

**Ho'okako'o Corporation (HC)
 HC Board MEETING MINUTES
 Thursday, January 10, 2013
 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Lo Bailey, Ray Soon, Bob Peters, Barbara Kalipi, Guy Kaulukukui, Mitch D'Olier, Robert Witt, Don Young
 Staff Present: Megan McCorriston, Julie Upton, Chris Kono, Aja Siu, Lydia Trinidad, Emma Weiss, Matt Horne

AGENDA	DISCUSSION	DECISION MAKING	ACTION
I. Welcome	The meeting was called to order at 12:06 p.m.		
II. Approval of Meeting Minutes		Moved and seconded to approve the minutes for the August 10, 2012 board meeting (M. D'Olier / R. Peters).	Motion carries with a unanimous vote.
III. Executive Director Update A. HC Schools' Spend-Down Plans B. Accreditation	M. McCorriston presented some of the major highlights and recent progress: - The KS HLD spend-down plans have been submitted to KS; KS' audit team is currently reviewing them. - HC notified KS that our principals have begun to implement SY12-13 plans; our schools are also in the planning stages for SY13-14. - All three schools are going through accreditation process; very positive experience. - KA and WMS are in their second year while KUU has its first initial visit scheduled on January 16 th - Natalie Nimmer is heading the accreditation process for HAIS and provides technical support to HC schools. - For the initial report, KA highlighted the need for improved instructional practices and implementation of the school's improvement plan. The WMS initial report emphasized repairing the relationship between the school community and the HC governing board.		

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<p>C. HC's New Business Model</p>	<p>- February 2013 is the target date for recruiting a Development Officer (grant-writing needs, fundraising and strategic direction of Board's Development Committee); a Chief Academic Officer (to work directly with school leaders on improvement plans, education program evaluations and monitoring of school academic plans); and A.Siu's maternity coverage for a three-month period.</p>		
<p>D. Update on MOA with KS</p>	<p>- ED of HLD will meet with internal audit team in March to determine what the HC-KS MOA will look like; if there will be additions, changes etc. The MOA will be one-year for HC and its schools (note: this is a change from previous years).</p>		
<p>E. 2013 Legislative Strategy</p>	<p>- HC and HLD are collaborating on school data collection and on the HLIP testing issue.</p> <p>- Megan and Ann met with Senator Tokuda to discuss SB244 and the section on conversion charter schools. Significant changes include removal of matching fund language and annual audits.</p>		

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<p>IV. Nominating & Governance Committee Updates</p> <p>A. Approval of Corporate By-Laws</p>	<p>Reviewed the by-laws to ensure that HC was in compliance with the recent laws that were passed. The minor changes that were made include:</p> <ul style="list-style-type: none"> • Addition of three committees (Education, Development and External Relations) • Change of Officer titles from President and Vice President to Chair and Vice Chair • Grammatical Changes 	<p>Moved and seconded to approve the corporate by-laws (R. Witt / M. D'Olier).</p>	
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<p>B. Approval of Waimea LAP Charter & By-Laws</p>	<p>Changes recommended by WMS to their charter and amendments to their by-laws include:</p> <ul style="list-style-type: none"> • Composition of the LAP: board members will not hold community seats. • Board members, Principal and Vice Principal to be changed to ex-officio members of the LAP • Incorporate conflict of interest policy to mirror HC's policy • Minor changes to dates, operational procedures, minutes of the LAP, and decision making in Article 8. • Language was moved from the charter into the by-laws and vice versa. 	<p>Moved and seconded to approve the Waimea LAP Charter and By-Laws changes (M. D'Olier / B. Kalipi).</p>	
<p>C. Discussion of New Committee Structure and Approval of Master Calendar for 2013</p>	<p>- M. McCorriston and Board Chair, P. Bailey developed the new committee structure and member assignment (based on individual discussions and interests). - The goal is to utilize board members' skills and expertise. - Committee members do not have to be members of the board; they can also be community members. - Executive Committee has the authority to act on behalf of the board; the Executive Committee is made up of all the committee chairs. matters/issues at the school level, ED evaluation). Executive committee is authorized to exercise all the powers of the board with the exception that new fundamental policies cannot be introduced or approved.</p>		

