

**Ho'okako'o Corporation Governing Board Minutes
September 24, 2015
HC Office**

Attendees: Joe Uno, Ann Botticelli, Barbara Kalipi, Bob Peters, Lydia Trinidad (by phone), Amy Kendziorski, Anna Winslow
Staff Present: Megan McCorriston, David Gibson, Julie Yamada, Chris Kono and Meddie Tabata

AGENDA	DISCUSSION	DECISION MAKING	FOLLOW-UP
I. Call to Order			
II. Approval of Meeting Minutes	<p>Motion to approve all minutes by Ann</p> <p>Seconded by Barbara</p> <p>Approved by all.</p>		<p>D. Gibson to post meeting minutes to HC website.</p>
III. Board of Directors	<p>Skills needed for the board: communications / HR (J. Uno)</p> <p>Joe U. commented that John Flynn is conflicted out as board member since his wife Gale is a Ho'okako'o employee with the NHEP grant. He recommended Manny August who has an accounting and audit background.</p> <p>Ann B. recommended Sunshine Topping for HR, and wanted to add May Okihiro (Waianaes rep) to the board matrix.</p> <p>Joe U. recommended Kumau Pineda (Molokai rep) and Todd Yamashita (Molokai rep). Also recommended John Sosa, former principal of</p>		<p>Remove the following names from the matrix: Todd Yamashita and John Flynn.</p> <p>Ann to approach Todd Apo & Sunshine Topping.</p> <p>Joe to approach Manny August.</p> <p>Robert & Megan to approach Kalei Kailihiwa and Deanna D'Olier (PR/Communications/Education expertise)</p>

	<p>Kaiser High School but Lydia T. cautioned that his appointment might be controversial.</p> <p>Lydia T. said that Todd and his wife are on the Kualapu'u LAP, so a decision was made to keep Todd at the school level before sending him up to the board.</p> <p>Suggestion by Lydia T. to add Pualani Akaka's name to the matrix. Her skills include: education; knowledge of unions (HSTA); and Hawaiian culture. She could advocate and fundraise for schools. She retires at the end of SY15-16.</p> <p>Megan M. recommended Kalei Kailihiwa, KS employee who oversees the Ka Pua initiative along the Leeward Coast, for the board. She has an education and charter school background.</p>	<p>Approach Pua Akaka next year (16-17 school year).</p>	<p>Anna to reach out to Dr. Kay Fukuda.</p> <p>Randy Roth/Joe Uno to reach out to John Sosa (Principal of Kaiser High School).</p>
<p>IV. Board of Advisors</p>	<p>Don Young is willing to serve in an advisory capacity.</p> <p>Other names to consider: Randy Moore, Patrick Yim, Mike Chun and Natalie Nimmer.</p> <p>HC should consider monthly newsletters.</p> <p>Advisory group would be a smaller group with specific tasks to keep them engaged.</p>		<p>Board homework is to review the HC bylaws and consider amendments to board membership, including provision for non-board members to join committees & advisory board.</p>
<p>V. Education Committee</p>	<p>Reconstitution of Education Committee is a large part of Ho`okāko`o reset: members will serve as mentors and coaches of principals and work with principals on school empowerment.</p> <p>Education Committee will help principals set goals and objectives for next three years, and principals</p>		

