

Nā Wai Ola PCS
Governing Board Meeting Minutes
Na Wai Ola Administration Office
May 24, 2017
4:30 p.m.

Minutes taken by Kiara Bianchi, Member

1. Call to Order and Acknowledgement of a Quorum: called to order at 5:10p.

Members Present: M. Renee Bellinger (RB), Chair; Kiara Bianchi (KB), Treasurer; Emily Taaroa (ET), Member; Jason Wong (JW), Educational Director;

Guests Present: Karen Basham (KMB), Business Manager; Hardwin Blanchard (HB), guest; S. Aolani Kailihou (AK), guest; Kelly Bernier (KyB), guest - parent; G. Mariah Dunlap (MD), guest - parent;

Note: Lore-lin Makaiwi (LM) not present, will call on during meeting during Executive Session to do vote on HB. LM called in (text) at 5:15 – 5:21pm to vote re: HB

Note: AK departed 6:21pm

Note: KyB departed 7:12pm

Meeting started late due to introduction and informal orientation.

5:10 – 5:33 p: introductions of new guests w/ break for HB vote (below 5:20pm)

TASKS: RB follow up on if AK can be on Board as she is part time employee at Nawahi (charter school) part time UH employee and part time DOE-HSTA, not sure how paid next year, might be all UH or might be same.

5:20 – 5:22 pm: RB motion to approve HB as Board Member, KB 2nd. Secret ballot w/ LM as a call-in vote – motion passed (aye – 3 votes, abstain – 2 votes). Effective immediately – 1st term ends at end of June 2017.

Quorum now met w/ HB as Board Member

2. Approval of Past Meeting Minutes: 5:33pm – 5:41pm

A. May 10, 2017 Organizational/Fiscal Committee RB motion to approve minutes, ET 2nd - (3 aye KB/HB/ET, 2 abstains – JW/RB, 0 no) – motion passes

- B. April 26, 2017 – *RB motion to approve minutes, KB 2nd - (3 aye KB/HB/ET, 2 abstains – JW/RB, 0 no) – motion passes*
- C. April 5, 2017 – postponed, minutes not available
- D. April 26, 2016 *RB motion to approve minutes, KB 2nd - (3 aye KB/HB/ET, 2 abstains – JW/RB, 0 no) – motion passes*

3. Director's Report 5:41pm – 6:10pm

TASK – special session before next board meeting for JW to present Academic Plan to full board and any guests -

TASK – procurement and petty cash issues – procurement plan – problem solving session JW/KMB/KB – Jun 5th @1 pm, due to board week before regular board meeting in June.

TASK – review option for compostable plates for next year

TASK – need to have brainstorming w/ NSLP and new requirements

4. Treasurer's Report 6:12pm – 6:32pm

- A. Financial Committee update (05/10/2017) **given by KMB**

TASK – add July expenditures to project further – KB/KMB

5. Old Business

6:33 – 6:59

- A. Organizational Committee update (5/10/2017) review: need a working budget and how translates to staffing needs for next year. Can Title I funding be used to offset some of LM (Dean of Students) pay b/c RTI. JW – yes/no, money that is remaining is for curriculum. RB – what is the plans for next year Title I \$60K – can part of that be used for LM salary or is it already earmarked

TASK – organization committee – need # students (JW) to generate budget the KMB to generate budget based on # and expected costs.

7:01 – 7:10

Educational Director Evaluation – prepared by ET/RB/KB – sent to JW and LM for review. JW concern about weight.

TASK – KB/JW will discuss after meeting to review

- a. Contract renewals and budget preparation for FY 2018/2019

7:10 – 7:13

- B. Bylaws – AG approved conditional version and is it is now the official version, already posted on the web page, signed by LM and copy sent to commission.

6. New Business

- A. Board Orientation materials (draft) – KB/RB workdate
- B. Proposal to change monthly meeting date to a Tuesday or Thursday - postpone
- C. Review two resolutions passed by email
 - a. Motion 1: Accept Charley Mapa's resignation from the Na Wai Ola Public Charter School's Governing Board – acknowledge the unanimous (AYE) email vote for CM resignation to get in compliance for Commission
 - b. Motion 2: Formally approve the school's acronym as NWOPCS – acknowledged, already in bylaws as well
- D. Charter Renewal Contract update everything is approved and new charter contract will be approved/start June 30
- E. Governing Board Recruitment HB voted in today and 3 new guests/potential BM
- F. Pay Schedule and Contract Stipulation: 10 and 12 month employees (FYI, as Board Proposal) KMB – pay scales w/ 3 unions HSTA, UPW, HGEA on campus. Discussed food truck only work 10 month.
- G. Amend Governing Board Proposal form (to include numbers for tracking) assign a # on date first heard by Board meeting 2017-05-24-##
- A. Policies
 - a. Time/PTO tracking, including leave donation and comp-time postpone
 - b. Approval of Na Wai Ola Complaint Procedures (Internal) **TASK to JW (ED) to develop and present to board as FY**
 - c. Approval of Nā Wai Ola Complaint Form (Internal) **TASK to JW (ED) to develop and present to board as FY**
 - d. Approval of Na Wai Ola Procurement Policy already tasked to JW / KB/RB
 - e. Fundraiser money-handling already tasked to JW / KB/ RB
 - f.

8. Executive Session – postpone

9. Adjournment RB motion to adjourn at 7:31pm, KB 2nd (3 aye KB/HB/ET, 2 abstains – JW/RB, 0 no) – motion passes

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)