

Nā Wai Ola PCS

Governing Board Meeting Minutes

October 26, 2016
4:30 p.m.

Location: Na Wai Ola Administration Office

1. Call to Order and Acknowledgement of a Quorum: Call to order at 4:49 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), Director/Principal, Jason Wong (JW), and guest + contracted Business Manager, Karen Basham.

2. Approval of Past Meeting Minutes:

- A. April 26, 2016, Governing Board Meeting - PENDING
- B. May 11, 2016, Governing Board Meeting – LM moves to approve, CM seconds; MOTION PASSES- 4 yeas (KB, CM, ET, LM), 2 abstain (RB, JW), 0 nays.
- C. June 29, 2016, Governing Board Meeting – approved at the 7/27/16 General Board Meeting
- D. July 13, 2016, Governing Board Meeting - LM moves to approve, CM seconds; MOTION PASSES- 4 yeas (KB, CM, ET, LM), 2 abstain (RB, JW), 0 nays.
- E. July 27, 2016, Governing Board Meeting - LM moves to approve, CM seconds; MOTION PASSES- 4 yeas (KB, CM, ET, LM), 2 abstain (RB, JW), 0 nays.
- F. August 24, 2016 Governing Board Meeting - PENDING
- G. September 28, 2016 - LM moves to approve, CM seconds; MOTION PASSES- 4 yeas (KB, CM, ET, LM), 2 abstain (RB, JW), 0 nays.

3. Director's Report (Jason Wong):

- A. Facilities
- B. Funding (pending grants, new grants)

A donation from Councilman Paleka has been approved and is forthcoming; JW needs to follow up on receiving this funding.

Because of an error in the allocation formula used by the state, NWO is looking at receiving, approximately, an additional \$20,000 in Title I funding.

Additional allocations of positions were awarded to NWO from the District for Special Education, this includes a .5 SpEd teacher position and a .5 SpEd EA position.

Shipper's Wharf grant is almost complete, the timeline needs to be completed, there are further questions/clarifications needed around reallocating funds and what compliance, in regards to this grant, looks like.

C. General update

There are 5 employee contracts that require review.

LM updates the board on monthly APC (Association Policy Committee) meetings, 2 thus far, between school administration and HSTA representatives. One issue was presented, teacher prep time, and addressed and resolved between staff and administration.

JW has an upcoming meeting with HGEA to discuss an employee.

4. Treasurer's Report:

A. Budget review

Guest and contracted Business Manager presents two documents – one itemizes her “time spent” at NWO, the other lists questions and concerns she’s compiled thus far.

An updated budget is pending (as Karen just took position).

Discussion around petty cash, Na Wai Ola will create a process/procedure regarding petty cash.

Pending a fully updated budget, the board is presented with a rough projection for the end of the fiscal year, with suggestions on how to both save money and bring in more revenue.

5. Old Business:

A. Bylaws

Organizational committee meeting is forthcoming, within the next two weeks, notification through email by RB.

6. New Business:

A. Financial audit

Scheduled to work with the same company (Jay Miyaki), their price is high because it includes airfare for their employees as they fly over from Maui, Karen is working on alternate routes to complete this task at a lower price.

Adjournment:

KB moves to adjourn at 7 PM, CM seconds; MOTION PASSES- 4 yeas (KB, CM, ET, LM), 2 abstain (RB, JW), 0 nays.

Meeting Notices and Conduct:

Meetings of the Governing Board occur monthly starting at 4:30 pm on the 4th Wednesday of each month, unless the Governing Board approves a reschedule. 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 Board Proposals*. During meetings, authors of Board 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)