

Nā Wai Ola PCS
Governing Board Meeting Minutes

April 26, 2016
5:30 p.m.

Minutes prepared by Kiara Bianchi

Location: St. Theresa Parish / School Grounds

Call to Order and Acknowledgement of a Quorum: present Melissa Costa (MC), chair; Daniel Caluya (DC), Principal; Mary Quijano (MQ), Secretary; Kiara Bianchi (KB), member; Charlie Mapa (CM), member; Lore-lin Makaiwi (LM), member; Jason Wong (JW), member. Guest: Melissa Andaya (MA), Business Manager.

Note: DC left at 7:05pm

Phone call from Danny Vasconcellos (Charter School Commission, Oahu). Discussed financial reports, DHS licensure for preK, DV site visit to NWOPCS last week, Bylaws, Governing Board Membership compliance.

Meeting time changed – motion to change monthly meeting to 4th Wed of each month at 4:30, effective May 25th by LM, 2nd JW. Motion passed (aye – MQ/KB/CM/LM/JW, abstain – DC/MC).

Approval of Past Meeting Minutes:

1. April 19, 2016 – motion to approve by LM, 2nd by CM. Motion passed (aye – MQ/KB/CM/LM/JW, abstain – DC/MC).

Director's Report:

2. Enrollment – might lose a few students before end of year
3. Organizational Performance Site Visit – went well
4. Status of State Request – DC and MC will make calls to find out more information

Treasurer's Report:

5. Business Manager
 - a. Financial report – concerns about overspending beyond Jan approved budget
 - b. Corrective Action Update for Nutrition Program – still reviewing, updated today
 - c. P-card – no news, MA needs to check with FHB
 - d. Procurement Policy – motion to approve by LM, 2nd by MQ. Motion passed (aye – MQ/KB/CM/LM/JW, abstain – DC/MC). Additional discussion tied to p-card, decided to approve for now and change later, if needed.

Old Business:

6. Organizational Committee
 - a. Bylaws– *motion to approve this working draft and send a copy with questions to AG for approval, by KB, 2nd by CM. Motion passed (aye – MQ/KB/CM/LM/JW, abstain – DC/MC).*
7. Protocols for making changes to budget – postponed to next meeting

New Business:

8. Organizational Committee
 - a. Report – discussed preparing “recruitment docs” and places/organizations to send to enlist potential volunteers
9. Hiring Committee
 - a. Report - LM proposes a special committee of 9 people for hiring Educational Director, to include 3 board members, Bus Mgr, lead EA, rep from lower EL, Merle Gornick (PNR liason), office staff, facilities manager. 7 would be necessary for interviews. Board creates list of questions. Board has final say and decides who to hire. *Motion to approve by LM, 2nd by CM. Motion passed (aye –MQ/KB/JW/LM/CM, abstain – DC/MC).*
 - b. Director’s Position
 - i. Hiring Questions – want to get rubric done 1st week May, interview 2nd week.
 - c. Dean of Students Position
10. Facilities Committee
 - a. Report – Steve plans to start Saturday to work on bldg., JW will follow up on modular

Adjournment: 8:20pm