

**Na Wai Ola PCS
Governing Board Meeting Minutes
Date May 25, 2016**

CALLED TO ORDER	4:10 PM
ATTENDEES	Melissa Costa, acting chair, Kiara Bianchi, member; Jason Wong, member; Lore-lin Makaiwi, member; Mary Quijano, secretary; Daniel Caluya, director; Melissa Andaya, business manager; Emily Taaroa, guest.
APPROVAL OF MEETING MINUTES	Minutes of April 26 were approved, April 19 had already been approved by email as well as on the 26th, May 11 minutes had not been submitted as yet.
DIRECTOR'S REPORT	<p>Status of next year: We have 60 on our wait list, in addition to confirmed ones returning. According to Danny Vasconcellos we have to hold a lottery for vacant seats; only those students who are returning or have siblings already enrolled get priority. We have almost completed all the SpEd testing and paperwork requirements for the year.</p> <p>June 3rd, will be our last day of school. This is one day short of academic days required. It is to allow construction on Hall to proceed. K, PreK and grades 6 and 7 graduate June 3rd. Question raised re consequences of ending a day earlier than required and marking all students absent: Director said it will not affect/add to the absence rate and will have no consequences for ending early.</p> <p>June 10 will be his last day.</p>
TREASURER'S REPORT	<p>Business Manager's report:</p> <p>NSLP update: they have a bug in their system delaying their recalculating the amount of additional money they owe us and other schools of 2 cents more per meal, but assured us we will get all reimbursements by June 30th. Kiara asked about getting partial payments in meantime.</p> <p>PreK update: We got \$12,500 reimbursement for salaries on the 13th, plus \$2300 for utilities. We've submitted \$1500 to be reimbursed for retrofit expenses, and will bill when completed for all labor and materials.</p> <p>Question re Pre K in hall: they require a fenced play area outside. Need to know sq footage per child, get ok from church to fence this. Charley felt it would be fine, also suggested that we might work with church to build a pavilion that church and school can use and split the cost.</p> <p>Carbonara option: Carbonara wants to know if we want to retain them again for next year, so a new contract can be drawn up. After discussion regarding specific services they would do for us monthly which would ensure no more errors like the one in double-entering the payroll which Bonnie never caught because she wasn't looking for it, Lore moved to have Carbonara draft a new contract with has these specific services itemized. Jason seconded. Vote was unanimous in favor.</p>
OLD BUSINESS	<p>Organizational Committee report</p> <p>a. Board recruitment: Discussion re admitting candidate Emily Taaroa to the board. Charley moved to add her to the board, effective immediately but with full voting rights as of next meeting. Jason seconded, Vote was unanimous in favor.</p> <p>Discussion re candidate Julie Murcia, currently a Kindergarten teacher at Na Wai Ola who will be leaving the school at the end of this school year and wants to be on the board. Per by laws she would be under the rule for previous employees, and would therefore affect the 1/3 rule for staff members. Otherwise she couldn't join as a community member until 1 full year has passed. Other candidate Renee Bellinger wasn't able to come tonight, but sent her resume for board members to consider and possibly vote in by email before our next meeting.</p>

b. Reorganization/Categorizing: Two email surveys were sent to all staff, one was to find out what position they held and what position they wanted, which all have returned. The second was what kinds of responsibilities they had and work they did, especially those extras that are not part of their job description. Received responses from about 18-9, then resent surveys to those who didn't respond yet. Purpose is to solidify all the work we do is known and properly assigned. Charlie suggested stipends for work above and beyond, Quijano cautioned about making this only for major "extras" as otherwise becomes expected for everything, and as a charter school doing extras is part of the normal job routine. Kiara mentioned that job descriptions also help us to do better evaluations if jobs are well described and duties known. Organization committee will meet Tuesday May 31st to go over data, open to staff; then meet again Thursday May 2 as committee to make decisions.

c. Protocols for making changes to budget: tabled until board meets to determine budget for next school year, will be part of that process. Lore added that the business manager and Carbonara give us a framework for the budget, but we are going into restructuring, so we can't put out a budget until the board first goes through restructuring process, and we have to show improvement in how we restructure and formulate the budget.

d. By Laws: Sent to AG to follow up. Tabled until next meeting.

7. Hiring committee report: Lore-Lin has sent a list of questions to the AG re contracts, specifically do we have to bring back all BU 5 members? HSTA says we do, but Lore is asking the AG what the legal restrictions are of letting teachers go. She is also working on adding the "boiler pot" language to all contracts, that is standard. She doesn't feel comfortable scheduling interviews without having all these answers in place. Mary asks if the Director candidates have been contacted and are still interested: Melissa Andaya says yes, and they are. Lore said she will send the packets of our 5-6 candidates back out to all board members along with the finalized questionnaire and rubric. Kiara asks if we can at least start scheduling for June 6-7 and again after the 13th, as she will be gone from the 8th - 10th. Answer, "yes".

Need for Interim director: who it will be should be decided at next meeting. Commission and AG will be consulted as to who can and cannot serve in this position.

Hiring process/contracts for all staff positions will ensue after we get the new contract language, answers from AG, and after organizational committee meeting to determine what positions we will have next year.

<p>NEW BUSINESS</p>	<p>a. Rescind, Amend, or Enforce Layoffs: Mr Caluya informed board that our prior decision to lay him off was illegal, as we must have a director, legally, and also the decision to lay him off could not be voted on by his employees. He ased if we could amend the layoffs. After discussion, which included the fact that we now had sufficient funds to make July 5 payroll as well as pay all bills, the layoffs were not as critical as they had seemed to be when decided upon. Further new information had come to light regarding lay offs due to financial hardship, which showed the board decision had not followed HGEA guidelines. Charley moved to rescind the board's prior action regarding the layoffs of the security guard, food services manager and director. Kiara seconded. Kiara, Emily Charley and Melissa voted Aye, Lore, Jason and Mary abstained. The motion carried by majority of voting members.</p> <p>9. Important preparations: a. Budget, b. Hiring, c. Board make up all were handled by earlier discussions this meeting.</p> <p>10. Commission meeting tomorrow: The commission will call a designee of the board to speak to the commission during their meeting tomorrow. Kiara agreed to join Mr. C in this phone interview.</p> <p>11. Communication a. External. Press release idea has been sent to Sheryl Turboville, the PR person for the commission, for input and ideas. b. Internal: We should continue to send memos to the commission regarding work in progress on things like ByLaws, board membership additions, plan of action etc. We also need to send a complaint to the Board of Ethics regarding the leak of confidential information to the press, and ask that they pursue an inquiry to find out just who it was that leaked that information..</p>
<p>ANNOUNCEMENTS</p>	<p>Next Meeting June 22, 4:15PM</p>
<p>ADJOURN</p>	<p>6:30 PM</p>
<p>EXECUTIVE BOARD CONTACTS</p>	