

<b>Na Wai Ola PCS</b> <b>Governing Board Meeting Minutes</b> <b>Special Session</b> <b>Date 4/19/2016</b>	
<b>CALLED TO ORDER</b>	5:33 Quorum met
<b>ATTENDEES</b>	Melissa Costa, acting chair, Mary Quijano, board secretary; Lore-Lin Makaiwi, staff rep; Jason Wong, teacher rep; Charley Mapa, community/church rep; Kiara Bianchi, Parent rep; Daniel Caluya, director; Melissa Andaya, business manager
<b>APPROVAL OF MEETING MINUTES</b>	Lore-lin moved to approve minutes from 3/2, Kiara 2 <sup>nd</sup> , unanimously voted to approve. Lore-lin moved to approve minutes from 3/8, Kiara 2 <sup>nd</sup> , unanimously voted to approve.
<b>DIRECTOR'S REPORT</b>	<p>Current enrollment is 204, inc PreK. There is a substantial wait list for all grades for next year. Wednesday 4/20 a monitor - Robt Hillier - from the State assessment section is coming to monitor our SBA testing. Also tomorrow the Commission is visiting.</p> <p>Staff evaluations are 90% done, only Grade 2 Albornes and Kindergarten Murcia left to do.</p> <p>Director informed the Governing Board of the State Board of Ethics request for financial documents. Board supports release of documents pending consultation with AG for advice on how to proceed.</p> <p>Recent incident of student on school bus making prank 911 calls was discussed; potential consequences discussed. Mr C has meeting set with father for tomorrow to make a decision about whether student will continue at Na Wai Ola, and if so what disciplinary measures will be invoked.</p>
<b>TREASURER'S REPORT</b>	<p>Melissa Andaya reported on Ho'olaulea, which garnered approx \$4000.</p> <p>Financial reports were discussed revolving around National School lunch program, which is 3 months behind in reimbursements to school. Linda Char had requested some corrections to paperwork, which has been sent but not read yet. Promise to give us the payments for Dec through March by May 1, 2016.</p> <p>Staff issue: Joseph Kaipō's paperwork for DOE - so that half time pay as SpEd EA is paid by DOE - has not gone through yet due to the fact they didn't have copies of his praxis. They have it now, but it is uncertain if they will reimburse school for his back pay to December, or only begin paying as of the date they got his praxis. Regarding the complaint made to DOE SpEd department that he was doing office work while being paid as SpEd EA, this was found to be in error, as he does his half time SpEd EA functions in the morning and any office work in the afternoons, when he is being paid by NaWaiOla.</p> <p>Regarding the \$15,000 donation by councilman Paleka: we are close to losing that money because we haven't yet determined how it is to be used. Deadline is May 31st. The intention was to use it to move the modular, but the Modular company has still not got back to us with specifics. Our Maintenance supervisor Steve sent the company the site plans but they never responded. Mr C said he will handle this situation this</p>

	<p>week. Question was raised whether we can use the facilities portion of the PreK funds to move the modular, but the answer is no. However it can be used to retrofit the hall and the classroom area where PreK is housed in order to meet codes. There is approximately \$30 k for this. Melissa will verify if some of that can be used to pay labor costs, so we can have our Maintenance person do the work on the weekends.</p>
<p><b>OLD BUSINESS</b></p>	<p>ByLaws: tabled until future meeting.</p> <p>Procurement Policy: Melissa asked to re-send the procurement policy for the board to review and approve. MQ raised question as to whether she had looked into getting that credit card - "P-card" - with which to make purchases for the lunch program rather than the cash basis - per an earlier board meeting directive - as that use of cash and reimbursements is part of what the ethics commission is now looking into.</p> <p>Melissa A said she forgot to do it, will get application from bank.</p>
<p><b>NEW BUSINESS</b></p>	<p>Perception Surveys for Title 1: Lore-Lin Makaiwi, Title 1 coordinator, passed out compilations of Perception surveys given to students, parents and staff of Na Wai Ola this spring, and went over all results, noting strong points and areas in need of attention, plus some potential solutions.</p> <p>Facilities Report: Jason Wong discussed repairs done on Hall to bring it to code, as well as what remains to be done, and why this can only be done on weekends. Melissa will check to see how much of the preK facilities funds can be used to pay labor to get this done so PreK facilities can pass final inspection.</p> <p>Issue of SSC duties and backlog of testing and reports needed to be in compliance: Lore-Lin Makaiwi gives background, how this year she had been forbidden to help write up the needed reports by her DOE SpEd supervisor, which led to this backlog. The reason given was that she was not a credentialed teacher. Finally the same person who would not let her help get these reports written sent a complaint to her senior supervisor, who issued Na Wai Ola an order to get an action plan made to get the backlogged testing and reports done or face loss of funding. Mr. Caluya subsequently met with this senior supervisor to work out this plan, and she came up with the solution to make Lore-Lin Makaiwi the SSC clerk and allow her to help write up the reports, after Mr. C does the testing. ;o)</p> <p>Next item was a discussion of how to whittle down the list of applicants for the director position. Mr Wong recused himself from this discussion and</p>

	<p>left, as he is one of the candidates. Limiting the candidates to those who have Master's degrees in education and/or administration, and as well to those who live on one of the Hawaiian Islands or have lived on one of the islands in the past was discussed. Lore-Lin said she would send the candidate list breakdown as well as the list of interview questions already submitted by the board to all members via google docs so that board can review candidates and questions, add comments and or edit, and be ready to decide by next Tuesday's board meeting.</p>
<b>ANNOUNCEMENTS</b>	Next regular board meeting will be Tuesday, April 26, at 5:30 PM
<b>ADJOURN</b>	7:55 PM