

**HO'OKĀKO'O**  
**SCHOOL GOVERNING BOARD MEETING**  
**Tuesday, February 28, 2023, 3:00 PM – 5:00 PM**  
**Kamaile Academy**

**MINUTES**

Present: Pualani Akaka, Chair (remote), Jon Ching, Vice Chair, Mary Komomua (remote), Susan Maddox, Kumau Pineda-Akiona (remote), Ivan Takushi  
Staff: Janice English, Waimea Middle School Principal (remote), Paul Kepka, Kamaile Academy Principal, Lydia Trinidad, Kualapu'u School Principal (remote),  
David Y. Gibson, Executive Director, Chris Kono, Dir. of Human Resources

Guests: See [Sign In Sheets](#)

AGENDA ITEM	PURPOSE	DECISION MAKING	FOLLOW UP	ATTACHMENTS
I. <b>Welcome</b> (P. Akaka)	<ul style="list-style-type: none"> <li>• The meeting was called to order at 3:04 PM.</li> <li>• Quorum established.</li> <li>• P. Akaka welcomed everyone.</li> </ul>			
II. <b>Acceptance of Governing Board Meeting Minutes</b> (P. Akaka)	<ol style="list-style-type: none"> <li>1. Board acceptance of the draft November 15, 2022, Governing Board Meeting Minutes into the record.</li> <li>2. Board acceptance of the draft December 12, 2022, Special Governing Board Meeting Minutes into the record.</li> </ol>	Action needed: Acceptance of the draft November 15, 2022, and December 12, 2022, Governing Board Meeting Minutes into the record. (J. Ching/I. Takushi) Motion passed unanimously.		<a href="#">HC Governing Board Nov 15 2022 MINUTES – DRAFT</a>  <a href="#">HC Special Governing Board Dec 12 2022 MINUTES - DRAFT</a>
<b>Committee of the Whole Reports (Committee reports related to school governance)</b>				
A. Executive (P. Akaka)	Principal EOY Evaluations The board is entertaining dates to conduct the principal EOY Evaluations. D. Gibson to coordinate schedules with the Principals.		DG to schedule Principal evaluations	
B. Budget & Finance (I. Takushi)	I. Takushi reviewed three email votes that require ratification.  Pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws, email votes were conducted of all Ho'okāko'o Board members to approve the following motions:			<a href="#">KA Budget Summary SY 22-23 Updated</a>  <a href="#">Kualapu'u SY 22-23 Budget Summary Updated</a>  <a href="#">WMS BOD Budget Summary SY 22-23</a>

	<p><b>Motion 1: To approve the revised 2023 Final School Budgets and submission to the Commission.</b></p> <p>Result: The email vote was conducted on December 14, 2022, and completed on December 16, 2022, and <b>passed unanimously by all board members.</b></p>	<p>Action Needed:          To ratify the December 16, 2022 email vote to approve the revised 2023 Final School Budgets and submission to the Commission.          (I. Takushi/S. Maddox)          Motion passed unanimously.</p>		<a href="#">Updated</a>
	<p><b>Motion 2: To approve the 2023 Quarter 2 Financial Statements for Kualapu'u School and Waimea Middle School and their submission to the Charter Commission.</b></p> <p>Result: The email vote was conducted on January 25, 2023, and completed on January 27, 2023, and <b>passed unanimously by all board members.</b></p>	<p>Action Needed:          To ratify the January 27, 2023 email vote to approve the 2023 Quarter 2 Financial Statements for Kualapu'u School and Waimea Middle School and their submission to the Charter Commission.          (I. Takushi/J. Ching)          Motion passed unanimously.</p>		<a href="#">KUU Statement of Activity 12-31-22</a> <a href="#">KUU Statement of Financial Position 12-31-22</a> <a href="#">WMS Statement of Activity 12-31-22</a> <a href="#">WMS Statement of Financial Position 12-31-22</a>
	<p><b>Motion 3: To approve the 2023 Quarter 2 Financial Statements for Kamaile Academy and their submission to the Charter Commission.</b></p> <p>Result: The email vote was conducted on January 26, 2023, and completed on January 30, 2023, and <b>passed unanimously by the board members voting.</b> J. Ching did not cast a vote.</p>	<p>Action Needed:          To ratify the January 30, 2023, email vote to approve the 2023 Quarter 2 Financial Statements for Kamaile Academy and their submission to the Charter Commission.          (I. Takushi/J. Ching)          Motion passed unanimously.</p>		<a href="#">KA Statement of Activity 12-31-22</a> <a href="#">KA Statement of Financial Position 12-31-22</a>
C. Education	No Report			
D. Development (S. Maddox)	S. Maddox provided an update on the development efforts of the board. She will meet with J. English to			

