

**Ho'okako'o Corporation (HC)  
LOCAL SCHOOL BOARD MEETING MINUTES  
November 17, 2011**

**Sullivan Boardroom, Punahou School - 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Bailey, Don Young, Mitch D'Olier, Ray Soon, Robert Witt, Liz Chun,  
Keith Vieira (via phone)

Staff Present: Megan McCorriston, Julie Upton, Aja Siu, Chris Kono, Lee Goeke, Kathy Kamo, Lydia Trinidad, Emma Weiss

AGENDA	DISCUSSION	DECISION MAKING	ACTION
<b>I. Welcome</b>	The meeting was called to order at 12:10 p.m.		
<b>II. Introduction of HC's HR Manager</b>	M. McCorriston introduced the newest HC staff member, Chris Kono, to the board.		
<b>III. Minutes</b>		Moved and seconded to approve the minutes from the February 18, 2011 meeting (R. Witt/M. D'Olier).	Motion carries with a unanimous vote.
<b>IV. Charter School Management Corporation (CSMC) Presentation</b>	<p>Sandro Lanni provided an online demonstration and overview on Charter Vision.</p> <ul style="list-style-type: none"> <li>• Charter Vision is a full service back office program</li> <li>• A platform created in which all clients can access their financial data; a program to create as much self-service and transparency as possible with financial information</li> <li>• Works on any browser; only thing needed is internet access</li> <li>• Platform independent product in which no special software is needed</li> <li>• Serve all types of schools (i.e. single-based, multi school, federal, large conversion school, site-based vs non-site based)</li> <li>• Program includes: Reporting system on the following: <ul style="list-style-type: none"> <li>- Enrollment/Attendance &amp; Student Data</li> <li>- Board reports</li> </ul> </li> </ul>		

**Ho'okako'o Corporation (HC)  
LOCAL SCHOOL BOARD MEETING MINUTES  
November 17, 2011**

**Sullivan Boardroom, Punahou School - 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Bailey, Don Young, Mitch D'Olier, Ray Soon, Robert Witt, Liz Chun,  
Keith Vieira (via phone)

Staff Present: Megan McCorriston, Julie Upton, Aja Siu, Chris Kono, Lee Goeke, Kathy Kamo, Lydia Trinidad, Emma Weiss

	<ul style="list-style-type: none"> <li>- Financial &amp; Accounting</li> <li>- Dashboards</li> <li>- Comparisons</li> <li>- Subscriptions: auto create reports</li> <li>- Ability to generate reports based on the data you need with parameters (i.e. Budgets vs Actual; Revenue vs budget); information is printable and exportable (i.e. Word, Excel) at any time</li> </ul>		
<p><b>V. Updates on HC Schools</b></p> <p>A. Student Discipline Policy</p> <p>Chapter 19</p>	<p>C. Kono gave a brief update on HR priorities:</p> <ul style="list-style-type: none"> <li>• HC reviewed current discipline policies at 3 schools</li> <li>• DRAFT form available soon (HC discipline policy and school policies)</li> <li>• Developing Standard operating systems- At school level as well as corporate level (i.e. people who should be involved, what operating systems are in place)</li> <li>• A suggestion was made to draft HC's discipline policy in language that does not restrict use of an individual's good judgment</li> </ul> <p>Suggestion: To utilize and take advantage of the complimentary DOE VP (Quarterly) Training</p>		

**Ho'okako'o Corporation (HC)  
LOCAL SCHOOL BOARD MEETING MINUTES  
November 17, 2011**

**Sullivan Boardroom, Punahou School - 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Bailey, Don Young, Mitch D'Olier, Ray Soon, Robert Witt, Liz Chun,  
Keith Vieira (via phone)

Staff Present: Megan McCorriston, Julie Upton, Aja Siu, Chris Kono, Lee Goeke, Kathy Kamo, Lydia Trinidad, Emma Weiss

<p>B. Kamaile Academy</p>	<p>Principal Weiss provided her school update:</p> <ul style="list-style-type: none"> <li>• SIG Monitoring Visit &amp; Interview</li> <li>• Current Priorities at the school (Title II Audit, Federal SIG Visit, LSB Meeting with Federal Monitors, Title III Audit, Accreditation)</li> <li>• Implementation of new teacher evaluations and classroom observations <ul style="list-style-type: none"> <li>- Feedback from teachers were very positive</li> </ul> </li> <li>• Classroom "Walk-Throughs" assist the teachers in receiving information quickly</li> <li>• Planning for SY2012-13: Curriculum, instruction, assessment for all grades; growth of high school</li> <li>• School's progress aligned with SIG goals</li> <li>• Navigator's Center: developing community partnerships; giving parents the opportunity to interact with teachers as well as utilize the center for learning and parent classes (i.e. Rosetta Stone, English language)</li> <li>• Training to school staff on accountability and roles and responsibilities (i.e. teachers, custodians, and EAs)</li> <li>• Recreating the LAP</li> <li>• Facilities (on-going): KS donating more portables (3 doubles expected in June 2012)</li> </ul>		
---------------------------	---	--	--

**Ho'okako'o Corporation (HC)  
LOCAL SCHOOL BOARD MEETING MINUTES  
November 17, 2011**

**Sullivan Boardroom, Punahou School - 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Bailey, Don Young, Mitch D'Olier, Ray Soon, Robert Witt, Liz Chun,  
Keith Vieira (via phone)

