



SCHOOL GOVERNANCE BOARD MEETING MINUTES

Location: 1110 University Ave., Suite 100 (Varsity Office Building, Ground Floor)

Date: Monday, February 13, 2017

Time: 4:30PM

I. Call to Order: 4:32pm

a. Roll Call:

1. Board members present: Keoni Lee, Keoni Bunag, Elwin Freitas, Konia Freitas, Willy Kauai, Michele Nakayama, Keao NeSmith, Kanakolu Noa, and Imai Winchester.
2. Excused: Phil Gilicinao, Tamar Defries, and Keola Chan

b. Quorum Check: quorum present.

c. Review and approve Minutes (October 2016, January 2017)

1. Keao NeSmith moved to accept the October and January minutes. Willy Kauai second. Motion approved unanimously.

d. Review Agenda – No changes.

II. Open Forum: None.

III. Financial Report – Q2 Financials – See handouts

- a. Michele Nakayama reported that the school is managing costs and the revenue is stable. She noted the following:
 1. Fundraising and PKM funding strategy still needs to be pursued.
 2. HKM can hire an educational assistant to work with students.
 3. Business manager to shift to disbursements from HR thus lowering FO costs.
 4. Bus repair and program service and supplies costs, while high this quarter, are expected to remain in budget.

IV. Po‘o Kumu Report – See handouts

- a. Po‘o Kumu provided academic, organizational, financial and community updates.
- b. Board recommended that out of pocket expense by Kumu be budgeted.
- c. While testimony on legislation affecting charter schools are provided, the Po‘o Kumu will present debatable bills to board for guidance.

V. Continuing Business –

- a. Keoni Lee reported that the session with teachers and staff, overall, seemed positive. Seems like school wide situation is stable. Lee will continue to work with Bunag on maintaining communication and begin to shift to strategic plan work.

b. Po‘o Kumu Job Description – For Review and Approval

1. This job description is similar to the WASC submittal.
2. Assuming the HKM strategic plan is completed in the next 9 months, the Board will revisit the JD for Po‘o Kula.
3. Pay scale was clarified.
4. Evaluation process outlines timetable for periodic check-in on Po‘o Kula
5. The following changes/additions are to be made:
 - a) Replace the word adequate with effective
 - b) Add language regarding legal (laws, contracts, agreements) and organizational compliance
 - c) Add language to address consequences for questionable or non-performance under terms of job description.
6. Keao NeSmith moved to accept the job description with changes. Will Kauai second. Motion passed unanimously.

i. SY1617 Po‘o Kumu Evaluation

VI. New Business

a. Board Member Vacancy (K. Lee)

b. Schedule Board Campus/Project Visits

- a) New board members were tasked with visiting the campus in March to see project and classroom experience first-hand
- b) Lā ‘Ohana on 4/8

VII. Announcements

VIII. Pau: 6:00pm