

Nā Wai Ola PCS
Governing Board Meeting Minutes

November 16, 2016
4:30 p.m.

Location: Na Wai Ola Administration Office

1. Call to Order and Acknowledgement of a Quorum:

Meeting called to order at 5:19 pm.

Present: Jason Wong (JW), Kiara Bianchi (KB), M. Renee Bellinger (MRB), Karen Basham (KMB). Quorum is not met.

2. Approval of Past Meeting Minutes:

A. April 26, 2016 – deferred to next meeting or email vote

B. October 26, 2016 – deferred to next meeting or email vote

C. Meeting notes for September 28, 2016 are not yet available – deferred to next meeting or email vote

3. Director's Report (Jason Wong):

A. Facilities

B. Funding (pending grants, new grants)

C. General update

Financial audit: Na Wai Ola is in compliance for the 2015-2016 annual financial audit, compiled by Jay Miyaki, CPA, Oahu, and submitted to the Charter School Commission. Na Wai Ola's business manager, KMB, reviewed accounting transactions for prior years, made corrections, and submitted reports and direction to the auditors to support this successful and timely completion. Highlights from the audit include Na Wai Ola's obtaining the preschool grant and modular building classroom, and securing a lease for the modular building on Hawaiian Parks and Recreation land.

JW spoke to Scott Hall, Charter Commission Financial Division, with regards to the Charter Renewal Process. More information is forthcoming.

Addressing chronic absenteeism: JW discussed what is within and outside of our control. To decrease absenteeism we could: provide immediate rewards for students with good attendance; monitor hand washing to reduce spreading of germ and consequent illnesses; submit flyers to parents to explain the issue, and at a school level, create policies to offset chronic absenteeism (early intervention for when this pattern is detected).

Leadership training: JW is attending a series of leadership trainings provided by McREL. In the context of changes, he identified two types of changes that are made from an organizational/leadership standpoint.

1. first order changes – minor adjustments, tweaks.
2. 2nd order changes – changes that have potential to make people feel uncomfortable, will require adjustment on their parts.

Teacher review process: the teacher review process currently includes tasks/responsibilities. The HTSA review process currently includes a 45 minute review with one week notice. JW would like to incorporate an assessment of teacher’s long-term vision into their assessment.

Director review process: the Governing Board needs to develop a framework for the Director’s review. JW will compile a draft peer-review process with rubrics of leadership responsibilities, SPED filing, SSC filings, fundraising and fiscal accountability. KB and RB will develop a bottom-up review process for internal evaluation, and will meet next month to finalize.

4. Treasurer’s Report:

- A. Budget review – no specific budget was reviewed. The Treasurer will schedule a Governing Board Budget Committee meeting during mid-December.

5. Old Business:

- A. Financial audit – covered under Director’s report.
- B. Bylaws – postponed.

6. New Business:

- A. None reported

Adjournment:

The meeting was adjourned at 6:54 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 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)