



Governing Board

Meeting

Minutes

Meeting Date: **Wednesday, June 29, 2016**

Minutes Taken by: **Kiara Bianchi**

NWOPCS Board Member NWOPCS Administration/Staff other NWOPCS Stakeholder

Contact Info (non-Board members) *Enter phone or email*

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| <input checked="" type="checkbox"/> Renee Bellinger, Board Member (RB) | <input checked="" type="checkbox"/> Kiara Bianchi, Board Member (KB) |
| <input checked="" type="checkbox"/> Emily Taaroa, Board Member(ET) | <input checked="" type="checkbox"/> Lore-lin Makaiwi, Board Member (LM) |
| <input checked="" type="checkbox"/> Jason Wong, Interim Educational Director (JW) | <input checked="" type="checkbox"/> Charles Mapa, Board Member (CM) |
| <input checked="" type="checkbox"/> Melissa Andaya, Business Manager (MA) | <input checked="" type="checkbox"/> Melissa Costa, Interim Board Chair (MC) |
| <input checked="" type="checkbox"/> Other: Christine Yasuhara, Educational Assistant (CY) | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Other: Click here to enter text. | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Other: Click here to enter text. | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Other: Click here to enter text. | <input type="checkbox"/> Other: Click here to enter text. |

Meeting Started @: 5:22pm

Meeting Ended @: 8:40pm

General Meeting Comments

Quorum met. Mary Quijano, unable to attend. This is the last meeting of the term for Governing Board Members.

Agenda Items

Minutes for approval

| Agenda Item | Discussion and Tasks | Action Taken by Board or Task Assigned |
|---------------------|--|--|
| Minutes – 5/25/2016 | <i>KB – motion to approve, LM – 2nd 5 Yes (KB, RB, ET, CM, LM)- PASSES</i> | Minutes approved for posting to web |
| Minutes – 6/8/2016 | <i>LM – motion to approve, ET – 2nd 5 Yes (KB, RB, ET, CM, LM) - PASSES</i> | Minutes approved for posting to web |
| Minutes – 6/23/2016 | <i>LM – motion to approve, ET – 2nd 5 Yes (KB, RB, ET, CM, LM)- PASSES</i> | Minutes approved for posting to web |

Educational Director's Report

| Agenda Item | Discussion and Tasks | Action Taken by Board or Task Assigned |
|--------------------|--|---|
| Welcome to new ED | MC – welcomed JW as new Educational Director | None |
| Facilities | Spoke with Merle (Parks & Rec) and her supervisor, 2 things she needs: 1) teachers manage classrooms 2) classrooms clean | JW- consider these requirements in room assignments |
| 0.5 SPED allotment | Receiving only 0.5 SPED teacher allotment is difficult in hiring/attracting a qualified SPED teacher for part | JW – asks Board to pay for other 0.5 to be able to |

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| | time position. Also, will 0.5 be enough for the 9 kids already in school and any new ones. Request that NWOPCS pay for other 0.5 to be able to hire a full time SPED teacher. Discussion: b/c inclusion school, teacher can include other kids in “teaching groups”, district not giving above minimum, it isn’t necessarily what we need | hire full time SPED teacher |
| Current operating funds | We currently have \$60K | |
| Calendar | Submitted for review | |
| Van | Suggest to sell white van to pay for green van painting and other requirements needed for pickup/drop off service. | Board tasked to JW |
| One Call | For better communication with students | Board tasked to JW |