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<p>D. Discussion of Ad-Hoc Committee for "Situational Analysis"</p>	<ul style="list-style-type: none"> - Process of the committees: committee meetings will be scheduled throughout the year and become self-managing; each committee chair would provide committee updates at board meetings. - HC board should utilize the Ad-Hoc Committee to facilitate discussions around the strategic plan, and revisit our goals, capitalizing on some of the school innovations and reaffirm our purpose and strategic direction. - The HC ED and board needs to define HC's role in the charter community. <p><i>Added Discussion:</i> WMS would like to present and recommend Bob Lindsey and Mike Chun to fill two (2) community seats on the LAP. [Next WMS LAP meeting is scheduled for January 28, 2013.]</p>	<p>Moved and seconded to accept the recommendation presented by WMS principal, M. Horne (R. Witt / R. Soon).</p>	
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<p>V. Budget Committee Update</p> <p>A. Acceptance of SY11-12 Audits</p>	<p>Board member G. Kaulukukui reviewed the budget committee handouts highlighting the audit findings from each of the three HC schools.</p> <p>A brief summary of the findings for the SY 11-12 Audits was presented with a corrective action plan to address these findings:</p> <ul style="list-style-type: none"> • Improve control over Meal Tracker collections [1 school] – Redrafting a policy to incorporate some suggested changesNon-Payroll (Way that we received goods) [1 school] - Inventory and count items before payment is made. Created secure/locked location where goods can be stored (received) if items cannot be counted right away. Revising procedure and training appropriate person(s) on the procedure. • Credit Card [1 school] – amended policy to include a clause of reimbursing the school with any purchases that cannot be substantiated with proper receipt or invoice. We allow for time to request receipt from the vendor(s) or credit card company which can be manageable if monitored and done in a timely manner. • Payroll processing and time keeping (all three schools). HC is researching an automated time keeping system that can meet the needs of all our schools. Board Chair has helped by facilitating a discussion with Ceridian so that we can start fixing the systems that we currently have in place. 	<p>Moved and seconded to accept the SY11-12 audits (M. D'Olier / P. Bailey).</p>	
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	<ul style="list-style-type: none"> • Acceptance of federal funds – A procedure that requires schools to obtain the pertinent federal funds prior to accepting the funds has been established. Training is planned for all schools by March 2013 and HC will monitor for compliance. • Meal Applications: Kualapu'u staff will be conducting a 'self-audit' on meal income verifications and have been trained on the proper procedures. verify income meal claims to the federal government • Other discussion items: HC and the schools have been transitioning to the CSMC financial management system that helps to more efficiently track expenditures, create reports and verify receipts. The HC Budget Committee members have access to the system. There will be a presentation on the CSMC system in March 2013. Bus system: HC to work with the schools on all bus requests. There are two primary concerns 1) requests address how licensed bus drivers will be recruited and retained 2) how the buses will be maintained and repaired. <p>- Spend Down Plan: Budget Committee agreed to make payments to KUU and WMS in the amounts approved previously by the board (1-year reserve plans; committee requires that any surplus be returned to HC at the end of the fiscal year)</p>	<p><i>Request J. Upton to be prepared to discuss more about the insurance aspect at the next board meeting in March.</i></p>	
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<p>VI. School Principals Updates</p> <p>A. Kamaile Academy</p> <p>B. Kualapu`u School</p> <p>C. Waimea Middle School</p>	<p>-E. Weiss discussed the school's ATI data, 3rd grade HSA results, and accreditation timeline (first draft to be provided early March).</p> <p>- Four KA students came in to give a 15-minute presentation overview of their senior trip to seek support for school and college tours in California.</p> <p>- L.Trinidad provided a comparison of HSA scores from SY12-13 to previous year, SY11-12 (student-to-student; does not include Hawaiian Immersion); comparison shows areas of weakness, gains/losses.</p> <p>- KUU completed its Strategic Plan (2 years in the making); plan highlights eight (8) priorities.</p> <p>- M. Horne reported that first round of testing has been completed. There have been improvements from the previous year for both the 7th and 8th grade classes (reading results were better than the results in math)</p> <p>- M. Horne demonstrates gains and drops (enrollment, attendance, migrant population, scores) through charts and graphs</p> <p>- Search continues for Vice Principal position; will work with HC on postings</p> <p>- Completed first draft of self-study for accreditation</p>		
<p>VII. Executive Session</p> <p>A. Personnel</p>	<p>The board went into executive session to discuss personnel matters.</p>		

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VIII. Adjourn/Close	The meeting was adjourned at 2:28 p.m.		The next HC Board meeting will take place on Thursday, March 14, 2013.
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