



SCHOOL GOVERNANCE BOARD MEETING NOTES

Location: Hālau Kū Māna Campus

Date: Saturday, July 18, 2020

Time: 8:30 am

- I. Call to Order:
 - a. Roll Call: Po’o Kula Keolani Noa, Janeen-Ann Olds, Anela Freitas (virtual), Sondra Brandon, Jocelyn Apo, Michael Shibata, Ramsey Fiorella (virtual at 9am, in person at 9:30am), Kela Fisher (12pm)
 - b. Quorum Check: Yes
 - c. Review Agenda. No changes.
 - d. Approve Minutes from June 9, 2020 Meeting (Action). **Motion to approve** meeting notes from June 9, 2020 meeting. Moved: Anela, 2nd: Sondra, Ayes: 5 Nos: 0. **Motion approved.**

- II. School Update
 - a. Operations/School Opening - Po’o Kula K. Noa
 - i. *Three Models Presented (Face-to-Face, Blended, Virtual)*
 - ii. *Teacher/Makua Input & Concerns*
 - iii. *Classroom layouts*
 - [6 ft distancing layouts](#)
 - [Full worksheet with 3 & 6ft distancing](#)

Po’o Kula Noa noted that there are so many different processes to meet CDC, State, BOE, Charter School Commission, etc.; she is going through them all as part of her due diligence. There are 122 students projected for SY 2020-2021. While HKM is only required to do 3 feet social distancing per CSC, we are going to adhere to a 6 feet social distance policy as a best practice. Po’o Kula has received feedback on reopening procedures from teachers, staff, and parents. She needs to provide the reopening procedures to CSC on July 20.

Anela suggested amending the student handbook to clarify the requirement of students, teachers, faculty, and staff to wear masks and face shields.

Ramsey presented input from kumu/teachers regarding their commitment to continuous learning in/during the pandemic, reopening (preference is for a 1-day per week of in-person learning), health policies, project day policies, travel policy, and before and after school supervision. Po’o Kula noted that safety is the top priority. We need to all be proactive about safety and if kumu/staff still feel unsafe to contact their HSTA representative. Po’o Kula added that she needs to take into account students, parents, teachers, and larger institutions that affect HKM and that we need to remain flexible to respond to a fluid situation. Po’o

Kula emphasized that we need to focus on Math and English when school starts in August.

Janeen expressed concern with the teacher's proposal of 1-day of in-person learning; and that if we are going to commit to any in-person learning scenario that there will always be a risk. Po'o Kula recommended a blended schedule: 2-days online and 3-days of in-person learning. Sondra mentioned that a potential COVID surge is anticipated in November. Po'o Kula mentioned that is why we are approaching the SY by quarter.

From a technology standpoint, all HKM students have access to laptops. Most students have access to internet and we're looking at how best to help those who don't have access.

Motion to approve a blended schedule to reopen the school subject to changes due to government regulations and health/safety concerns, and Po'o Kula Noa will continue to keep the Board updated. Moved: Michael 2nd: Sondra. Ayes: 5, Nos: 0. **Motion approved.**

- b. COVID/Health Room – Po'o Kula K. Noa/Director S. Brandon. Repurposed an existing room to serve as a health room with Sondra's input. If a student has COVID related symptoms, the student should not be placed in the health room but in an area away from others under adult supervision with appropriate social distancing protocols.
- c. School Calendar for SY 2020/2021 - Po'o Kula K. Noa. See discussion above in Section II.a.
- d. Accreditation Visit - Po'o Kula K. Noa. We are currently aiming for October for a blended Accreditation Visit that is face-to-face for local representatives & virtual for mainland representatives. HKM is currently on a 5-year accreditation approval and is hoping for another 5-year approval.
- e. CIP/Restrooms/Mold Classrooms – Director M. Shibata (Action). Michael reviewed the bids received along with Melanie Islam (architect) and Nicole Yoshimoto, and made a recommendation to move forward with Kingdom Builders. **Motion to** acknowledge review of bids, selection of Kingdom Builders as contractor for CIP/Restrooms/Mold Classrooms at the provided bid price, and issuance of a Notice to Proceed (NTP) to Kingdom Builders, Moved: Jocelyn, 2nd: Sondra. Ayes: 6 Nos: 0. **Motion approved.** Michael and Anela to coordinate review of the AIA contract document, and provide comments to Nicole.
- f. Lease – Director E. Freitas. No updates. Anela noted that the AG sent a lessee and sublessee template to Anela. Anela to contact Keola Nakanishi as the lessee. Anela to also get in contact with AG.

- III. Education Environment Update – Po’o Kula K. Noa
- a. Public Charter School Commission

CNA report is waived, HKM will use Accreditation self-study to supplement CSI Application

CSI Application is in progress (no due date). HKM will apply for \$100,000 to support LLI program, computer/multimedia supplies, PBI contracts, Math/Science/ELA curriculum and dual credit course fees/tuition.

Upcoming report deadlines: 2020-2021 Budget 7/30/20, Fire Inspection Report 7/31/20, Q4 financials 7/31/20, List of Key School Employees/Contacts 7/31/20, Collective Bargaining Non-Salary Data 8/3/20, UIPA Annual Log 8/14/20, Indemnification Requests Round 2 8/7/20
 - b. Private Funders – Kamehameha Schools/OHA

KS: \$137,025 received; \$62,842 due for SY2019-2020 (via PKM). Final report due on 7/31/20

OHA: \$68,680 received; \$0 due for SY2019-2020 (to HKM direct). Q3 report due 9/10/20
- IV. Finance Committee – Director J. Apo
- a. Update Bank Signature Card/ Resolution Naming Authorized Signatories (Action).

Motion to approve Janeen, Anela, Jocelyn, and Po’o Kula Noa as authorized signatories. Moved: Michael. 2nd: Sondra. Ayes: 5 Nos: 0. **Motion approved.**
 - b. Approve Budget 2020/2021 (Action): Jocelyn went over the draft budget. Discussion on budget by board. Decision made to defer action on budget until next board meeting. An updated draft budget is to be circulated a week prior to next board meeting (8/25) for comment and review in anticipation of obtaining board approval at next board meeting.
- V. New Business
- a. Insurance Update – Director E. Freitas. Janeen and Anela coordinating on review of Insurance policies for the School and Board.
 - b. Board Committee Assignments – Director J. Olds. Jocelyn to lead Finance Committee. Sondra to lead Governance Committee. Michael to lead Facilities Committee.
 - c. PKM Update – Po’o Kula Noa/Director J. Olds – Zoom with PKM at 10:00 am. Keoni Bunag joined the meeting at 10am. Keoni went over the history of Papa Ku Mana (PKM) and its creation in 2014 to support Halau Ku Mana. PKM’s members are Malia Kaaihue, Kahunawai Wright, and Keoni Bunag. They are excited to get things going in establishing itself and ultimately support the school: grant writing, financial support for school. Committed to attending Board meeting regularly so we can make sure we continue to be in alignment with each other. Next steps for PKM is identifying what it is responsible for in terms of fundraising.
 - d. Board Calendar for SY 2020-2021 - Director J. Olds. Board meetings will shift to the fourth Tuesday of the month: August 25, September 22, October 27, and

November 24. The Strategic Planning meeting will be rescheduled to a Saturday in October/November 2020 (meeting duration of 4 hours).

- VI. Announcements/Open Forum
 - a. La ‘Ohana will be on August 8. Board members to be available.
- VII. Pau – Convene Board Work Day