

Nā Wai Ola Public Charter School (NWOPCS)
Organizational and Fiscal Committee Meeting Minutes
May 10, 2017
Location: NWOPCS Campus, pre-K classroom

Present:

Jason Wong, Education Director
Renee Bellinger, Chair
Kiara Bianchi, Treasurer
Lore-lin Makaiwi, Secretary
Mary Quijano, Guest, Chair of Academic Committee
Karen M Basham, Guest, Business Manager
Harwin Blanchard, Guest

This Meeting was called to order at 3:10 pm and concluded at 5:25 pm.
No votes were taken.

Action items & timeline

Week of May 15:

Kiara and Karen will meet to discuss and sketch out budget
Jason – sketch out plan for # classes, students/classroom (per-pupil allocation)
Kiara – email Renee the graphic from today's meeting
Renee – schedule an Organizational and Financial Committees to review the
Business Manager/Operations side of school management

Preparation for May 22, 2017 Governing Board meeting

Compare funding to student occupancy plan and current organizational structure

- Sketch out how the two compare, address staff shortages, and come up with alternative plans
- For each plan, acknowledge plan assumptions and include contingencies

Meeting Minutes

Restructuring Report

The draft Restructuring Report (6/7/2017) was briefly reviewed in preparation for discussing where NWOPCS is most acutely under-staffed. Owing to time constraints this conversation was limited to tasks assigned to the Educational Director and Dean of Student Services, and briefly, Educational Assistant positions. The Organizational and Financial Committees will need to reconvene to discuss the Business Manager/Operations side of school management.

Staffing Review

Administration

The Educational Director and Dean of Student Services draft job descriptions were reviewed to identify work-load over-burdens.

Student Services Coordinator (SSC) – estimated 0.75 FTE

During SY17-18 an estimated 30 students will need screenings for Response to Intervention (RTI); each screening requires approximate 30 hours per student. The RTI has three phases:

Phase I: SSC

Phase II: SSC

Phase III: SPED Teacher

As noted above, the SCC manages the first two phases of RTI's, while the SPED teacher oversees Phase III, IEP implementation and monitoring academic progress and growth. In addition to RTI's, the SSC would also oversee: 504 plans (n = 3), IEP meetings (n = 10-15, held annually), and English Language Learners (ELL, n = 4). Currently, the ELL coordinator is supported on a weekly basis by the SPED Teacher.

With 30 students and 30 hours/student (sometimes 40 hours/student), the SSC coordinator/clerk is 0.75 or even up to 1.0 FTE.

Testing Coordinator – estimated 0.5 FTE time position, 1.0 FTE during test month

Requires a BA or BS degree. All teachers are trained and certified as testing coordinators. Tests occur once per week per grade over the course of four consecutive weeks. Although a Testing Coordinator is not necessarily a year-round position, constant oversight is required for student preparation. They need to feel comfortable on the testing platform and develop keyboarding proficiency. Teachers need to be engaged in teaching test-taking strategies to students and plan curriculum around test content.

Overview Test schedule

Grades 3 – 6, Smarter Balanced Test

- ELA (CAT)
- Math (CAT)
- Math (PT)

Grade 4, Smarter Balanced Test (same as grades 3-6), plus 3 extra science

Takes 1 hour per day to set up computers

5 days/week (one class per day?)

4 consecutive weeks

Curriculum Coordinator – (time TBD)

The Curriculum Coordinator is a monitoring and evaluating position. They would perform teacher evaluations and monitor student growth.

Title I - ?time?

Implementation of Title I Schoolwide Plan requires facilitating the Comprehensive Needs Assessment (CNA), yearly report submission, and annual revision of the Title I Schoolwide Plan. Can Title I funds be used to support staff who are tasked with Title I plan implementation?

Education Assistants (EA)

The Academic Committee recommends having a 1.0 FTE Teaching Assistant (TA) for English/Language Arts (ELA), and 0.5 FTE for math. These two EAs would provide service to grades 3 - 6. The math EA would work on the morning block math lessons, and possibly help with RTI blocks. Given an anticipated low student-to-teacher ratio in grade 1, no EAs will be necessary for that grade level. Pre-K EA staffing is covered under the Pre-K grant (not DOE funds). A 1.0 FTE SPED EA will be funded directly by the DOE.

Administrative/Operations

Discussion delayed for a future meeting

Other:

Modular update

Jason is turning in several use permits to the planning/building department by Monday or Tuesday this coming week. These permits have been signed-off by Mike Scuito, the Catholic Church, and Parks and Recreation. The question remains, how long will the application sit in the planning/building department before we get the green light to proceed with construction?

The Modular needs a ramp, a new landing, a bigger door, electricity, and foundation.

- Foundation plans are drawn & stamped
- Electrical plans are drawn & stamped
- The Environmental Assessment was waived.

MQ inquired about the Modular's location and foundation:

Parks & Recreation – will they let us keep it there? Answer: yes

From time of permit to foundation how long will it take to do the work? Hard to anticipate.