

Ka Mo‘olelo  
NO KA HĀLĀWAI PAPA ALAKA‘I O KAWAIKINI  
*Minutes for*  
*KAWAIKINI GOVERNING BOARD MEETING*  
*Amended 5/16/2024*

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Date/Time: Po‘ahā, 21, Malaki, 2024 Thursday, March 21, 2024, 5:30pm

Location: Kawaikini NCPCS Campus/Lumi Ho‘olako - Resource Room

I. Kāhea no ka Ho‘omalū | Meeting called to order at 5:34 pm (HST)

Voting Members in attendance:

Leimakana Ornellas, President; Kalei Carvalho, Treasurer; Kuulei Hamberg, Secretary; Megan Deets; Zena Wetzel (left at 7:36 pm); Kawena Bagano (joined at 5:39 pm); Noe Haumea (joined at 6:10 pm)

Voting members excused: Zena Wetzel

Non-Voting Members in attendance:

Kawailele Aki-Jansson; Kahea Hamakua; Kahiau Hamberg; Kainoa Keanaaina; Nāmomi McCorriston; Christina Schimmelfennig; Mo‘iwai Victor

II. ‘Āpono i ka Papa Hana | Adoption of Agenda

**Leimakana Ornellas moved to adopt the agenda as presented. The motion was seconded by Kalei Carvalho and passed unanimously.**

III. ‘Āpono i ka Mo‘olelo | Approval of Minutes

**Kuulei Hamberg moved to approve the Minutes of February 15, 2024, as submitted. The motion was seconded by Kalei Carvalho and passed unanimously.**

IV. Nā Palapala Hō‘ike Luna | Officers Reports

A. Nā palapala hō‘ike Pelekikena | President’s Report (L. Ornellas)

B. Nā palapala mo‘o waiwai a ka Pu‘ukū | Financial reports (K. Carvalho)

**Kalei Carvalho moved to approve all Financial Reports for February 2024 & March 2024 as submitted. The motion was seconded by Leimakana Ornellas and passed unanimously.**

V. Nā Palapala Hō'ike Po'ō | Administrative Reports

A. Nā Palapala Hō'ike Po'ō Kula | Executive Director's Report |

B. Nā Palapala Hō'ike Po'ō Kumu | Academic Director's Report

**Leimakana Ornellas moved to approve Lā Ho'ihō'i Ea as an official Kawaikini Holiday to be observed on July 31st beginning July 31, 2024. The motion was seconded by Kuulei Hamberg and passed unanimously.**

**Leimakana Ornellas moved to approve the SY 2024 – 2025 Calendar as submitted. The motion was seconded by Kuulei Hamberg and passed unanimously.**

C. Nā Palapala Hō'ike 'Ē A'e | Other Staff Reports

**Leimakana Ornellas moved to accept the Academic Director's Report as submitted. The motion was seconded by Kuulei Hamberg and passed unanimously.**

VI. Nā Palapala Hō'ike Kōmike | Committee Reports

A. Education/Curriculum

B. Facilities (Z. Wetzel/ N. Haumea)

Discussion: A 15'x15' shed was built over the weekend of 03/02/2024 & 03/03/24 for the UTVs. Its size exceeds the County's 200 sq. ft. maximum threshold for structures not requiring a permit. A contractor viewed the shed and noted it was not built to code and would not pass inspection if attempting to get it permitted. To the knowledge of the facilities committee, no permit was acquired for this structure. There are also concerns of this unpermitted structure in relation to our KCC lease.

C. Resource Development (K. Bagano)

D. Finance & Audit (K. Carvalho/ N. Haumea)

**Kalei Carvalho moved to approve an expenditure of up to \$14,999.00 from the ESSR funds to be used for network upgrades. The motion was seconded by Leimakana Ornellas and passed unanimously.**

**Kalei Carvalho moved to add 'Auli'i Herrod as a debit card holder with Central Pacific Bank. The motion was seconded by Noe Haumea and passed unanimously.**

E. Communications (L. Ornellas / K. Carvalho)

F. Human Resources (L. Ornellas / K. Carvalho)

Note: As of 3/01/2024 C. Schimmelfennig is on administrative leave until further notice

**Leimakana Ornellas moved to approve the 2023 – 2024 ED Evaluation Template. The motion was seconded by Kalei Carvalho and passed unanimously.**

**Leimakana Ornellas moved to enter the meeting into an Executive Session at 7:10 pm in order to discuss an HR matter. The motion was seconded by Kuulei Hamberg and passed unanimously.**

**Kalei Carvalho moved to exit the meeting from an Executive Session at 9:10 pm. The motion was seconded by Kawena Bagano and passed unanimously.**

**Leimakana Ornellas moved to establish an Ad-Hoc committee to search, hire, oversee and evaluate an individual qualified as an interim Administrative Assistant. The motion was seconded by Kuulei Hamberg and passed unanimously.**

G. Parent Relations (N. Haumea / Z. Wetzel)

Discussed the current state of Nā Hulu Mākua parent organization. The Parent Relations Committee confirms that Jade Moss is now the current NHM President.

H. Board Development (L. Ornellas / K. Hamberg)

I. Admissions & Student Selection (K. Hamberg / L. Ornellas)

VII. Nā Palapala Hō'ike 'Ē A'e a me Nā Hō'ike Hou | Other Reports and Updates

VIII. Nā Hana i Pau 'Ole | Unfinished Business

IX. Nā Hana Hou | New/Other Business

X. Ho'oku'u | Adjournment

**There being no further business to discuss, Leimakana Ornellas move to adjourn the meeting at 9:19 p.m. (HST). The motion was seconded by Kuulei Hamberg and passed unanimously.**

Next Governing Board Meeting: 18. 'Apelila.2023 | April 18, 2024

REFERENCE: Nā Lula Hālāwai: A Parliamentary Guide to Conducting Meetings in Hawaiian

‘Āpono- adopt, ratify, approve

‘Ae - accept

Palena ‘emi - quorum

Noi- motion

Kōkua - second

Minutes prepared and submitted by:  
Kuulei Hamberg, Secretary of the Board