

KAWAIKINI GOVERNING BOARD
MEETING MINUTES
AUGUST 2016

Date/Time: Thursday, August 18, 2016, 5pm

Location: Kawaikini NCPCS Campus/Hale Akamai Bldg.

MEMBERS PRESENT: Jewel Rapozo (President), Leilehua Rivera (Secretary), Namomi McCorrison (Vice President), Kimo Perry, Lou Nishida, Kahu Kaleimakamae Kaauwai (ex-officio non-voting member)

EXCUSED: Ray Blouin (Treasurer)

GUEST: Juli Arruda (CPA), Frances Dinnan

- I. Meeting Call to Order @ 5:08pm
- II. Adoption of Agenda
 - A. **MOTION:** By Kimo Perry (2nd by Leilehua Rivera) to adopt agenda. Motion passed unanimously.
- III. Approval of Minutes
 - A. Approval of July 21, 2016 minutes deferred to September meeting.
- IV. Officers Reports
 - A. President (J. Rapozo) – none.
 - B. Treasurer’s Report - Financial reports – Financially stable overview.
MOTION: By Leilehua Rivera (2nd by Kimo Perry) to approve financial reports. Motion passed unanimously.
- V. Administrative Reports
 - A. Executive Director’s Report – Written report submitted by Kahu Kaleimakamae Ka’auwai. Oral overview given. Highlights:
 - Ho’opakela (After School Program) – 45 students registered, 7 tutors
 - Papa Ho’ona’auao Makua – Lead by kumu Kanoa Mayer
 - Strategic Plan
 - Lunch Service Update
 - Secondary Grade 7&8 Cohort Program – 4 students, 3-7th and 1-8th grade.
 - CISCO Meraki System
 - KALO/21st Century Community Learning Center Grant
 - B. Academic Director Report – Written report submitted by `Alohilani Rogers.
 - C. Other Staff Reports – Studio K written report submitted by Shane Cobb Adams
- VI. Committee Reports
 - A. Education/Curriculum – Recommends review use of classroom space.
 - B. Facilities – Certificate of Occupancy; Kimo to follow-up w/Leilani on plumber.
 - C. Fundraising Development – Visitor Industry Charity Walk, Kauai Hot Hawaiian Nights (Sep 16-17) @ Historic County Building, Table 53 @ Sheraton Kauai

- D. Finance & Audit – Written reports submitted. Board decided to review Balance Sheet quarterly instead of monthly.
 - E. Communications – Leilehua Rivera will be creating a data base of supporters. Board members, Na Hulu Makua and Kawaikini staff will submit names.
 - F. Human Resources – HR to set up policy on evaluating performances of all employees.
 - 1. E.D. Self Evaluation
 - 2. **MOTION:** By Kimo Perry (2nd by Namomi McCorrison) to approve funding for Accounts Clerk (about \$20K)
 - 3. **MOTION:** Kimo Perry (2nd by Lou Nishida) to ratify approval for On-call Custodian (about \$3K). Motion passed unanimously.
 - 4. **MOTION:** By Kimo Perry (2nd by Leilehua Rivera) to approve revised Education Director job description
 - G. Parent Relations (L. Rivera, N. McCorrison) Ho’olauna rescheduled. Promote more interaction with school events (ie. Kauai County Farm Bureau Fair coming up).
 - H. Board Development
 - 1. SY 16-17 Officers & Committees
 - a. President – Jewel Rapozo
 - b. Vice President – Namomi McCorrison
 - c. Treasurer – Ray Blouin
 - d. Secretary – Leilehua Rivera
 - e. Members: Kimo Perry, Lou Nishida
 - f. Possible new board member: Frances Dinnan
- VII. Other Reports and Updates
- VIII. Unfinished Business
 - A. Strategic Plan – Kimo Perry volunteered to lead (2 year extension)
- IX. New/Other Business
- X. Adjournment
MOTION: By Lou Nishida (2nd by Namomi McCorrison) to adjourn meeting. Motion passed unanimously. Meeting adjourned at 7:18 pm.

Next Governing Board Meeting: Thursday, September 15, 2016