

**Minutes for
KAWAIKINI GOVERNING BOARD MEETING**

Date/Time: Thursday, May 18, 2017, 5pm

Location: Kawaikini NCPCS Campus/Hale Akamai Bldg.

I. Meeting Call to Order – 5:12 pm

- a. Voting members in attendance: Jewel Rapozo (President), Leilehua Rivera (Vice President), Ray Blouin (Treasurer), Kimo Perry (Secretary), Lou Nishida, Nāmomi McCorriston.
- b. Non-voting members in attendance: Kaleimakamae Ka’auwai (Executive Director), Jessell Tanaka (Executive Director in training).
- c. Members excused: None.
- d. Others in attendance: Terri Russell (staff), Roxanne Carvalho (associate member) Caroline Victorino (pending GB member).

II. Adoption of Agenda

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

III. Minutes of April 20, 2017

MOTION: by Kimo (second by Lou) to approve the minutes of April 20, 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 fiscal statements, including 13-month Balance Sheet and 13-month Profit and Loss statements. Expenses for the month are on track with no unexpected expenses or income. There was unbudgeted revenue of about \$6300 under Federal Income.

MOTION: by Kimo (second by Lou) 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. The Accreditation mid-term visit happened and went well. He sent out the mid-term report to the GB. He also met with Natalie Nimmer of HAIS regarding action plans that will be developed.

Her suggestion is to incorporate the accreditation actions into the strategic plan. She also suggested that we align our Strategic Plan schedule. We will consider these suggestions.

2. Kahu reported that Hawaiian and Hawaiian Immersion is now classified as a federal teacher shortage area and is now eligible for loan forgiveness. Teachers at the school should look into possible waivers.
3. Kahu reported that they asked two graduates to discuss forming an alumni network. They had their first meeting with several other former graduates. They're planning for a 3-day weekend during winter break to discuss ways they can help the school and current students and seniors.
4. The Charter School Commission has asked whether we will be making revisions to our existing Essential Terms for the next four-year charter contract. Kahu's recommendation is to continue with the existing Essential Terms.

MOTION: by Ray (second by Lou) to use the existing Essential Terms without revision. Motion passed unanimously.

5. This Saturday is Kawaikini's graduation ceremony at 11:30 am and next Friday is the Ho'ike'ike presentation also at 11:30am. Governing Board members are invited to attend. Kahe reported that he and Jessell will also be attending the other charter school's graduations in the next few weeks.

- B. Academic Director – 'Alohilani submitted her written report. The report highlighted her ongoing recruitment of teachers for next year. Kahu said that this last month has been very busy and he wanted to acknowledge 'Alohilani for her work and diligence during this active time.
- C. Other Staff reports – Studio K report was submitted. Leilehua asked about possible concern regarding space availability. Kahu reported that Studio K will be moved to the computer lab.

MOTION: by Ray (second by Leilehua) to accept all administrative reports. Motion passed unanimously.

VI. Committee Reports

- A. Education Curriculum – Namomi reported that there were a lot of celebrations of student achievements. She acknowledged Aloha Angels for putting on a Mothers Day talent show that Kawaikini's second-graders won. Academic conferences were great. She and Kahu sat on the review panel for senior presentations and they were an amazing example of what the outcome of our vision and mission are; it was nice to see the outcomes of our efforts. She emphasized the need to support the manokalanipo curriculum, and this

includes the vans which are an important part of it. She reported that the off-island huaka'i for papa 3-4 was successful and helps build relationships and enthusiasm for the school. She thanked Kahu Ka'auwai for organizing Teacher Appreciation Week. She emphasized the importance of the counselor position and suggested we look at policies and procedures for attendance, discipline, and other areas.

- B. Facilities – Lou reported that he's working on a few projects and asked Jessell how best to contact her regarding new projects for next year.
- C. Revenue Development – Kimo updated regarding the CIP request. It appears that our request for pv, submitted through SLK, was not approved.
- 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.
- E. Communications – Leilehua reported on the County Fair and what the school's plans are. The opportunity will be presented to people at the school to see who would want to take it on.
- F. Human Resources
 - 1. Jessell reported on the ED transition. She said that the shadowing of Kahu has been very helpful. She also said that the new administrative structure (including new position) will help. Kahu said that he agrees that the two-month overlap is helpful. Kaleimakamae passed out position descriptions for the School Counselor/Student Services Coordinator positions and School Operations Supervisor.
 - 2. Namomi asked about the counselor position. Jewel will work with Kahu to get a position description ahead for approval at the next meeting.
 - 3. Namomi reminded about substitute position, making it an ongoing posting on the website.
 - 4. Kimo asked about position description for the IT position. Kahu will work on it and send it out.
- G. Parent Relations – Leilehua reported that Na Hulu Makua held elections and their new officers for next year are: President (Kuulei Cummings); Vice President (Laureen Pia); Treasurer (Kalikolehua Laboguen); Secretary (Katrina Kamanuwai); and Communications Coordinator (Amanda Cabebe).
- H. Board Development
 - 1. **MOTION**: by Leilehua (second by Namomi) to approve Governing Board application of Caroline Victorino for the 2017-2020 term. Motion approved unanimously.

VII. Unfinished Business – **MOTION:** by Ray (second by Lou) to ratify the 2017-2018 school budget. Namomi raised question regarding replacement of vans, and Kaleimakamae reported that they are considering options, including leasing. Motion passed unanimously.

VIII. New Business – None

IX. Adjournment.

MOTION: by Namomi (second by Lou) to adjourn. Motion passed unanimously.
Meeting adjourned at 7:14 pm.

Minutes submitted by:

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

Kimo Perry
GB secretary