

**Ho'okako'o Corporation (HC)
LOCAL SCHOOL BOARD MEETING MINUTES**

January 13, 2011

Ho'okako'o Corporation Office - 1035 University Avenue, Suite 201 A

Members Present: Keith Vieira, Guy Kaulukukui, Donald Young, Allen Awaya, Mitch D'Olier, Claire Asam, Robert Witt
Staff Present: Megan McCorrison, Julie Upton, Aja Siu, Kathy Kamo, Lee Goeke, Greg Sato, Jennifer Higaki

AGENDA	DISCUSSION	DECISION MAKING	ACTION
<p>I. Welcome & Updates (M. McCorrison)</p> <p>Congratulations & Thanks</p> <p>Discussion with Kalei @ KS</p>	<p>The meeting was called to order at 12:12 p.m.</p> <p>M. McCorrison thanked the Board for their continued support and K. Kamo for her outstanding work as the Interim Leader at Kamaile. Congratulations were offered to G. Kaulukukui for his appointment to the DLNR.</p> <p>M. McCorrison provided an update on discussions with Kalei Kailihiwa of Ho'olako Like. Highlights include:</p> <ul style="list-style-type: none"> • For SY 2011-12, there is a possibility of a KS-imposed per pupil cap at \$1,500. The current legislation requires HC to provide schools a maximum per pupil amount of \$1,650 in SY 2012. <ul style="list-style-type: none"> - Next Steps - Discuss one of two avenues to deal with the change: <ol style="list-style-type: none"> 1. Fundraise 2. Change Legislative language (being within compliance) • KS may revise the annual application process for schools. M. McCorrison will update the Board/Schools as information becomes available. • There is a concern about doing a better job at spending existing funds to substitutive programs to change outcomes of the children • Discuss ways for HC to support its charter schools; work closely together <ul style="list-style-type: none"> - Get a draft going to amend the statute 		

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CSRP Letter re State Ethics Code	<ul style="list-style-type: none"> - HC's LSB understand and align the organization's and the schools' policies and practices to the State Ethics Code; this information was shared again with the Board upon the request of the CSRP. - Suggestion from Charter School Network is to provide LSB/Charter School training - HC currently has annual disclosure/confidentiality form 		
HC Local School Board composition	<ul style="list-style-type: none"> • Suggestion: to create a committee that is comprised of 4-5 HC Board members and 6 members from the local community (parents, staff, etc) 		
How can HC better support our schools?	<p>There was a discussion as to how HC can support school improvement:</p> <ul style="list-style-type: none"> • Work on requesting input from the principals and the community – level of knowledge and commitment • Keeping in mind what is the BEST for the schools 		
ED Evaluation Process	<p>The Admin & Personnel Committee is developing an evaluation process for the HC Executive director.</p> <ul style="list-style-type: none"> • Evaluation process will align with the same kind of philosophy/ evaluation process of the Principals • A draft attachment (handout) was submitted 		

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School Budgets	<p>to the Administration & Personnel Committee for review; information item for today but will come back at the next board meeting with recommendations</p> <ul style="list-style-type: none"> • Work on implementing the Policies & Procedures (P&P) • The goal is to keep the process fair and transparent and design a general evaluation process that can be used for Executive Director, Principals and Vice Principals <p>The goal for 2011 is to ensure schools plan/focus on fully spending budget wisely to improve children's performance</p> <ul style="list-style-type: none"> • To accomplish the mission of the individual schools through innovation and through special programs • Possibly create a subcommittee to work with the Budget Group <ol style="list-style-type: none"> 1. to assist with looking at the budgets that the Principals submit 2. ways to utilize the budget and resources to improve school and student performance; avoid under spending 		
School Reserves	<p>HC worked with the Business Managers to create a formula for a suggested reserve – based on vacation accrual and 3-months worth of payroll</p> <ul style="list-style-type: none"> - To discuss further in tomorrow's Principals' meeting 		

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	<p>Principals to think about what they need as a 'reserve' and how to utilize the funds:</p> <ul style="list-style-type: none"> - Strategic long term programs - Based on individual school and community needs - Operational based - Suggestion: "Think Big" Schools take a turn every year to allow them to utilize funds for bigger projects rather than portioning the funding equally resulting in smaller projects 		

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II. Minutes		Moved and seconded to approve the minutes from the November 30, 2010 meeting (A. Awaya/G.Kaulukukui).	Motion carries with a unanimous vote.
III. Kamaile Academy (KA) Progress Report (K. Kamo) Needs Assessment Reconstitution of Kamaile LAP Kamaile Recruitment Search	<p>A matrix - of opportunities and needs for KA – was created by the transitional leadership team and distributed at faculty meeting, to students, parents and members of the community to request their feedback and ideas about priorities for the school</p> <ul style="list-style-type: none"> • Outcome: Top 18 Priorities that the school came up with <ul style="list-style-type: none"> - Handout includes the priorities as well as lists target goals as a way for the school and Kathy to be held accountable; monitor progress and making strides forward <p>Approval was made of the Executive Committee's decision to dissolve the Kamaile LAP effective 11/10/2010</p> <ul style="list-style-type: none"> • Letter went out to the Advisory Panel to notify members • Once the new Kamaile leader is in place, he/she can appoint new LAP members <p>An organizational chart for the school was set up to create a system of structure to support teachers, students and the school as a whole. It was also created to help with the following:</p>	<p>Moved and seconded to approve (M.D'Olier/A.Awaya)</p>	