	discuss fundraising strategies for Waimea. The annual report is still being worked on.			
E. External Relations	No Report			
<b>III. Testimony</b>	<ul style="list-style-type: none"> <li>• <b>Kendra Singletary</b>, Student Services Coordinator, Kamaile Academy, provided oral testimony on the support needed at Kamaile Academy from the HC Management Team. She presented her <a href="#">revised written testimony, highlighting the</a> need for increased board involvement.</li> </ul> <p>Board members asked questions and expressed concern over potentially “micro-managing” the schools; need for community conversation.</p> <p>P. Kepka stressed the need for consistent committee meetings.</p> <p>Various Kamaile administrators commented on leadership needs and concerns at Kamaile and the impact on their duties.</p> <p>P. Akaka thanked Kamaile for their integrity and that the board will take their testimony into consideration.</p>			<a href="#">K. Singletary HC Board Meeting Testimony.edited</a>
<b>School Reports</b>				
A. Kamaile Academy Principal's Report (P. Kepka)	<p>P. Kepka gave an overview of his written Principal's Report:</p> <ul style="list-style-type: none"> <li>• WASC Mid-Cycle visit going well; ends tomorrow.</li> <li>• The academic plan is being updated regularly; mid-year iReady data showing significant growth.</li> </ul>			<a href="#">Kamaile Principal's Report</a>

	<ul style="list-style-type: none"> <li>• CSI – receiving direction from the Commission and DOE Deputy Superintendent Heidi Armstrong and Cindy Henry, Title I Educational Specialist. External CNA to be conducted by Education Elements. Report and 30-60-90 day plan expected mid-March.</li> <li>• Report on change in organizational structure; LAP feedback</li> <li>• Update on Pre-K Campus Expansion (Act 257)</li> <li>• Strategic Planning RFP – need to revisit RFP around Kamaile’s capacity to implement PK-12 continuum.</li> </ul>	<p>Action Needed:          Approval for Ho’okāko’o to explore Pre-K expansion opportunity in Nanakuli.</p> <p>Action Deferred to Executive Session.</p>		
<p>B. Kualapu’u School Principal’s Report          (L. Trinidad)</p>	<p>L. Trinidad presented her written Principal’s Report:</p> <ul style="list-style-type: none"> <li>• Developing substitute teachers through a DOE initiative; seventeen prospects</li> <li>• Funding &amp; grants             <ul style="list-style-type: none"> <li>○ Campus ADA project almost complete</li> <li>○ Playground awaiting release of funds</li> <li>○ HCNP equipment grant request submitted</li> <li>○ Facilities master planning has begun</li> </ul> </li> <li>• Workforce issues with no SSC; duties being picked up by VP</li> </ul>			<p><a href="#">Kualapu’u Principal’s Report</a></p>
<p>A. Waimea Middle School Principal’s Report          (J. English)</p>	<p>J. English presented her written Principal’s Report:</p> <ul style="list-style-type: none"> <li>• Math &amp; ELA showing growth. Recognized Pat Rice for Title I successes.</li> <li>• An increase in enrollment is expected with 210 students in SY23-24</li> <li>• Discussion of 9<sup>th</sup> grade expansion on hold</li> <li>• Recognized Pat Ayat as SSSD</li> <li>• 6<sup>th</sup> grade initiatives benefitting students &amp; teachers</li> </ul>			<p><a href="#">Waimea Principal’s Report</a>  <a href="#">Attachments</a></p>

	<ul style="list-style-type: none"> <li>• Discussion of Hawaii Pacific University substance use research project deferred (Hoouna Pono Drug Prevention Curriculum)</li> </ul>			
<b>IV. Other Business</b> (P. Akaka)	No other business.			
<b>V. Executive Session</b>	<p><i>This portion of the meeting is closed to deliberate on personnel matters and will be made part of the Feb. 28, 2023, Governing Board Meeting Minutes.</i></p> <ul style="list-style-type: none"> <li>• The board discussed the Kamaile organizational structure and related 2019 personnel matter. The board needs more information from the Principal about the current plan and more information from the admin team.</li> <li>• Discussed the status of the Kualapu'u Principal recruitment. D. Gibson to send updated job description and timeline.</li> <li>• Discussed the Pre-K Campus Expansion (Act 257) through a satellite site at Nanakuli HS.</li> </ul>	<p>Action Needed:          Approval for Ho'okāko'o to explore Pre-K expansion at Nanakuli HS.          (J. Ching/K. Pineda-Akiona)          Motion passed unanimously.</p>		
<b>VI. Adjourn</b> (P. Akaka)	Next Meeting: May 23, 2023	<p>Action Needed:          Motion to adjourn meeting.          (S. Maddox/I. Takushi)          Motion passed unanimously.          Meeting adjourned at 4:54 PM.</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.