

HO'OKĀKO'O
SCHOOL GOVERNING BOARD MEETING
Tuesday, August 22, 2023, 2:30 PM – 4:00 PM
Webex Videoconference

DRAFT MINUTES

Present: Pualani Akaka, Chair; Jon Ching, Vice Chair; Ivan Takushi, Treasurer; Kumau Pineda-Akiona, Secretary; Kealoha Fox; Susan Maddox

Excused: Mary Komomua

Staff: Paul Kepka, Principal, Kamaile Academy; Lydia Trinidad, Principal, Kualapu'u School; Janice English, Principal, Waimea Middle School (phone); David Y. Gibson, Executive Director; Chris Kono, HR Director

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
I. Welcome (P. Akaka) (2 min)	<ul style="list-style-type: none"> • The meeting was called to order at 2:42 PM. • P. Akaka offered the opening Pule. • A quorum was established. 			
II. Acceptance of Governing Board Meeting Minutes (P. Akaka) (2 min)	P. Akaka called for the acceptance of the draft May 23, 2023, Governing Board Meeting Minutes into the record.	Action needed: Acceptance of the draft May 23, 2023, Governing Board The motion passed unanimously by consensus.		HC Governing Board May 23 2023 MINUTES - DRAFT
III. Committee of the Whole Reports (<i>Committee reports related to school governance</i>)				
A. Executive (P. Akaka) (10 min)	<ol style="list-style-type: none"> 1. Update on Kualapu'u Principal Recruitment (D. Gibson) <i>Moved to Executive Session</i> 2. Update on Principal Evaluation Reviews (D. Gibson) <i>Moved to Executive Session</i> 3. Ratify the June 7, 2023, Kualapu'u Contract 4.0 Email Vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws. <p><i>Motion: To approve the State Charter School Commission Public Charter School Contract with Kualapu'u School: A Public Conversion Charter,</i></p>	Action needed: To ratify the June 7, 2023, email vote approving the State Charter School Commission Public Charter School Contract with Kualapu'u School, Effective July		

	<p>Effective July 1, 2023 initialed by Stuart Fujioka and for the Ho'okako'o chair to sign.</p> <p>The motion passed unanimously.</p> <p>4. Ratify June 12, 2023, Kualapu'u CAP Email Vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve the 23-24 CAP for Kualapu'u School and the signing of the CAP by the Ho'okāko'o Board Chair.</p> <p>The motion passed unanimously.</p> <p>5. Ratify the June 29, 2023, Kamaile & Kualapu'u PreK Contract Addendum Email Vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve Addendum #4 of Kamaile & Kualapu'u's current State Public Charter School Early Learning Program Pre-K contracts.</p> <p>The motion passed by the members voting (P. Akaka, J. Ching, I. Takushi, K. Pineda-Akiona, S. Maddox)</p>	<p>1, 2023, and the Ho'okāko'o chair to sign. (P. Akaka/I. Takushi) The motion passed unanimously.</p> <p>Action needed: To ratify the June 12, 2023, email vote approving the CAP 23-24 for Kualapu'u School and the signing of the CAP by the Ho'okāko'o Board Chair. (S. Maddox/K. Pineda-Akiona) The motion passed unanimously.</p> <p>Action needed: To ratify June 29, 2023, email vote approving Addendum #4 of Kamaile & Kualapu'u's current State Public Charter School Early Learning Program Pre-K contracts. (j. Ching/S. Maddox) The motion passed unanimously.</p>		
<p>B. Budget & Finance (I. Takushi) (2 min)</p>	<p>Ratify the 2023 Quarter 4 Financial Reports email vote pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve the 2023 Quarter 4 Financial Statements for Kamaile Academy,</p>	<p>Action Needed: To ratify the August 48, 2023, email vote to approve the 2023 Quarter 4 Financial Statements for Kamaile Academy, Kualapu'u School and Waimea Middle</p>		