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	<p>year is to expand the number of minutes further; go to 3pm, 3:15 or 4pm. 7:45-2:25 is the current schedule</p> <ul style="list-style-type: none"> • Reducing some things internally, expanding on other things • Strategic planning (SP): getting same person back on board to assist (she helped with KUU's first strategic plan) <ul style="list-style-type: none"> - Last year conducted an assessment on past SPs – things to maintain, things to throw out - Target community members • Expanded grade concept: inspired by Kamaile; created a small committee to begin meeting in March 2011 		
<p>KUU's Request</p>	<p>Kualapu'u would like to request:</p> <ul style="list-style-type: none"> • Help in personnel and legislative matters • Facilities planning with right resources • Continued advocacy funding support now and for maintenance and future initiatives 		
<p>KUU Dream List</p>	<p>Two projects were submitted to CSAO for legislative consideration; requests includes new library and new instructional wing</p> <p>KUU will also work on</p> <ul style="list-style-type: none"> • Submitting a facilities request • Master Plan – 5 & 10 year plan 		

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<p>Waimea Elementary Conversion Talks</p> <p>Partnership with Kanu</p>	<p>Waimea students</p> <ul style="list-style-type: none"> • Sit in on community committees – allows us to identify what's really happening • Conduct school visits; first on January 20th – allow an inside view on why students are behind (Step 1) <p>An initial meeting took place with leadership group of faculty and staff to discuss conversion possibilities/opportunities</p> <ul style="list-style-type: none"> • HC ED to meet with WES leadership group - January 26 <p>A partnership was proposed with Kanu to develop a program that allows a two-track program</p> <ol style="list-style-type: none"> 1. Hawaiian focus 2. Traditional focus <ul style="list-style-type: none"> • Conversations are very positive • Long term project 		
<p>VI. Legislative Update (J. Higaki)</p>	<p>Jenn Higaki, an HC consultant provided a brief overview on the report that she put together (that was requested by legislature). The overview focused on:</p> <p>SCR 52 SD1 was passed in 2009 with support from HC and HDOE.</p> <ul style="list-style-type: none"> • Resolution was designed to encourage Hawaii's educators and policymakers to rethink and redesign how the state school system uses time. 		

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<p>ELT: US DOE Definition</p>	<p>SCR 52 SD1 requested that HC:</p> <ol style="list-style-type: none"> 1. submit progress reports to the 2010 and 2011 Legislatures on Expanded Learning Time (ELT) initiatives, including models being piloted by conversion charter schools 2. Collaborate with the HIDOE to develop plans to pilot expanded learning models <ul style="list-style-type: none"> • ELT uses a longer school day, week or year to focus on core academics, enrichment activities, teachers to collaborate in professional development 		
<p>HC ELT Policy</p>	<p>HC's ELT Policy aligns with the US definition</p> <ul style="list-style-type: none"> • Goes into detail by expanding learning by at least 30% in a day, week or year • Combines academic and enrichment that creates a broad and well-rounded curriculum and provides teachers with quality time for planning, training and PD 		
<p>ELT in Hawaii</p>	<ul style="list-style-type: none"> • Growing interest in ELT within the HIDOE; which is largely demonstrated through the Race to the Top (RTTT) plan which features extended learning opportunities (ELO) as key reform strategies for the schools in 2 particular zones – Waianae and Big Island 		
<p>ELOs vs. ELT</p>	<ul style="list-style-type: none"> • ELT: overall picture of different pieces coming together • ELO: is one of those building blocks; any 		

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<p>ELT at Kualapu'u</p>	<p>educational opportunity outside of the standard instructional time.</p> <ul style="list-style-type: none"> • To offer ELOs does not mean the implementing of ELTs <p>Jenn went to KUU in November to collect baseline data</p> <ul style="list-style-type: none"> • Assess progress of how ELT was implemented, how everything is going, look at parent, student, teacher feedback • Overall feedback very positive • Findings include improved academic performance, improved student attitudes and attendance, teacher practice • Handout includes list of successes and challenges • Challenges: longer school days, extended schedule 		
<p>Kamaile Academy</p>	<p>Jenn did not conduct an ELT evaluation at Kamaile Academy, however, data was collected by Jonathan Wise in Spring 2010 (general school satisfaction survey)</p> <ul style="list-style-type: none"> • Without an evaluation, a direct link cannot be made between ELT initiative and HSA score increases, student attitudes in class etc. • Once evaluation is under way, we can begin to look at the data on how it impacts student achievement and status of how ELT is really going 		

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VII. Executive Session	<p>The Board went into Executive Session to discuss:</p> <ul style="list-style-type: none"> • Personnel & Collective Bargaining • KA Middle & High School Discussion • KA Leadership Recruitment • Separation Agreement • Response Letter to CSRP re KA Principals' Resignation • Performance Issues 	<p>Search Committee Members for Principal Recruitment:</p> <ul style="list-style-type: none"> • Megan • Guy • Don • Pauline • Edwina <p>Step 1: Lee Goeke to write the criteria Step 2: Community Input</p>	
VIII. Adjournment	The meeting was adjourned at 2:58 p.m.	The next HC board meeting is scheduled for Friday, February 18, 2011.	