

**HO'OKĀKO'O**  
**SCHOOL GOVERNING BOARD MEETING**  
**Tuesday, May 23, 2023, 1:30 PM – 3:30 PM**  
**Waimea Middle School**

**DRAFT MINUTES**

Present: Pualani Akaka, Chair; Jon Ching, Vice Chair; Ivan Takushi, Treasurer; Kumau Pineda-Akiona, Secretary; Susan Maddox; Mary Komomua (remote); Kealoha Fox (remote); David Y. Gibson, Executive Director (non-voting member)

Staff: Janice English, Principal; Paul Kepka, Principal (remote); Lydia Trinidad, Principal (remote); Chris Kono, HR Director (remote)

Guests: Kealoha Fox; Jamie Cruz, Learning Director; WMS Faculty & Staff ([see sign in sheets](#))

AGENDA ITEM	PURPOSE	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (P. Akaka)	<ul style="list-style-type: none"> <li>• Meeting was called to order at 1:32 PM.</li> <li>• P. Akaka offered the Pule</li> <li>• Quorum was established.</li> </ul> <p>P. Akaka welcomed K. Fox as a prospective board member &amp; guest.</p>			
<b>II. Acceptance of Governing Board Meeting Minutes</b> (P. Akaka)	<p>Board acceptance of the draft February 28, 2023, Governing Board Meeting Minutes into the record.</p> <p>Board acceptance of the draft April 5, 2023 Special Governing Board Meeting Minutes into the record.</p>	<p>Action needed:</p> <p>Acceptance of the draft February 28, 2023, Governing Board Meeting Minutes into the record. (K. Pineda-Akiona/I. Takushi)</p> <p>Motion passed unanimously.</p> <p>Acceptance of the draft April 5, 2023, Special Governing Board Meeting Minutes into the record. (J. Chng/K. Pineda-Akiona)</p> <p>Motion passed unanimously.</p>		<p><a href="#">HC Governing Board Feb 28 2023 MINUTES - DRAFT</a></p> <p><a href="#">HC Special Governing Board April 5 2023 MINUTES - DRAFT</a></p>
<b>III. Committee of the Whole Reports (Committee reports related to school governance)</b>				

<p>A. Executive (P. Akaka)</p>	<ol style="list-style-type: none"> <li>1. P.Akaka thanked everyone for their work on revising the HC By Laws which are effective March 2, 2023.</li> <li>2. D. Gibson &amp; C. Kono gave an update on the Kualapu'u Principal Recruitment.</li> <li>3. D. Gibson gave an update on the Principal EOY Evaluations, which will begin May 31, 2023.</li> <li>4. D. Gibson gave an update of Facilities Lease MOAs which is on this week's Commission meeting agenda. We have done all that we could.</li> <li>5. P. Akaka gave an update on the Pre-K Expansion. D. Gibson presented the ratification of the email vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws.</li> </ol> <p><b>Motion: To approve the Ho'okāko'o Act 257 Pre-K Expansion Conditions.</b></p> <p>Result: The vote passed unanimously on April 20, 2023, by all members.</p>	<p>Action needed:        To ratify the April 20, 2023, email vote to accept the final draft of the Ho'okāko'o Act 257 Pre-K Expansion Conditions.        (J. Ching/I. Takushi)        Motion passed unanimously.</p>		<p><a href="#">Ho'okāko'o By Laws rev Feb 17 2023 (redline)</a></p> <p><a href="#">+2023-01 MOA DOE CCS; Neighbor Island Kualapuu School - Final draft external</a></p> <p><a href="#">+2023-01 MOA DOE CCS; Neighbor Island Waimea Middle Public Conversion Charter School - Final draft external</a></p> <p><a href="#">+2023-01 MOA DOE CCS; Oahu Kamaile Academy - Final draft external</a></p> <p><a href="#">HC Governing Board Act 257 Pre-K Expansion Decision and Conditions Final</a></p>
<p>B. Budget &amp; Finance (I. Takushi)</p>	<p>Ratification of 2023 Quarter 3 Financial Reports email vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws.</p> <p><b>Motion: To approve the 2023 Quarter 3 Financial Statements for Kamaile Academy,</b></p>	<p>Action Needed:        To ratify the April 28, 2023, email vote to approve the 2023 Quarter 3 Financial Statements for Kamaile Academy, Kualapu'u School</p>		

