



SCHOOL GOVERNANCE BOARD MEETING NOTES

Location: Virtual Meeting

Date: Tuesday, June 9, 2020

Time: 5:30pm

- I. Call to Order
 - a. Roll Call: Po‘o Kula Noa, Keoni Lee, Anela Freitas, Keao NeSmith, Michael Shibata, Janeen-Ann Olds, Sondra Brandon, Kela Fisher, Ramsey Fiorella
 - b. Quorum Check: Quorum present
 - c. Review Agenda: No changes
 - d. Approve Minutes from May 5, 2020 Meeting. **Motion to approve** meeting notes for May 5, 2020 meeting. Moved: Janeen, 2nd: Anela. Ayes: 7, 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:
 1. HKM office opened on June 1, 2020 per DOE/Gov. Ige notice
 2. Re-opening Schools - Effective July 1, 2020. Sondra to assist with safety and health guidelines. We will do a campus walk through next Tuesday, June 16.
 3. [HKM Reporting Timeline](#) Doc created (report updates are noted in respective areas below)
 4. AC Duct/Filter Cleaning Quote from [Dynamic Air](#)
 5. Completed Student Supply Pick-up/Drop-off from May 19 – 22, 2020.
 6. Technology Leadership Team established - Consuelo lead w/ Bob Hayes & Kelly Broadus (KS)
 7. Campus Map of IT location, equipment and capabilities
 - a) Bob Hayes has submitted a tech refresh proposal
 - b) HKM administration suggests replacing older Macbooks & Chromebooks, and to consider leasing laptops for these replacements at this time
 - c) Consider asking PKM to donate funds for Tech refresh
 8. Community Partnership - Aloha Harvest (Chef Hui Hawai‘i) continues food service to HKM `Ohana
 9. Office remodeling to accommodate social distancing
 10. Adding segregated health room

Human Resources:

1. The current 6th grade teacher has resigned
2. Current openings: 6th grade teacher, substitute teacher pool

School-wide & Po`o Kula Goals/Priorities:

1. Increase enrollment to 125 students minimum
 - a) Open enrollment banner purchased
 - b) Senior spotlights across social media & website pages. Featuring senior project, `olelo no`eau, future plans, etc.
 2. Reviewing enrollment packet & creating online version
 3. Plan for distance learning/ face-to-face with social distancing measures in place
 4. Plan for La `Ohana with social distancing measures in place
 5. Finalizing teaching lines
 6. Teacher evaluations
 7. Kanahunamoku Voyaging Academy MOA for wa`a classes
- b. Academics/Graduation – Po`o Kula K. Noa
- Academic Progress
1. Summer English course/credit recovery began on June 3, 2020 (CSI)
 2. Created book club (CSI)
 3. Securing dual credit courses with KCC/HCC for Fall & Spring (CSI) - add pilot for entire 12th grade class to attend
 - a) Requesting Board's support to move forward. **Motion to approve** pilot for 12th grade class to participate in a dual credit course with KCC/HCC for Fall and Spring SY 20-21 . Motion: Keao, 2nd: Janeen. Aye: 8, No: 0. **Motion approved.**
 4. Established school-wide Literacy Learning Intervention (LLI) program in partnership with KS
 5. Keao noted that he was asked to translate a flyer for DOE that grab and go lunches for students will be covered through July 17, 2020

Graduation

1. Live graduation ceremony held on 5/23
 2. Mahalo to Keoni Lee & `Oiwī TV for filming & editing
 3. Mahalo to Keola Nakanishi for livestream broadcasting
 4. The graduation was not broadcasted on `Olelo TV, but the station was provided student photos/names for graduation shout-outs
- c. CIP/Restrooms/Mold Classrooms – Director M. Shibata
1. Site visit conducted with Melanie (MASON)
 - a) Melanie is preparing a RFP (Request for Proposal) to include wastewater system replacement, bathroom trailer replacement, renovation of Moleka, and repair of existing walkways and awnings.
 - b) Nicole Yoshimoto reached out to three contractors to inspect and will send RFP to Kingdom Builders, Honolulu Builders & Manoli Builders
 - c) Discussed possibility of wastewater system delayed until next summer (due to permitting application, etc.) – the plan is to address other immediate concerns in the meantime.
 - d) Lease extension. With additional resources being invested into the campus; explore the feasibility of a lease extension (also as part of charter renewal

condition). Refer to Lease update below (III.d.)

