roxy Carvalho

May 3 - Lou Nishida

May 17 - Aunty Lorna

Next Governing Board Meeting: Thursday, April 19, 2018

Next Governing Board Working Meeting: Thursday, April 5, 2018

Minutes submitted by:

Larie Manutai

GB Secretary