

Nā Wai Ola PCS

Governing Board Meeting Minutes

August 24, 2016
4:30 p.m.

Location: Na Wai Ola Administration Office

Call to Order and Acknowledgement of a Quorum: Call to order @ 4:41 pm, quorum acknowledged. Meeting Attendees Include: General Board Member + Secretary, Lore-Lin Makaiwi (LM), General Board Member + Treasurer, Kiara Bianchi (KB), General Board Member + Chair, Renee Bellinger (RB), General Board Member + Vice-Chair, Emily Taaroa (ET), General Board Member, Charlie Mapa (CM) and Director/Principal, Jason Wong (JW).

Approval of Minutes:

1. July 27, 2016, Governing Board Meeting
2. August 11, 2016, Special Session Meeting

Tabled until next meeting; LM will email out for approval, email vote needs to be unanimous to pass.

Director's Report:

1. Jason Wong

See attached Document01.08/24/2016.DirectorReport

Treasurer's Report:

1. Budget
 - a. Position Still Pending Approval
 - i. 0.5 Office Clerk

- KB moves to remove from consideration the .5 office clerk position; CM seconds. MOTION PASSES- 3 yeas (KB, CM, ET), 3 abstain (RB, LM, JW), 0 nays.

- KB gained access to Quick Books, currently working with MA on rectifying budget categories.

- Small Business Development Center might be a resource to help us within our Business Department

- b. Approval of SY 16-17 Budget

Old Business:

1. Organizational Committee
 - a. Report
 - b. Bylaws
 - c. Board Positions
2. Hiring Committee
 - a. Report

Nothing new to report from Organizational or Hiring Committees at this time.

New Business:

1. 501c3 Status/Application – included in the Director’s Report
2. Executive Session

Moved to end of agenda

3. Reimburse Jason Wong for out-of pocket expenditures used for school grounds improvement

KB moves that JW be reimbursed for all out-of-pocket expenses incurred renovating for second kindergarten classroom, ET seconds, MOTION PASSES – 3 yeas (KB, ET, CM), 3 abstain (RB, LM, JW), 0 nays.

4. Status update on Financial Committee
 - a. Process for thank you notes to community donors

Currently done by Dara M., office manager; make sure cards go out to Isaac F. for drywall work, HPM Building supply for donations, and Dirk V. for pro bono work.

5. Student recruitment – for recruitment efforts, signs to be redone and put out facing highway and radio station quotes to be solicited.
6. Posting of Governing Board agenda in conspicuous location in Administration Building – Na Wai Ola staff to redesign the entry wall when walking into the administrative building, this “board” will include a space for governing board items to be posted

MOTION: CM moves to go into executive session at 6:32 pm, ET seconds;

Motion passes; 4 ayes (LM, KB, ET, CM), 0 nays, 2 abstain (RB, JW)

MOTION: KB moves to come out of executive session @ 6:59 pm, CM seconds;

Motion passes; 4 ayes (LM, CM, KB, ET), 0 nays, 2 abstain (RB, JW)

MOTION: LM moves to adjourn meeting @ 7:02 pm, CM seconds;

Motion passes; 4 ayes (LM, CM, KB, ET), 0 nays, 2 abstain (RB, JW)

Adjournment: Meeting adjourned @ 7:02 pm

Meeting Notices and Conduct:

Meetings of the Governing Board occur monthly starting at 4:30 pm on the 4th Wednesday of each month, unless a reschedule by the Governing Board is approved. Meetings are held at the St. Theresa Parish/School Grounds and are open to the public. The meeting room is available 30 minutes prior to meeting start time to permit review of meeting materials (two printed copies will be available). Laptops may be brought to view documents online. Public comments are limited to items on the meeting agenda, and the general public is encouraged to submit proposals*. During meetings, authors of proposals are allotted time to present their proposal and answer questions. All meeting materials will be made electronic whenever possible, and accessible at any time by posting said materials to the Na Wai Ola website (<http://nawaiolapcs.org/governingboard/minutes-agendas/>). Governing Board Members may request materials after the Agenda has been distributed, which occurs six days prior to the Governing Board meeting date.

*Public proposals: to receive assistance with submitting a proposal, or for general questions, please contact the Board Chair via email (rbellinger@nawaiolapcs.org)

Directors Report
August 24, 2016

Hawaii Modular

- Edie, the sales representative that initially approved the lease, is currently updating her chain of command about our situation (located in Baltimore)
- Current on rent
- Possible buyer

Pre – K

- Occupancy for Hall is complete
- Certificate of Occupancy + signatures from Engineering, Planning, Health, Waste Management, Fire, Plumbing, Electrical, and Building have all been submitted to DHS (Cheryl Veta)
- DHS is now able to review our application for a Pre-K license
- Shane Sigetic has been hired to teach Pre-K. He currently holds a BA in early education, an MA in Special Education, and a current license to teach in the state of Hawaii

Permitting

- Obtained a Temporary Structure Permit for our cafeteria and Mala tent, which was signed by the Fire Department/State Department of Health, but was denied by the Planning Department. The Planning Department refused to sign our request because they do not want to set a precedent for Charters to house children in tents.
- If we intend to have a cafeteria, or any other buildings, we must obtain a Use Permit and a Special Permit. These permits take a minimum of three months to obtain and require the permission of any neighbor within 500 feet.

Student Count

- Student count included Pre-K
- Actual student count is currently $158 \times \$6846 = \$1,081,668$ (3 to enroll), Salaries and wages = \$1,119,844
- K= 1, 1st = 6, 2nd = 4, 6th = 2
- Staff cuts

501c3

- Meeting next week with Vaughn Cook
- Renegotiate Directors salary -\$10,000

Meetings:

- Had an impromptu meeting with Cathy McPhearson (DES), spoke about setting up a meeting with Keoni Frias (CAS) to solicit/regain SpEd funding, specifically Article IV funding.
- Friday, 1:30 meeting with Mayor Billy Kenoi; present budget items in the hopes that he can help to fund specific areas