- d. Lease – Director A. Freitas. Anela setting up meeting with deputy AG Gregg Ushiroda regarding the lease and sublease. Mana Maoli may need to sign off on a new sublease that is consistent with the ground lease with DLNR State Parks. Janeen to assist Anela with AG.

IV. Education Environment Update – Po‘o Kula K. Noa

- a. State of Hawaii DOE
 1. Announced School Offices to re-open June 1, 2020
- b. Public Charter School Commission
 1. 3rd Quarter Financials submitted May 11, 2020
 2. Student Enrollment Projection submitted May 15, 2020
 3. Round 1 Indemnification Requests submitted May 15, 2020
 4. English Learner (EL) End of Year Report Submitted May 22, 2020
 5. Teacher of the year nominee due June 12, 2020
 6. Student Admission Packet due July 1, 2020
 7. Signed Statement of Assurances due July 1, 2020
 8. UIPA Annual Log due July 10, 2020
 9. 3rd Allocation of Per Pupil funding received - \$101,568
 10. 3rd Allocation of FICA/Medicare Reimbursement expected in June 2020 (estimated \$20,000). 4th Allocation expected in July (estimated \$20,000).
 - i. Working with liaison Katy Plencer to complete CNA (Comprehensive Needs Assessment) for SY20-21
 - Utilizing the work done in the WASC accreditation self-study
 - No update since last board meeting
 - ii. Working with liaison Katy Plencer regarding CSI (Comprehensive Support & Improvement) for SY19-20
 - Awaiting CSI payment for invoiced amount
 - SY2021 CSI Funding Application in progress
- c. Private Funders – Kamehameha Schools and Office of Hawaiian Affairs
Kamehameha Schools:
 1. 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.
 2. Following up on KS PBI/Growth Funding payment to PKM in which \$30,425 was reportedly paid on July 31, 2019. No response received to date.
 3. Initiated support from KS Ho‘olako Like.*Office of Hawaiian Affairs:*
 1. S1 per pupil received in the amount of \$34,340 (administered through KALO, Kanu o Ka `Aina Learning `Ohana)
 2. Expenditure Report submitted on June 3, 2020
 3. Y1Q2 progress report and assurance of benefits submitted June 5, 2020
 4. \$34,340 due on June 2020

V. Finance Committee – Director J. Olds

- a. Financial updates
 1. Michelle N. will be transitioning out of her oversight role
 2. Director J. Apo is working on the internal capacity and processes for financial management
- b. Financial Report & Highlights

Accounts Receivable updates:

 1. [AR Open Balance](#): \$26,282.77
 2. \$10,460.17 Received from KALO
 3. Sending [letter to `ohana](#) with open balance statements and [payment plans](#)
 4. Applied for \$4,200 Cares ACT Federal Funds to support summer program with SPED students (COVID-19 related costs & personnel)
 5. Applied for \$3,800 Title II Federal Funds (PD, Non-Hawai'i Qualified Teacher certifications)
 6. All AR from Spring Break on needs to be recorded and deposited

Accounts Payable updates:

 1. Bills and DC receipts have been inputted from May 2020

Overall Financial status:

 1. April and May 2020 needs to be reconciled and closed
 2. Will generate financial reports and send to Board
 3. Need to collect back reconciliations and any other documents
 4. Creating in-kind services receipt/tracking
 - a) Can set up account in Quickbooks to record
 5. [SY2021 Budget Draft](#) completed (Board to review, revise & approve before July 30, 2020). Director J. Olds and Po'o Kula Noa to continue to work on budget over the next month. Keoni recommended evaluating fundraising efforts to better align with potential funders where appropriate.

II. New Business

- a. Annual Appointment of Directors and Officers
 1. Keoni Lee to resign as Chair as of June 30
 2. Nominations for Officers

Chair: Janeen-Ann Olds, Vice Chair: Anela Freitas, Treasurer: Jocelyn Apo, Secretary: Michael Shibata. **Motion to approve** nomination of officers. Moved: Keao, 2nd: Sondra. Ayes: 8 Nos: 0. **Motion approved.**
- b. Board evaluation forms to be distributed to the Board.
- c. Board Retreat – July 18, 2020 at HKM. Nicole to send meeting invite.
- d. Ramsey requested that HKM make a decision of in person vs. online classes by a certain date. Po'o Kula Noa indicated that we should be prepared for both and we will keep you updated as we continue to evaluate in person classes on campus.

III. Announcements

- a. Next meetings
 1. July 14
 2. Board Retreat July 18
 3. SY 20-21 Board meeting schedule to be set at Board Retreat

IV. Pau