

	<b>Na Wai Ola PCS</b> <b>Governing Board Meeting Minutes</b> Date <u>10/29/15</u> <b>Special Session</b>
<b>CALLED TO ORDER</b>	5:05 PM
<b>ATTENDEES</b>	Melissa Costa, Mary Quijano, Lore Lin Makaiwi, Kiara Bianchi, Charley Mapa and Sandy Carvalho, Board members; Daniel Caluya, Director, Melissa Andaya, Business Manager; Jason Wong, alternate teacher rep to the board; Doreen Kaleiwahea, Hayley Ford, visitors; and Tom Hutton, Executive Director of the Charter Board Commission President: Absent Serena Fujikawa, board treasurer
<b>APPROVAL OF MEETING MINUTES</b>	N/A: Special Session of the Board
<b>PRESIDENT'S REPORT</b>	N/A: Special Session of the Board
<b>TREASURER'S REPORT</b>	N/A: Special Session of the Board
<b>OLD BUSINESS</b>	N/A: Special Session of the Board

<b>NEW BUSINESS</b>	<p>Acting Chair welcomed Tom Hutton: after intros Tom said he had come to answer questions, clarify governing board rules and protocols and squelch the rumor that the school was about to close. Explained process to close schools is a long one, and Na Wai Ola is nowhere near that. Reviewed some recent bumps in the road that have put Na Wai Ola under commission scrutiny including 1. "Near miss" in July when financially tight 2. Strive Hi Data: Na Wai Ola's relative fall worse than all other Charter School's. Stakes high because commission has to renew contracts in 2017. 3. Will be replacing director, and Governing board needs to pull together if they hope to attract a good one. Gave "Big Picture": Make up of Governing board is now about skill sets on the board, not having certain percent of parent, staff and community members as it is now: said by laws must be changed to address this. Can have a certain number but now emphasis is "not to exceed x amount" rather than must have this many. Emphasized that the Board IS the school. Said that we are over the ratio allowed by our by laws of 1/3 school staff or relatives of staff, and need to correct that as we are staff heavy. Hutton allows for questions from board and visitors before he addresses a series of questions submitted by the treasurer, S Fujikawa, who could not be present. Questions: do board committees need to keep/post minutes: A: if they have been delegated the right to make decisions on behalf of the board, yes; otherwise the committee just does all the legwork, brings their findings/recommendations to the board, who then makes decisions, and that is all included in the regular board minutes. Question regarding appropriateness of votes by emails: Hutton said it is in our bylaws and thus ok, but must be by consensus. Question: what about the length of time board members can serve? A: Your by laws stipulate a certain time, but you might want to change that, not usual. Need to have some experience and smooth turnover. Q re length of minutes: need to be complete enough to know and verify what happened in the meeting, but not overly long or detailed. Q re posting of minutes: A - if not posted in the 30 days commission may red flag it; but only becomes a problem if repeated violation. Question re appropriateness of secretary adding comments to the minutes. Answer: Strictly speaking should just be what transpired, but don't need to put in everything. If clarifications are wanted, should be brought up in a subsequent meeting so they can then be part of board minutes. Mr. Hutton then went on to address some of the questions submitted by board member Serena Fujihara.</p>
---------------------	--

	<p>Question: Board terms: by laws say only 2 terms, what if over. Answer: Perhaps need to change by laws not people. If change by laws do it with whole board approval after AG has checked it. Question: re replacing Board members Answer: Follow your by laws. Question re resignations: Answer: By laws give a time line, but you can't force someone to continue to serve. Question: re Charley Mapa as board member and lease holder, conflict of interest? Answer: He can/should recuse himself if discussion/voting is about the lease on church property, otherwise no conflict. Tom Hutton makes a comment that he highly recommends we establish a non-profit; almost all other charter schools have one.</p> <p>More questions from Serena: Q: Can board members be on more than one committee? Answer: hard not to, with limited number of board members and several standing committees. Question: re Salary Advances: If a board member receives an advance, is that a self dealing transaction: Answer: Salary advances should not be done by any government agency, but it has been stopped, so move on, learn lesson, and pay back as soon as possible before it goes to ethics commission. Q: Who signs checks? Tom Hutton advises that board review and adopt the standard policies and procedures on procurement and expenditures posted on the commission website. Q: re the suspension/removal of employees: collective bargaining rules apply, so our by laws need to be rewritten to include that statement.</p> <p>Secretary asked about the appropriateness of a board member copying confidential employee information and removing these from the school premises: Answer: may be necessary if the board member has to do some work with these at home, but concern is security and confidentiality; certainly nothing about health issues, etc.</p> <p>More Q from Serena: What role does board have in hiring and firing of employees: Answer: The governing board only hires the exec, the exec does the rest. Q about vacation pay. Answer: only to be given when the employee leaves service; Q re whose signatures should be on checks Answer: not specific, just always must be two signatures. Q What is the consequence for board members who make decisions without board's ok? A I don't know. Q about iPads and Chrome books purchased with Title 1 funds, where are they? Answer: I don't know. Question: if an employee has been overpaid, must they reimburse school for the amount of the overpayment? Answer: Yes. Question: Can non-credentialed individual hold a key administrative position? Answer: even a charter school director does not have to have a credential. If by "credential" you just mean "qualified," that is a "squishy" area. Question: can a bargaining unit 5 member (teacher) have authority over another bargaining unit 5 member? Before Hutton could answer, Quijano asked a clarifying question, as follows: If I, a BU 5 member, as lead teacher ask another teacher to submit lesson plans as per my job description, is that allowed? Answer (to both questions) A BU5 teacher cannot perform teacher evaluations, things like that, but a lead teacher or department head does have a legitimate right to ask other teachers under them for lesson plans and things like that.</p> <p>Mr. Hutton went on to discuss the fact that our school was in the bottom tier, and how the upcoming evaluations by the commission might handle the school to help it get back on the right track, and show growth and improvement in both their academic and financial management.</p>
<b>ANNOUNCEMENTS</b>	There will be a special session of the board Nov 3, 2015 to complete the unfinished business of the prior board meeting.
<b>ADJOURN</b>	7:16 PM

<b>EXECUTIVE BOARD CONTACTS</b>	
-------------------------------------	--