

Minutes for
KAWAIKINI GOVERNING BOARD MEETING

Date/Time: Thursday, September 20, 2018, 5pm

Location: Kawaikini NCPSC Campus/Hale Akamai Bldg.

- I. Meeting Called to Order at 5:21pm
 - A. Voting Members in attendance: Leilima Rapozo (Vice President); Roxy Carvalho (Treasurer); Larie Manutai (Secretary); Lou Nishida; Faith Burgess; Terri Russell
 - B. Non-Voting Members in Attendance: Jessell Tanaka (Executive Director), Kimo Perry (Board Facilitator).
 - C. Members excused: Lorna Cummings-Poe (President), Jaclyn Kaina.
 - D. Others in Attendance: None.

- II. Adoption of Agenda

MOTION: by Terri Russell (second by Larie Manutai) to adopt the agenda as submitted. Motion passed unanimously.

- III. Minutes of August 23, 2018

MOTION: by Terri Russell (second by Larie Manutai) to approve the minutes of the June 21, 2018 governing board meeting as amended. Motion passed unanimously.

- IV. Officer's Reports
 - A. President's Report - None offered.
 - B. Treasurer's Report - Terri Russell offered a report of the highlights, and submitted a budget report for board members to view. Also reported that the auditor's report has not been received.

MOTION: by Roxy Carvalho (second by Lou Nishida) to accept the Financial Report. Motion passed unanimously.

- V. Administrative Reports
 - A. Executive Director's Report - Executive Director Tanaka reports covered the highlights which included a current technology infrastructure upgrade being done by Kamehameha Schools, the current progress of the school bus, and reviewed the accreditation self-study timeline. ED Tanaka proposed that the Governing Board create an Office Assistant V (OA) - SR-12 position, which correctly matches the work that the Office Assistant is currently performing.

MOTION: by Faith Burgess (second by Roxy Carvalho) to create an Office Assistant V (OA) - SR-12 position. Motion passed unanimously.
 - B. Academic Director's Report - Written report was submitted to the GB.

MOTION: by Roxy Carvalho (second by Terri Russell) to accept the Administrative reports. Motion passed unanimously.
 - C. Other Staff Reports - None offered

VI. Committee Reports

- A. Education/Curriculum - Goals were submitted to Kimo.
- B. Facilities - Lou reported that the committee is actively pursuing goals. Governing Board discussed the funding of facilities improvements. It was agreed that the School Operations Supervisor would add a line in the budget to reflect the current operating margin.
MOTION: by Faith Burgess (second by Terri Russell) to authorize up to \$40,000 from the operating margin to be used for facilities improvements. Motion passed unanimously.
- C. Resource Development - No report offered.
- D. Finance & Audit - No further report offered.
- E. Communications - No report offered.
- F. Human Resource - No report offered.
- G. Parent Relations - Board training on 9/22/2018 at 830am-12 noon
- H. Board Development - No report offered.

VII. Other Reports and Updates - None.

VIII. Unfinished Business - None.

IX. New/Other Business - None.

X. Adjournment

- A. **MOTION:** by Roxy Carvalho (second by Terri Russell) to adjourn. Motion passed unanimously. Meeting adjourned at 7:15 pm.

Next Governing Board Meeting: Thursday, October 25, 2018

Next Governing Board Working Meeting: Thursday, October 4, 2018

Minutes submitted by:

Larie Manutai

Governing Board Secretary