	<p><i>Kualapu'u School and Waimea Middle School and their submission to the Charter Commission.</i></p> <p>Result: The vote passed unanimously on August 4, 2023, by all the members.</p> <p>D. Gibson reported that the schools are working on their 2024 budgets which will be forwarded to the board for approval, and that the 2023 school audits have begun with N&K CPA.</p>	<p>School and their submission to the Charter Commission. (I. Takushi/K. Pineda-Akiona) The motion passed unanimously.</p>		
C. Education	No report.			
D. Development (S. Maddox)	S. Maddox continues to work with J. English on fundraising and development at Waimea.			
E. External Relations	No report.			
IV. School Reports				
A. Kamaile Academy Principal's Report (P. Kepka) (30 min)	<p>P. Kepka presented highlights from his written Principal's Report:</p> <ul style="list-style-type: none"> ● Strong start to the new year ● Kamaile is participating in the McRel research project and recently had their culturally relevant assessment (CRA) work validated by Stanford University. ● Campus renovation is almost completed. Looks good with a fresh environment for students and staff. The Administration Building will have air conditioning installed. ● Showing academic growth and headed in the right trajectory. ● School is focused on coming out of their CSI status. 			<p>HC Board Report Kamaile Academy 8/22/23</p>

	<ul style="list-style-type: none"> ● Reviewed Ed Elements PD, which is focused on leadership training ● Gave a strategic planning update ● Kamaile now has an OIA paddling team <p>P. Akaka asked about the impact of Ed Elements training and the school restructuring on school leadership. P. Kepka reported the admin team has adopted more focused meeting structures and shared leadership with “systems leads” and better defined roles.</p>			
<p>B. Kualapu'u School Principal's Report (L. Trinidad) (30 min)</p>	<p>L. Trinidad summarized her written Principal's Report:</p> <ul style="list-style-type: none"> ● Enrollment projection is down by nearly 20 students, which is expected to impact the budget. Losing existing students to Moanaloa and Kaunakakai due to closeness to parent workplaces and home districts. May need to look at increasing class size. ● SBAC scores are improving and showing strong gains in both the English and Hawaiian language programs. Math is consistently a strength. ● Reported on Ke Awa Ho'omalua SEL program funded through OHA. ● School has new teacher recruits though some are not licensed. School helping with licensure. ● Hired an interim VP. ● L. Trinidad invited the board to hold its November meeting at Kualapu'u, which would coincide with the WASC visiting committee. 			<p>Kualapuu August 22, 2022 HC Board Report</p>

	<ul style="list-style-type: none"> L. Trinidad requesting to change the school's name from Kualapu'u PCCS to Kualapu'u School. L. Trinidad to research implications of name change. P. Akaka advocates for Kualapu'u Public Charter School. 			
<p>A. Waimea Middle School Principal's Report (J. English) (30 min))</p>	<p>J. English briefly summarized her Principal's Report:</p> <ul style="list-style-type: none"> Good start to the school year; on a positive trajectory. Working on a grant writer with P. Rice retiring at the end of the year. Presented Margaret Jambor as the LAP chair nominee, S. Maddox endorsed Jambor. P. Akaka thanked outgoing chair Phyllis Kanekuni for her service. 	<p>Action Needed: Approval of Local Advisory Panel (LAP) Chair nominee. (P. Akaka/J. Ching) The motion passed unanimously.</p>		<p>Waimea Principal's Aug 22 2023 Report Margaret Jambor - CV</p>
<p>V. Executive Session</p>	<p><i>This portion of the meeting is closed to deliberate on personnel matters.</i></p> <p>The board went into Executive Session at 4:18 PM.</p> <ol style="list-style-type: none"> Update on Kualapu'u Principal Recruitment (D. Gibson) <p>L. Trinidad has rescinded her retirement to allow for more time to recruit a new principal. Recruitment will resume in SY 2024-2025 with a new principal to begin SY 2025-2026.</p>	<p>Action needed: Motion to convene an Executive Session to discuss personnel matters. (S. Maddox/J. Ching) The motion passed unanimously.</p>		

Ho'okāko'o Corporation
 School Governing Board Meeting Minutes
 August 22, 2023

	<p>2. Update on Principal Evaluation Reviews (D. Gibson)</p> <p>Principal Evaluation Reviews were discussed. The board will meet with the Principals individually on 9/25/23 between 9 AM - 1 PM.</p>			
<p>VI. Other Business (P. Akaka) (2 min)</p>	<p>No other business.</p>			
<p>VII. Adjourn (P. Akaka) (1 min)</p>	<p>Next Meeting: November 14, 2023 at Kualapu'u School</p> <p>The meeting adjourned at 4:24 PM.</p>	<p>Action Needed: Motion to adjourn the meeting. (K. Pineda-Akiona/J. Ching) The 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.