



SCHOOL GOVERNANCE BOARD MEETING NOTES

Location: Virtual Meeting

Date: Tuesday, May 5, 2020

Time: 5:30pm

- I. Call to Order
 - a. Roll Call: Po‘o Kula Noa, Keoni Lee, Anela Freitas, Keao NeSmith, Mike Shibata, Janeen-Ann Olds, Kela Fisher, Ramsey Fiorella, Jocelyn Apo
 - b. Quorum Check: Quorum present
 - c. Review Agenda: No changes
 - d. Approve Minutes from April 14 Meeting. **Motion to approve** meeting notes for April 14, 2020 meeting. Moved: Janeen, 2nd: Keao. Ayes: 8, Nos: 0. **Motion approved.**

- II. Open Forum (3-minutes per guest)
 - a. None.

- III. School Update
 - a. Operations - Po‘o Kula K. Noa
Operations/Facilities:
 - School facilities remain closed through May 31, 2020
 - School-wide commercial cleaning completed by Honolulu Commercial Cleaning on Wed 4/22/20 for \$1,1832.46. Included all classrooms and administration office high touch areas.
 - In the process of scheduling pick up/drop off of student/school belongings, per DOE memos May 11- 15
 - Campus Map of IT location, equipment and capabilities
 - Community Partnership - Aloha Harvest food service to HKM ‘ohana.
 - POA Opportunity (6 months free of services such as phones, copiers, and other leased technical supplies. Also provides IT services).
 - HR: Letters of Intent to Return received from 95% of kumu & EAs. Pending - Leihua 6th grade teacher
 - Current hiring freeze by State, will be able to hire for a lost position

 - School-wide & Po`o Kula Goals/Priorities:
 - Address distance learning needs in current climate. It’s tough for both teachers and students. Need to be mindful and best support our families during this time of distance learning.
 - Address senior (1) who is lacking credits to graduate assignments and mentoring to complete work.

- Announcing next week that we will split project grades 11 & 12 SY20-21
 - Realign 12th grade expectations to college options and goals to include internships with community partners as a career focus and skill building opportunity.
 - Realign senior project
 - Restructure project integration periods (ELA, Science & Social Studies)
 - Address and balance teacher workloads
- b. Academics/Graduation - Po‘o Kula K. Noa
- Academic Progress: We are prepared for 100% graduation completion
- Senior Capstone Project - Presentations May 15, 10:00 am
 - Educational Initiatives, testing, classroom highlights:
 - Reinstated Academic Department Meetings. Currently addressing scope & sequence. Math has made good progress for a 4-12 scope and sequence. Working on ELA, Science
 - Established Leadership Team. Currently working on schedule & curriculum needs for next SY. Will also be involved in the Comprehensive Needs Assessment (CNA) process.
 - Established Comprehensive Support Improvement (CSI) Team. Currently working on obtaining English 100 course to be held at HKM, taught by Tiffany Ing, in Fall 2020.
 - The Accuplacer test will be held online in May 2020. Tiffany is working with the junior class on testing tips. Goal - every junior will place in English 100 course for Fall 2020.
 - All state testing discontinued for the remainder of the school year.
- Graduation: May 23, 10:00 HKM Live Stream
- 14 graduating
 - Ceremony will be student-only graduation ceremony along with four Kumu on campus.
 - Valedictorian - Kamualii Estrada
 - Keynote speaker - TBD
 - Traditional protocol in place: kihei, lei hulu, lei maile
 - Senior video - Trevor is putting a short clip for HKM seniors to be provided to OC-16 to be played during graduation week.
- c. CIP/Restrooms (Director M Shibata)
1. Permitting. DLNR State Parks is reviewing the proposed DOH permit application documents. Meeting has been scheduled for next week.
 2. Bid documents. HKM to move forward with preparation of bid documents and note that DOH permit approval is pending.
- d. Lease (Director A Freitas)
1. Anela will get the lease squared away with AG and will follow up with Keoni and Po‘o Kula Noa.

- IV. Education Environment Update – Po’o Kula K. Noa
- a. State of Hawaii DOE
- Announced school facilities to remain closed through 5/31/20
 - New Hire Freeze initiated by Gov. Ige went into effect on 4/15/20
- b. Public Charter School Commission
- 3rd Allocation of Per Pupil funding expected in June 2020 (estimated at \$102,560)
 - 3rd Allocation of FICA/Medicare Reimbursement expected in June 2020 (estimated \$20,000). 4th Allocation expected in July (estimated \$20,000).
 - [Distance Learning Plan](#) submitted to commission
 - Our school lead Donna Theirren has resigned effective May 1, we have not yet assigned a new school lead from the Commission
 - Working with liaison Katy Plencer to complete CNA (Comprehensive Needs Assessment) for SY20-21
 - Utilizing the work done in the WASC accreditation self-study
 - Working with liaison Katy Plencer regarding CSI (Comprehensive Support & Improvement) for SY19-20
 - CSI Funding is extended through next SY
 - HKM will remain CSI school through next SY
 - HKM might be able to use these funds to cover English teacher position
 - Rescheduling WASC site visit for October 2020
- c. Private Funders – Kamehameha Schools/OHA
- Kamehameha Schools:
- KS Per Pupil Funding Mid-Year report completed and submitted. Anticipating to complete the year within 10% budgeted funding. \$91,746 remains to be paid to HKM administered through PKM.
 - Following up on KS PBI/Growth Funding payment from KS to PKM. \$30,425 was reported paid on 7/31/19 but haven’t received from PKM yet.
 - Initiated support from KS Ho’olako Like. Liaison Kelly Broadus will attend HKM’s Senior Project (on our list to break down and realign for next SY). Planning for Kumu PD at the beginning of next SY.
- OHA:
- S1 Per pupil received in the amount of \$34,340 (administered through KALO, Kanu o Ka `Aina Learning `Ohana)

- V. Finance Committee – Director J. Apo
- a. Update. Contract services spending is lower than projected for the Voyaging Academy and Paepae o Heeia. Regarding the CIP project funds, Keoni confirmed that funds are encumbered and Mike reported that work continues to progress on getting the project permitted and selection of contractor. See Item III.c. for additional information. Director J. Apo and Po’o Kula Noa to meet this week on the SY19-20 budget.

VI. New Business

a. Budget/Continuity Planning – Po’o Kula K. Noa/Director J. Olds

Based on uncertainty on options for upcoming SY, we need to do continuity planning and understand what’s the Board’s role. Po’o Kula Noa to start a task force of staff/faculty in evaluating fulfilling the needs of HKM’s students. The Board to start looking at how to be innovative and solution based and how to provide resources to support HKM.

VII. Announcements

a. Next meeting – June 9, July 14

VIII. Pau