

## SCHOOL GOVERNANCE BOARD MEETING AGENDA

Date: Monday, October 24, 2016

Time: 4:00PM

### I. Call to Order:

#### a. Roll Call

Board members present: Keoni Lee, Tamar DeFries, Elwen Freitas, Konia Freitas, Willy Kauai, Keao NeSmith, Kanakolu Noa, Corlyn Orr, and Pookula Keoni B.,

Guests: Mark Miura Audit management, Terry Fujii, Audit partner w/CW

Excused: Keola Chan

Absent: Phil Galicinao, Imai Winchester

#### b. Quorum Check – Quorum present.

#### c. Review and approve Minutes (August 2016) – tabled.

#### d. Review Agenda – Financial report moved up to Item 1.b.1

### II. Open Forum: No one present to report.

### III. Po’o Kula Report – see handout.

- Strengthening academics w/ CC focus point on Math and ELA in particular.
- WASC mid-cycle visit for 2017
  - Consider WINHEC accreditation
- Evaluation consultant to visit, good interaction with staff
- PBI got restarted this year, commonly assess place based ‘ike
- WIPCE 2017, to share in PBI with Kumu attending
- Kumu Anuhea Awo Chun accepted Vice Principal position
- Commission visit resulted with minor updates to follow up on; still to address certificate of occupancy and building permits.
- Next round of site improvements for Board consideration; Po’o has list to review and address needs.
- Community – HKM selected for Green Apple day of service
- Notice of key events on campus.

### IV. Financial Report [MOVED TO SECTION 1.b.2 on agenda]

#### a. SY16 Audit DRAFT Review

- Statement of net assets is healthy overall; Positive income from operations, net increase in net assets is positive; Component unit Papa Ku Mana and Mana Maoli (MM still part of component unit in 2015, next year probably be removed).

- Changed title to report to HKM local school board (LSB); discussed new accounting standard update on leases; Financial performance analysis (which the commissions reviews); strong ratio 18:1, well above the commission standard; unrestricted days cash is strong as well.
- Enrollment variance (commission looks at trends generally), HKM stable; Net income and loss—upward looking trend; debt to asset ratio, good standing given commission standards; Fund balance percentage is strong.
- Management representation letter, when ready, can send it back to Auditors (given to K. Bunag).

## V. Poo Kula Performance Appraisal Process

### a. Review and approve process

- Review process should ensure that there is no conflict of interest between review board and employees of the schools; Quarterly review by Committee through executive session.
  - Meet semi-annually instead of quarterly.
- Proposed Timeline should provide opportunity for Po’o to respond to the Board regarding anonymous data that is critical in nature.
- JD –distinguishing between oversight and actual work of Po’o
- Items to add
  - Committee to meet with Po’o Kumu, includes language that puts kuleana on board to support the Po’o Kumu.
  - All committee members shall be free of conflict from serving on this committee.
  - Discussions should lead to decisions and action.
  - Language regarding follow up and collaborative dialogue.
  - Timeline: chance of Po’o Kumu to respond to findings. (April-May)
- Consider Po’o Kumu ability to comment on Board performance in terms of support.
  - 360 review gives chance for Board to be reviewed though not addressed in this specific document.
- Consider: Use of observation as an evaluation tool of the PAPP. At least 2 touch points (formative), say at beginning of semester, and observation should lead to summative evaluation.
  - Add: To timeline, April/May, under notes, in key factors add observations.
- Consider: Adding language, subject to revisions by Board at any time to revisit including observations.
- Motion to approve appraisal process with proposed changes by Cory Orr, Anela Freitas second. Motion passed unanimously.

### b. Discuss Po’o Goals

- K. Lee, stabilized and now on upswing. Given 6-7 months in school year left, Board is in position to talk about what Board want to see from Po’o Kumu and what should board expect from itself.
- Po’o goals overview and discussion (see handout)

- Define rigor? Use of words like rigor and academic helps HKM to identify more and more what this means. Clearly identify HKM academic program so we no longer call out place based academic program—it is a given.
- Post HKM for our students, either college/university, trades or career path. HKM creating options for students for any of these paths. Minimum requirements that addresses scope of options available to students in post-HKM period.
- Board focus is on management of Po’o Kumu.
  - E.g. Board made clear in past summer (2016) that the Poo Kumu tasked to improve test scores—goal is set.
- Two issues: Operationalizing rigor in academics and vet this out versus identifying results for this year in terms of performance goals for the Po’o Kumu.
  - Board, needs to have a goal and the measure to be able to conduct the assessment.
  - Recognize that objectives may change based on implementation and evidentiary findings.
  - Remove evidence and committee to work on measures and evidence.
- Need to acknowledge that student success and school goals involves a larger effort beyond the scope of the Po’o Kumu kuleana.
- Accountability framework identify roles & responsibility to goals or objectives.
  - Are there examples of different accountability frameworks?
  - HKM has framework but not too sure how detailed it is to be useful.
    - Anu and or Kristy can bring the framework to the Board.
- Community leadership should include collaborative partnership in the community that align with HKM’s mission and vision
  - Goals establish organization partnerships e.g. UHM, KS and ‘Ohana and community (alumnae) engagements.
  - Evidence: Aha Makua up and running (meeting scheduled for Nov ’16)
- Financial: maintain healthy financial systems and budgets, and get fundraising progress now.
  - Liason between PKM and Board, Tamar is willing to serve in this capacity.
  - Po’okumu is best positioned to identify goals and needs of schools and work with PKM on how to accomplish.
  - Initiate fundraising and alternative funding for the school
- Leadership Development currently identifies succession planning.
  - Build in stability language
  - Revise to Po’o Kumu professional development that addresses administrative capacity building
    - Evidence: number of times met with mentor.
  - Delete number 2.

VI. School Wide Priorities- Tabled

VII. Announcements and requests:

- Committee members for evaluation and JD - Willy and Kanakolu will serve.
- January, Chair Lee will work towards reconvening various committees.

VIII. Pau - 6:56pm