	<p><b><i>Kualapu'u School and Waimea Middle School and their submission to the Charter Commission.</i></b></p> <p>Result: The vote passed unanimously on April 28, 2023, by the members voting (P. Akaka, J. Ching, M. Komomua, S. Maddox and I. Takushi).</p>	<p>and Waimea Middle School and their submission to the Charter Commission.          (S. Maddox/K. Pineda-Akiona)          Motion passed unanimously.</p>		
C. Education	<p>Ratification of Kamaile 2023 Comprehensive Academic Plan email vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws.</p> <p><b><i>Motion: To approve the Kamaile 2023-2024 Comprehensive Academic Plan.</i></b></p> <p>Result: The vote passed unanimously on May 10, 2023, by all members.</p>	<p>Action Needed:          To ratify the May 10, 2023, email vote to approve the Kamaile 2023-2024 Comprehensive Academic Plan.          (P. Akaka/I. Takushi)          Motion passed unanimously.</p>		<p><a href="#">Kamaile 2023-2024 Comprehensive Academic Plan</a></p>
D. Development (S. Maddox)	No Report			
E. External Relations	No Report			
<b>IV. School Reports</b>				
A. Kamaile Academy Principal's Report (P. Kepka) (30 min)	<p>P. Kepka presented Kamaile's Principal's Report:</p> <ul style="list-style-type: none"> <li>• Thanked the board for supporting Teacher Appreciation Week.</li> <li>• Reported on Pree-K expansion and the visit from Lt Governor Luke.</li> <li>• Reported on the facilities master planning taking place at Kamaile which includes the Pre-K expansion.</li> <li>• Reported on student learning:</li> </ul>			<p><a href="#">Kamaile Principal Report</a></p>

	<ul style="list-style-type: none"> <li>● still showing gaps in achievement though seeing some growth           <ul style="list-style-type: none"> <li>○ reviewed SBA, iReady and Dibels data</li> <li>○ P. Akaka questions 52% absenteeism among secondary students. P. Kepka reported on efforts to improve attendance, including reaching out to families earlier. J. Cruz stated that absenteeism seems to be systemic for the complex.</li> <li>○ P. Kepka reported on CSI status. Working with commission. Believes nearly every school on the coast is in CSI status.</li> <li>○ Upcoming initiatives include strategic planning and revisions to the enrollment policy.</li> </ul> </li> </ul>			
<p>B. Kualapu'u School Principal's Report (L. Trinidad) (30 min)</p>	<p>L. Trinidad gave the Kualapu'u Principal's Report:</p> <ul style="list-style-type: none"> <li>● Facilities master planning has begun with architectural form G70. Presented schematics. School's expansion may be the only increase in classrooms on the island for the near future.</li> <li>● Gave an update on academics: focused on increasing tutoring.</li> <li>● Teacher turnover may be an issue this year.</li> </ul>			

Ho'okāko'o Corporation  
 School Governing Board Meeting Agenda  
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<p>A. Waimea Middle School Principal's Report        (J. English) (30 min))</p>	<p>J. English presented the Waimea Principal's Report:</p> <ul style="list-style-type: none"> <li>• Teachers and staff present at the meeting were recognized.</li> <li>• Reported that a high percentage of students completed the state test. Learning loss being assessed</li> <li>• Filling positions. Staff retirements expected.</li> <li>• Major needs:           <ul style="list-style-type: none"> <li>○ Review of mission metrics</li> <li>○ Alignment with CAP</li> </ul> </li> <li>• P. Akaka expressed gratitude to J. English and the WMS staff.</li> </ul>			<p><a href="#">WMS May 2023 HC Principal Governing Board Report</a></p> <p><a href="#">Copy of draft 2023-24 1ST SEMESTER MEETING SCHEDULE with 21 hours</a></p>
<p>V. Other Business        (P. Akaka) (2 min)</p>	<p>None.</p>			
<p>VI. Adjourn        (P. Akaka) (1 min)</p>	<p>Meeting adjourned at 3:04 PM</p> <p>Next Meeting: August 22, 2023</p>	<p>Action Needed:        Motion to adjourn meeting.        (J. Ching/K. Pineda-Akiona)        Motion passed unanimously.</p>		

Ho'okāko'o's Schools and its Governing Board represent communities from across the islands. The Governing Board conducts virtual and hybrid meetings to ensure community participation with reasonable measures to allow public participation consistent with social distancing practices. Written testimony or requests to provide oral testimony must be received prior to the start of the Governing Board Meeting. Please contact your school for virtual access or to participate in person.

For more information: (808) 983-3835, ext. 103 or info@hookakoo.org.