<p>VI. Board Discussion of Contract Renewal</p>	<p>Megan M. shared the Hawaii Charter School Commission’s presentation to Waimea Middle School about the proposed contract renewal process and 3 frameworks (academic, organizational and financial).</p> <p>HC board and principals expressed agreement with proposed academic standards.</p> <p>Question to consider School Specific Measures (SSM) as part of HC contracts (for example: student attendance, parent participation). This could be a task for the principals and the Education Committee.</p> <p>Financial Performance Framework: Ann B. expressed concern that we don’t want to amass a reserve to meet the Commission’s 5% standard and have them take it away.</p> <p>Ann B. – future board orientation should include message that this board and HC staff ensure compliance with state regulations and position schools for longer contract periods.</p> <p>Academic Framework: Anna W. shared that Beth Bulgeron from the Commission said this framework would take into account transiency rates.</p> <p>Ho`okāko`o principals support Na Lei Network testimony issues.</p>	<p>Decision to not draft Ho`okāko`o testimony expressing concern about the Commission’s charter renewal for the October 8, 2015 General Meeting.</p> <p>Ho`okāko`o Principals to independently decide whether they want to support other testimony (i.e. NLN, Network, etc.).</p>	<p>Megan M. to determine whether anything in statute allows the State to recoup money in school reserves.</p>
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<p>VII. Round-up of Principals' Meetings</p>	<p>Megan M. discussed main themes that emerged: concern about funding, reliability of KS and other funds.</p> <p>Discussion about Ho`okāko`o board non-negotiables and Lydia T.'s suggestion to add something about "changing school culture" to allow for shift to fundraising and resource development.</p> <p>Bob P. added that this is also a broad statement that includes the work of school leadership and the school's community.</p> <p>Discussion of staffing "re-org" chart. Suggestion by full board to make two different charts: 1) position chart; and 2) functional org chart.</p> <p>Discussion of recruiting an academic staff member for HC who is skilled in data collection, to create common data sets with all 3 schools, synthesize data at all three schools, and use data for fund and resource development purposes.</p> <p>Anna W. suggested to hire data person for one year, then assess the position for its effectiveness. She also suggested that the three principals meet after board meetings and align data; come up with common data sets.</p> <p>Joe U. shared that the purpose of additional staff is to improve the quality of our output. He also shared that HC has a budget for the additional staff position with savings from ED salary, and asked for principals' agreement to pilot it this year.</p>	<p>All agreed to wordsmith the non-negotiables document to incorporate Lydia's suggestion somewhere.</p> <p>Agreement to pilot academic (data) position in SY15-16.</p>	<p>M. McCorrison will circle back with Ann B. to discuss these edits, then circulate draft of non-negotiables by email for completion and email vote.</p> <p>HC staff to draft two organizational charts to share at October meeting.</p> <p>HC to develop a position description for the board's approval.</p>
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<p>VIII. Eurus Update</p>	<p>Donation of land (two acres) would come to HC as a 501c3. This is concurrent with MOU with HC and DOE needed. Quitclaim deed to DLNR.</p> <p>HC will take over the “access road” and school can use it for additional parking.</p> <p>Ann B. made a motion to support a resolution in favor of entering into a two-year MOA with Eurus for 2 acres of land for a community park and parking lot.</p> <p>Bob P. seconds the motion; all agree.</p> <p>Ann B. suggested we put out a press release about this news when we’re ready.</p>	<p>Board resolution in favor of entering into a two-year MOA with Eurus Energy.</p>	<p>J. Uno will draft a follow-up communication to Eurus on behalf of the board.</p>
<p>IX. Financial Update</p>	<p>All welcomed Meddie Tabata who started work this month as HC’s accounts manager to support Julie’s role and help with transition away from CSMC. She previously worked at Kaiser Medical.</p> <p>Enrolment updates: KA short 61 students; KUU by 12 students; WMS by 7 students as compared to earlier projections. KA enrolment fluctuates a lot due to its community and persisten transiency. KA registrar says that for every child they get, they lose one.</p> <p>Audit updates: KA had a single audit because they spend more than 500k in federal funding. KUU’s audit is almost complete; waiting on data on staff leave and other things. WMS finished audit and is underway with being drafted and reviewed.</p>		<p>J. Upton to schedule Finance Committee meeting in early November with auditors from N&K so that board can ask them questions directly about the audit reports.</p>

	<p>This year audits were cleaner but more stressful due to the CSMC transition.</p>		
<p>X. Development Update</p>	<p>David G. shared a handout with development updates; represents HC and all three schools. Funds other than school entitlements are listed.</p> <p>Ho`okāko`o received the NHEP three-year federal grant to benefit early elementary literacy at KA and KUU; congratulations to Gale Flynn and the principals for their efforts. KA will receive over 200k each year. KUU will receive ---. The grant helps to offset other costs in the schools' budgets and also helps to sustain their PreK efforts.</p> <p>WMS Think Fund grant still deferred; Amy K. said she would like to rewrite the grant so that teachers receive support in drafting their plans.</p> <p>KA brought its development committee together with the help of LAP. Food fundraiser; able to get a lot of parent and leader support. Clear statement to school about the importance of fundraising.</p> <p>Update on school level fundraisers at KUU and Alumni challenge grant.</p> <p>Lydia T. had a question about whether KUU should have an endowment policy? This question arose in their school's accreditation meetings.</p> <p>David G. suggested that they review the KS Pauahi Foundation endowment policy.</p>		<p>D. Gibson will schedule a meeting with Lydia about KUU's endowment policy in October.</p> <p>Schools/HC to draft position descriptions for Development</p>

	<p>KS announced that schools' funding was successful in SY15-16; now schools have funding to hire a development position at their schools, and can begin to advertise.</p> <p>Amy K. mentioned that Waimea development plan needs to get rekindled. They will commence with the "Take a LAP" community fundraiser again this year.</p> <p>David reminded the board of our EOY request for 100% board donation to meet our fundraising target. Solicit new and former board members to help with this.</p>		Coordinator at each school; HC to advertise (C. Kono).
XI. Executive Session	Time did not allow for this part of the agenda. Although not on the agenda, Amy K. distributed her school's accreditation report updates.		
XII. Adjournment	Meeting adjourned at 2:50p.m.		