

**Minutes for
KAWAIKINI GOVERNING BOARD MEETING**

Date/Time: Thursday, June 15, 2017, 5pm

Location: Kawaikini NCPCS Campus/Hale Akamai Bldg.

I. Meeting Call to Order – 5:01 pm

- a. Voting members in attendance: Leilehua Rivera (Vice President), Kimo Perry (Secretary), Lou Nishida, Nāmomi McCorriston; Caroline Victorino.
- b. Non-voting members in attendance: Kaleimakamae Ka’auwai (Executive Director), Jessell Tanaka (Executive Director in training).
- c. Members excused: Jewel Rapozo (President), Ray Blouin (Treasurer).
- d. Others in attendance: Terri Russell (staff), Roxanne Carvalho (associate member); Lei’ilima Rapozo (associate member).

II. Adoption of Agenda

MOTION: by Kimo (second by Lou) to adopt the agenda. Motion passed unanimously.

III. Minutes of May 18, 2017

MOTION: by Kimo (second by Caroline) to approve the minutes of May 18, 2017 Governing Board meeting as amended. Motion passed unanimously.

IV. Officers Reports

- A. President – Jewel reported that she continues to meet with Executive Director Ka’auwai and future ED Tanaka. The transition is going well with gradual shifting of kuleana. Jewel reported that she is working on setting a date for a mahalo farewell event for Kahu Ka’auwai.
- B. Treasurer – Treasurer’s report was submitted. Terri gave an overview of the YTD Actual vs. Budget report. The primary over-expenditure is for van repairs. Jessell also reported that they are planning to adapt the Budget-to-Actual report to align with the report that we have to send to the Commission.

MOTION: by Lou (second by Leilehua) to approve the financial reports. Motion passed unanimously.

V. Administrative Reports

- A. Executive Director – Kahu’s written report was presented. In addition he highlighted the following:
 1. Kaleimakamae and Jessell presented the ED report. Jessell highlighted the job descriptions that will be presented for approval. The accreditation plan will be presented for approval. We will separate out the Strategic Plan piece to review and approve soon. Lei’ilima asked about the lunch program. It is still pending. Kimo

asked about Studio K, which ended. A new technology position will start next week. Leilehua asked about the protocol procedures. They are still in progress.

Kaleimakamae mentioned that the Charter Commission training will be free but we need to send them a list of attendees. Lei'ilima and Caroline have another event.

- B. Academic Director – 'Alohilani submitted her written report. Namomi clarified that 'Alohilani is the registrar and asked whether there is a need for assistance in this area, especially secondary report cards. This duty is also included in the new Counselor position so it should be addressed in a more ongoing way.

Namomi also asked about whether substitute teacher position has been posted. Kaleimakamae said they are working on the job description.

- C. Other Staff reports – None.

MOTION: by Kimo (second by Namomi) to accept all administrative reports. Motion passed unanimously.

VI. Committee Reports

- A. Education Curriculum – Namomi had no report. She asked when the first enrollment count would come in. It's Oct. 15.
- B. Facilities – Lou reported that he's exploring options for another classroom for the secondary program. Namomi mentioned that a parent volunteered to chair the playground committee but this needs to work with the GB, Admin., SLK, etc. Kimo suggested that the Facilities Committee adopt this project for the next year.
- C. Revenue Development – Kimo updated regarding the CIP request. It appears that our request for pv, submitted through SLK, was not approved. Lou reported that we are scheduled for the County Fair in August. They will need liability insurance. There is question as to who will lead it.
- D. Finance & Audit – Kimo asked regarding engaging the auditor for our upcoming audit. Administration will come up with a proposal for approval at the next meeting.

MOTION: by Kimo (second by Lou) to accept proposal from Jay Miyaki, CPA for Kawaikini 2016-17 fiscal year. Motion passed unanimously.

- E. Communications – None.

- F. Human Resources

1. Jessell reported on the job descriptions which have been finalized.
MOTION: by Kimo (second by Namomi) to ratify job descriptions for School Counselor, Technology Specialist, and School Operations Supervisor. Motion passed unanimously.

G. Parent Relations – Kimo reported that SLK approved Kawaikini’s request for Board support during the 2017-18 year. The approval comes with a budget of \$1000 that can be used for board activities and trainings.

H. Board Development

1. Approval of new GB members for 2017-2020
 - i. **MOTION**: by Kimo (second by Lou) to accept the Governing Board applicatio of Lei’ilima Rapozo for the 2017-2020 term. Motion approved unanimously.
 - ii. **MOTION**: by Kimo (second by Lou) to approve Governing Board application of Roxanne Carvalho for the 2017-2020 term. Motion approved unanimously.
2. Election of officers for 2017-2018
 - i. **MOTION**: by Lou (second by Caroline) to elect following slate of officers: Pres – Lei’ilima; VP – Leilehua; Treasurer – Ray; Secretary – Caroline. Jewel and Kimo will move advisory board. One position is still pending. Motion passed unanimously.
3. Approval of Bank signatory card
 - i. **MOTION**: by Lou (second by Namomi) to approve the following as bank signatories: Dee Ann Rapozo, Karen Rivera, Jessell Tanaka, Malia Rogers, Terri Russell. Motion approved unanimously.

VII. Other reports and Updates

A. Jessell updated the board on previous question regarding warranty for the air condition unit. The warranty is five years.

VIII. Unfinished Business –

A. Ratification of Air Condition purchase and installation

MOTION: by Kimo (second by Leilehua) to ratify the installation of A/C unit in office. Motion passed unanimously.

VIII. New Business – None

A. Approval of new Charter School contract

1. Kahu presented the charter contract and highlighted key terms. **MOTION**: by Kimo (second by Leilehua) to approve the charter school contract for 2017-2021. Kimo noted that the Vision is incorrectly listed in the contract. The change will be made. Motion passed unanimously.

B. Approval of Accreditation Plan

1. **MOTION:** by Leilehua (second by Lou) to approve the Accreditation Plan for submission to WASC by June 30. Motion passed unanimously.

IX. Adjournment.

MOTION: by Lou (second by Caroline) to adjourn. Motion passed unanimously.
Meeting adjourned at 7:00 pm.

Minutes submitted by:

A handwritten signature in black ink, appearing to read 'Kimo Perry', written in a cursive style.

Kimo Perry
GB secretary