

**Ho'okako'o Corporation (HC)
 HC Board MEETING MINUTES
 Thursday, March 14, 2013
 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Lo Bailey, Bob Peters, Barbara Kalipi, Mitch D'Olier, Don Young, Joe Uno
 Staff Present: Megan McCorriston, Julie Upton, Aja Siu, Lydia Trinidad, Emma Weiss, Matt Horne

AGENDA	DISCUSSION	DECISION MAKING	ACTION
I. Welcome	The meeting was called to order at 11:37 am		
II. Approval of Meeting Minutes		Moved and seconded to approve the minutes for the January 10, 2013 board meeting (D.Young / R. Peters).	Motion carries with a unanimous vote.
III. Executive Director's Report Committee Structure HC Spend Down Plan Accreditation HC New Business Model	M. McCorriston provided brief updates on the following: Chairs are in place for each of the committees; Chairs are welcome to nominate and invite members to join (including non-board members) Recruiting for Development Officer and Chief Academic Officer; revamping the organization's website; 401K; (KA) budget variance for portables and installation, teacher and staff hires for SY13-14; (KUU) no changes, still hiring for Family Outreach Coordinator (WMS) second VP recruitment and technology instructor Majority of HC's administrative reserves will be spent to cover the remainder of Kamaile's \$1:4 match All three schools are going through the accreditation process; Kamaile and WMS are in their second year. HC "new" acceptable reserve amount is calculated at 25% of the budget; Create 2-3 year strategy to become more sustainable		

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	<p>With the positive feedback received from the recent board training - hosted by Castle & the Chamberlin Foundation- M.McCorriston and P.Bailey have been in discussions to have a refresher course. Efforts to couple governance training with new members of the board in addition to having a new strategic plan exercise that will be facilitated by an outside party.</p> <p>B. Education Committee</p> <p>Discussed the job description of this committee and collectively agreed that the purpose will be to provide oversight of the school's improvement plans and to support administrators by lending their expertise and resources to PLC discussions. Focus on accreditation for all three schools and ensure that the curriculum is aligned with HC core principals.</p> <p>Meet monthly to facilitate more dialogue between the board and administrators.</p> <p>C. Budget Committee</p> <p>The Budget Committee will review the Actual vs. Budget detail report for HC and the schools on a quarterly basis. An explanation for variances will be provided, as needed.</p> <p>The Committee is working with school staff on the following facilities projects:</p> <ul style="list-style-type: none"> • Kamaile portable installation • Kamaile photovoltaic project • Kualapu`u Pre-K bathroom <p>The Committee is currently working with HC staff to establish a 401K Plan for HC staff.</p>		
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<p>D. Nominating & Governance Committee</p> <p>E. External Relations Committee</p>	<p><i>Recruitment of new board members by Annual Meeting was mentioned earlier during the Executive Committee update. New committee structure was discussed during the Executive Director's report.</i></p> <p>The External Relations Committee plan to meet 6 months before session to prepare and develop its legislative strategy.</p>		
<p>V. Discussion of School Progress Reports</p> <p>A. Waimea Middle School</p>	<p>Some highlights include:</p> <p>HSA First Round Data: Reading scores showed progress, however math showed a decline. Key focus is that WMS has begun intervention programs for at-risk language arts and math students. Plan to also meet with special education, disadvantaged, and migrant subgroups; redesigning a way to meet with these subgroups that are being under served.</p> <p>STAR Assessment new to WMS. Based on STAR, reading scores are rather low and math is average. This assessment does not match HSA.</p> <p>Key strategic issues in attendance are many migrant and Marshallese families (mobility). There's a need to identify translator/liaison.</p>		

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	<p>Enrollment & Retention: WMS has had over 22% mobility to date (gained over 50, lost 30 since the beginning of the year); there are 5 other competing schools in town.</p> <p>Accreditation: 8 out of 9 of the "Critical Areas for Follow-up" from the initial accreditation vision is related to HC and governance. "Healing the rift" between HC and WMS community is a key area of follow-up.</p>		
<p>B. Kualapu`u School</p>	<p>HSA 2nd Round: 4th & 6th Grades are doing well, 3rd and 5th are not. <i>The scores presented do NOT include Hawaiian immersion.</i></p> <p>Enrollment dropped just in Hawaiian immersion; KUU had 15 students (bulk in 1st and 2nd grade) transfer out this year because they didn't have HQTs in the classroom as well as personnel issues. Focus on hiring 3-4 HQTs in Hawaiian immersion next year as well as anticipating the return of one from last year.</p> <p>Teachers have completed professional development in both reading and math. 100% of KUU teachers will participate in the full feedback and evaluation cycle.</p> <p>KUU is looking forward to and excited for a LAP retreat. L.Trinidad is working on a date in May 2013.</p>		

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	<p>The KUU financial report is not available at this time because updated information was not provided in a timely manner. L. Trinidad, with support from J. Upton and C. Kono, is working with her staff on improving the timeliness and accuracy of the Business Office.</p>		
<p>C. Kamaile Academy</p>	<p>Highlights for Kamaile include:</p> <p>Grade 3 is the only grade that has taken HSA twice. E.Weiss went over the growth and progress in grade 3 alone from SY 11-12.</p> <p>Grade 4-6 are focused; teachers are going through intense intervention with the students.</p> <p>Math continues to be a major struggle at the school. Reading in grades 7-10 is a strong point.</p> <p>Saturday programs are available for the middle and high school which proved to be popular and helpful; attendance has been a success.</p> <p>Transiency rate at Kamaile is rather high and continues to fluctuate. Work on utilizing resources and funds to improve; work on keeping people engaged.</p>		
<p>VI. Adjourn/Close</p>	<p>The meeting was adjourned at 1:48 p.m.</p>		<p>The next HC Board meeting TBD.</p>