

**Na Wai Ola PCS
Governing Board Meeting Minutes
Date 3/8/16 Special Session**

CALLED TO ORDER	5:32PM
ATTENDEES	<p>Mary Quijano, sec, Melissa Andaya, business manager; Melissa Costa, V.chair; Daniel Caluya, principal, Charley Mapa, community rep; Lore-lin Makaiwi, staff rep; Jason Wong, teacher rep; Kiara Bianchi, parent rep</p> <p>Quorum established.</p>
APPROVAL OF MEETING MINUTES	n/a Special Session
DIRECTOR'S REPORT	<p>Current enrollment 177. Parent case against school withdrawn by parent, but McPherson warns be wary; PreK will be moved into modular, DHS (DeAn said 'probably ok', and we can escort to bathrooms but need to get electricity hooked up, permits. Have permission from Shuto to move modular to his land in front of admin building. Steve is handling ground study and cost of moving, modular company in charge. No estimate yet on cost to move and how much of PreK funds we can use to move it. Lore asked if we will lose PreK grant if not permitted by May, Melissa A and Mr. C both said no, they asked that directly. MQ asked if we can use Paleko's grant to school to fill and level site, and Melissa said she will check on that. Jason asked if Shuto was allowing us to use site for free and Mr. C said yes.</p> <p>Staff evaluations are almost done, will finish up before spring break. SB testing has begun: Mark K is overseeing. The prior inquiry re testing improprieties resulted in all 4th grade Science HS A tests to be redone. Andrea, Anela and Lore have been certified to administer tests, while Mark remains the only test coordinator. There will be a site visit by commission April 7 we are readying for.</p>
TREASURER'S REPORT	<p>Business manager presented financial reports in several formats. Jason asked for more information on items we pay interest on, in particular when we are late in payments what interest/penalties have we accrued? BM answered there was only one occasion when we were late, last November, when we didn't get our allocation in time The late fee was about \$20. Lore discussed moving board meeting to 4th Tuesday of month (from current 3rd Tuesday) to enable us to get the financial reports a week ahead of time to review. All agreed.</p>
OLD BUSINESS	<p>By Laws committee: Kiara requested we set up a committee meeting to work on bylaws, decided for Monday Mar 14 @12:15. Tabled discussion on Exec session and removal of board members changes to bylaws until after this meeting.</p> <p>Hiring Committee report: 5 applicants so far. Need to come up with questions we all approved and a standardized scoring rubric. The 5 applicants are off island – 3 on mainland and 2 on Oahu. Ad is no longer running, Board instructed Melissa A to resubmit the ad in the 4 papers and craigs list. Close date for applications was decided to be March 31, interviews to begin in april. Discussion re submitting interview questions to board via Google Docs, include performance task. Discussion whether a visit to school for final candidates should be a requirement. Discussion re what position would replace Mark K: Organizational committee needs to meet to discuss the management structure and positions for school, then let the new director fill those positions.</p> <p>Board training tabled.</p> <p>Protocols for making changes to budget table to next meeting, ready to vote on.</p>

<p>NEW BUSINESS</p>	<p>Kiara wants to come up with recruitment interview questions/letter to send to prospective board members. Decided to do by email.</p> <p>Organizational Committee proposed changes: As written, with changes (take out phrase in 1a, end after 13, then change word "shall" to "may" in 1B. Lore moved to accept with changes, Jason seconded, passed by unanimous vote,</p> <p>Hiring Committee policy proposed changes. Make hiring committee a stand alone committee instead of part of the organizational committee, remove responsibility to terminate employees. Question by MQ as to whether we should hire the Vice Principal, since he/she would act as principal in absence of principal: Lore said she would check legalities of that with commission. Lore moves to approve the changes in Hiring committee policy, Charley seconds, measure passes by unanimous vote.</p> <p>Facilities committee report: Jason reports on what it would take to get the needed repairs done on the church building we rent so that we can be fully in compliance with building codes for hall and for the garage where PreK is housed, which must happen to get the permit and continue the PreK grant. Costs and time would be minimal. Discussed if we could use some of facilities funding for PreK to cover materials, labor is being done by our maintenance crew and signed off by contractors for inspection. Charley, as church liaison, pointed out we are in non-compliance with the county until we get these things fixed, its been several years now. Our lease says we will take care of all maintenance.</p> <p>Board agreed this was a good idea, but requested Jason draw up a very complete proposal in writing to submit to Mr, C. Also need pertinent data re permit requirements for the PreK building use.</p>
<p>ANNOUNCEMENTS</p>	<p>Next regular board meeting March 29, 2016 at 5:30 PM</p>
<p>ADJOURN</p>	<p>7:43:PM</p>
<p>EXECUTIVE BOARD CONTACTS</p>	