

Nā Wai Ola PCS

Governing Board Meeting Minutes

December 21, 2016

4:30 p.m.

Location: Na Wai Ola Administration Office

1. Call to Order and Acknowledgement of a Quorum: Call to order at 4:30 pm, quorum acknowledged. Meeting Attendees Include: General Board Member + Secretary, Lore-Lin Makaiwi (LM), General Board Member + Treasurer, Kiara Bianchi (KB), General Board Member + Chair, Renee Bellinger (RB), General Board Member, Charlie Mapa (CM), Director/Principal, Jason Wong (JW), and guest + NWO Business Manager, Karen Basham (KMB).

2. Approval of Past Meeting Minutes:

- A. April 19, 2016 special session – Motion to approve minutes made via email by LM on December 9, 2016; seconded by CM via email on December 10 2016. RB called for a vote on December 14, 2016; motion does not pass, email vote not unanimous. KB moves to approve 4/19/16 minutes dated 12/21/16, CM seconds; MOTION PASSES- 3 yeas (KB, CM, LM), 2 abstain (RB, JW), 0 nays.
- B. November 11, 2016 – Motion to approve meeting minutes was made by KB via email (December 6, 2016) and seconded by LM via email (December 6, 2016). RB called for a vote via email on December 7, 2016. Governing Board approved meeting minutes on December 7, 2016 (4 aye, 2 abstain).
- C. April 26, 2016 - PENDING
- D. July 27, 2016 – LM moves to approve version of 7/27/16 minutes finalized on 12/21/16, CM seconds; MOTION PASSES- 3 yeas (KB, CM, LM), 2 abstain (RB, JW), 0 nays.
- E. October 26, 2016 – RB moves to approve, CM seconds; MOTION PASSES- 3 yeas (KB, CM, LM), 2 abstain (RB, JW), 0 nays.

3. Director's Report: See attached Document 12/21/2016.DirectorReport

4. Treasurer's Report:

A. Budget committee update

KMB presents 3 documents – 1) actual budget, 2) and 3) two different versions of 'Profit and Loss Statement.' Highlights include:

- All bills being paid up to date, posted to Quickbooks, and reconciled through October 2016
- Further information for After School Program needs to be collected
- GoFundMe for bus brought in approximately \$2600
- Uniforms

- KMB, in actual budget review, projects ending the year with a (positive) balance of \$179,249. Summer pay still needs to be incorporated, but July 5th payroll is included in this amount.
- Formal approval/vote of current budget to be done in January's General Board Meeting.

6. Old Business:

- A. Bylaws RB moves to approve Governing Board Bylaws sent through email on 12/19/16 that's pending review by the AG, KB seconds; MOTION PASSES- 3 years (KB, CM, LM), 2 abstain (RB, JW), 0 nays.

7. New Business:

- A. Employee time tracking

KMB presents new law to start January 1, 2017 so a timeclock/time system is necessary; RB wants to ensure union guidelines and standards need to be met; KMB to gather more information.

- B. Charter school performance report and charter renewal

Contract completed; reviewed at beginning of meeting (first item covered), RB signed off, sent to Commission at 4:30 pm; LM moves to approve Charter Renewal Contract, KB seconds; MOTION PASSES- 3 years (KB, CM, LM), 2 abstain (RB, JW), 0 nays.

- C. Grant opportunities central folder on Google drive

RB started in Google Drive, review to talk about at next meeting.

Adjournment:

LM moves to adjourn at 7:51 pm, KB seconds; MOTION PASSES- 3 years (KB, CM, LM), 2 abstain (RB, JW), 0 nays.

Meeting Notices and Conduct:

Meetings of the Governing Board occur monthly starting at 4:30 pm on the 4th Wednesday of each month, unless the Governing Board approves a reschedule. Meetings are held at the St. Theresa Parish/School Grounds and are open to the public. The meeting room is available 30 minutes prior to meeting start time to permit review of meeting materials (two printed copies will be available). Laptops may be brought to view documents online. Public comments are limited to items on the meeting agenda, and the general public is encouraged to submit Board Proposals*. During meetings, authors of Board Proposals are allotted time to present their proposal and answer questions. All meeting materials will be made electronic whenever possible, and accessible at any time by posting said materials to the Na Wai Ola website (<http://nawaiolapcs.org/governingboard/minutes-agendas/>). Governing Board Members may request materials after the Agenda has been distributed, which occurs six days prior to the Governing Board meeting date.

*Public proposals: to receive assistance with submitting a proposal, or for general questions, please contact the Board Chair via email (rbellinger@nawaiolapcs.org)

Document 12/21/2016.DirectorReport

Directors Report

12/21/2016

Financial Update (Karen Basham)

- HGEA union raise

Contract Renewal Application

Ethics Commission

Holiday Bazar

- General Outcome
- Incident on playground

Module

- Payment Deferral
- Fire Department

Food Truck Inspection

- Inspection Report
- Licensing

Bus Update

Pre-K License

- Extra Sink
- Background Check for Mandie
- DHS 908 form
- Occupancy