Treasurer’s Report

| Agenda Item | Discussion and Tasks | Action Taken by Board or Task Assigned |
|---------------------------|---|---|
| Business Manager’s Report | <p>\$75,601 in account</p> <ul style="list-style-type: none"> • 7/5 payroll - \$63,710.64 – includes FICA • Summer Salaries – 7/5 payroll only includes Dianne’s summer salary, not 3 teachers <ul style="list-style-type: none"> ○ Rae from HSTA says to present a payment schedule • Auto-deductions for month (bus, food truck, payroll services) <p>\$6627 remaining after payroll and auto-deductions for month</p> <p>\$48K back bills</p> <ul style="list-style-type: none"> • \$28-29K rents, copy machines, green van, gas, cable, small items (Home Depot, HPM) <p>Incoming Funds (for NWOPCS, already paid items)</p> <p>\$47K expected in next week</p> <ul style="list-style-type: none"> • PreK approx. \$19K in reimbursables definite (for things already paid by NWOPCS) • Additional reimbursables possible (including preK \$5K for salaries and materials for construction) • \$3638 Collective Bargaining – expected Friday • 4th qrtr FICA <p>Incoming Funds (will need to be paid upon invoice)</p> <ul style="list-style-type: none"> • \$24K Title 1 chromebooks (need to still pay) | None - info |
| 2016-17 SY Budget | <p>Voted to add positions below to current budget:</p> <ul style="list-style-type: none"> • SPED ½ teacher: KB motion, RB 2nd, 4Yes (KB, RB, ET, CM), 1A (LM) - PASSES • Hire Ka’iana Isaac Runnels to teach 2nd grade, he is nonHQT, but working toward it: KB motion, RB 2nd, 4Yes (KB, RB, ET, CM), 1A (LM) - PASSES | <p>Positions to be added to budget</p> <ul style="list-style-type: none"> • Full SPED teacher (1/2 NWOPCS, ½ district) • Hire Ka’iana |

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| | <ul style="list-style-type: none"> Hawaiian ½ position \$16,500 Kai’anui is interested as allows him to finish school: KB motion, CM 2nd: 2Y (KB, CM) 2N (RB, ET) 1A (LM) DOES NOT PASS NSLP ½ time assistant \$12K: KB motion, RB 2nd, 4Yes (KB,RB,ET,CM), 1A (LM) – PASSES <p>Some positions not finalized yet. Will send budget with these changes and still consider other positons after result of July 5 paydate and other bill payments.</p> | <p>Isaac Runnels for 2nd grade</p> <ul style="list-style-type: none"> ½ time NSLP assistant \$12K |
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Old Business

| Agenda Item | Discussion and Tasks | Action Taken by Board or Task Assigned |
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| Organizational Committee - Report | none | None |
| Organizational Committee – # Board Positions in Bylaws | <p>Discussion on difficulty in filling 13 current positions. More common for boards to have less members for scheduling issues. Still want to have enough to spread the work amongst.</p> <p>KB: Motion “to amend # Board Members in the Bylaws from 13 to 9 positions, effective at beginning of next term, July 1, 2016”. CM 2nd. 5Y (KB, RB,ET,CM,LM) - PASSES</p> | Bylaws – change # members to 9, effective July 1st |
| Organizational Committee – new positions for next term | <ul style="list-style-type: none"> Chair: KB motion “to appoint Renee Bellinger as Chair” CM 2nd, 4Y (KB,CM,LM,ET) 1A (RB)- PASSES Vice Chair: LM motion “to appoint Emily Taaroa as Vice Chair” CM 2nd 4Y (KB,RB,LM,CM) 1A (ET)- PASSES Treasurer: LM motion “to appoint Kiara Bianchi as Tresurer” ET 2nd 4Y (RB,ET,CM,LM) 1A (KB)- PASSES Secretary: KB motion “to appoint Lore-lin Makaiwi as Secretary” CM 2nd 4Y (KB,RB,ET,CM) 1A (LM)- PASSES | New Board Positions effective July 1 st : Chair: Renee Bellinger VC: Emily Taaroa Treasurer: Kiara Bianchi Secretary: Lore-lin Makaiwi |
| Hiring Committee | As mentioned earlier, the Executive session at previous meeting chose Jason Wong as the new Educational Director. Effective July 1 st . | KB and RB finalize contract with MA |

New Business

| Agenda Item | Discussion and Tasks | Action Taken by Board or Task Assigned |
|---|---|---|
| First Hawaiian Bank Signature Cards - General Account | CM motion “to remove Daniel Caluya, Melissa Costa, and Mary Quijano from signature cards and to add Jason Wong, Lore-lin Makaiwi and Renee | Signature cards for general account updated with current ED and |

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| | <i>Bellinger” ET 2nd, 3Y (KB,ET,CM) 2A (RB,LM) - PASSES</i> | Board members |
| First Hawaiian Bank Signature Cards - Payroll Pickup | <i>KB motion “to remove Daniel Caluya from signature card and to add Jason Wong and Lore-lin Makaiwi”, ET 2nd, 4Y (KB,RB,ET,CM) 1A (LM)- PASSES</i> | Signature cards for payroll pickup updated with current ED and Board Members |
| Next meeting | Wednesday July 13 th at 4:15pm. Agenda items due to LM by Tuesday July 5 th , posting on Thursday July 7 th . | none |