Staff Present: Megan McCorriston, Julie Upton, Aja Siu, Chris Kono, Lee Goeke, Kathy Kamo, Lydia Trinidad, Emma Weiss

<p>C. Kualapu`u School</p>	<p>Principal Trinidad provided her school update:</p> <ul style="list-style-type: none"> <li>• Completed a first-year ELT evaluation and implementation report by BERC</li> <li>• Developing new school Strategic Plan (currently in second phase with interviews and feedback sessions); strategic planning will inform the accreditation process</li> <li>• Conducting research on 'Expanded Grade Concept': <ul style="list-style-type: none"> <li>- Grade Expansion Committee (GECO) visit to Envisions School</li> <li>- Assess impact on Molokai middle school and possibilities of a partnership.</li> <li>- GECO plans to visit Kamaile Academy to research implementation of project-based learning model.</li> </ul> </li> <li>• Continuous struggle with AYP <ul style="list-style-type: none"> <li>- Increase tutor capacity and expectations (structure process)</li> </ul> </li> <li>• Areas of Need <ul style="list-style-type: none"> <li>- Personnel &amp; Legislative Matters</li> </ul> </li> <li>• Strong Data <ul style="list-style-type: none"> <li>- Notice of kindergarten: Academic strong; behavior still a challenge. Constant support.</li> </ul> </li> <li>• Current HSA Data <ul style="list-style-type: none"> <li>- Online tests: scores a lot stronger and higher</li> </ul> </li> <li>• Preparation for Accreditation</li> </ul>	<p>Approval to renew ELT evaluation contract. Moved and seconded (M. D'Olier/R. Witt)</p>	<p>Motion carries with a unanimous vote.</p>
----------------------------	--	---	--

**Ho'okako'o Corporation (HC)  
LOCAL SCHOOL BOARD MEETING MINUTES  
November 17, 2011**

**Sullivan Boardroom, Punahou School - 1601 Punahou Street, Honolulu, Hawaii 96822**

Members Present: Pauline Bailey, Don Young, Mitch D'Olier, Ray Soon, Robert Witt, Liz Chun,  
Keith Vieira (via phone)

Staff Present: Megan McCorriston, Julie Upton, Aja Siu, Chris Kono, Lee Goeke, Kathy Kamo, Lydia Trinidad, Emma Weiss

<p>D. Waimea Middle School</p>	<p>M. McCorriston provided a Waimea Middle School update on behalf of J. Colson, who was in absentia:</p> <ul style="list-style-type: none"> <li>• Plan for recruitment of Vice-Principal and timeline</li> <li>• Plan to assemble LAP in SY11-12 (the LAP is comprised of three groups, including Principal's Advisory, Parent Advisory, and Student Advisory)</li> <li>• WMS successfully negotiated a new site-based agreement with HSTA that features a new teacher evaluation</li> <li>• Initiated the accreditation process</li> <li>• Conducting community survey through QMark to collect student and family feedback on educational needs of Waimea community as part of school's research on 'expansion'</li> <li>• Update on student behavior</li> <li>• Requested HC organize another meeting about Waimea School Bus Service with Randy Moore at DOE</li> </ul>		
--------------------------------	--	--	--

**Ho’okako’o Corporation (HC)  
LOCAL SCHOOL BOARD MEETING MINUTES**

**November 17, 2011**

**Sullivan Boardroom, Punahou School - 1601 Punahou Street, Honolulu, Hawaii 96822**

**Members Present:** Pauline Bailey, Don Young, Mitch D’Olier, Ray Soon, Robert Witt, Liz Chun, Keith Vieira (via phone)

**Staff Present:** Megan McCorriston, Julie Upton, Aja Siu, Chris Kono, Lee Goeke, Kathy Kamo, Lydia Trinidad, Emma Weiss

<p><b>VI. Committee Updates</b></p> <p>A. Budget Committee</p> <p>B. Administration &amp; Personnel Committee</p> <p>C. Nominating &amp; Governance Committee</p>	<ul style="list-style-type: none"> <li>• Discussion on reducing HC’s administrative budget</li> <li>• Recommendation to reduce HC administrative budget; ED to draft budget reduction plan in December 2011 for implementation in 2012.</li> <li>• Discussion of KS cap and meeting with KS.</li> <li>• Recommendation to update HC compensation and benefits.</li>   <li>• HC Employee Contracts, Compensation &amp; Benefits</li> <li>• APC recommended changes to employee contracts, salaries and benefits in 2012.</li>   <li>• Review and discussion of suggested nominees; shortlist of nominees determined. Goal to get new board members recruited by board meeting in 2012.</li> <li>• HC will get legal to review changes to HC by-laws.</li> </ul>	<p>Approval to changes to employee compensation and benefits. Moved and seconded (K. Vieira/R. Witt)</p> <p>Approval of HC employee contracts. Moved and seconded (D.Young/R. Witt)</p>	<p>Motion carries with a unanimous vote.</p> <p>Motion carries with a unanimous vote.</p>
<p><b>VII. Executive Session</b></p>	<p>The board went into executive session to discuss the following:</p> <ul style="list-style-type: none"> <li>• Personnel issues related to HC staff.</li> </ul>		
<p><b>VIII. Adjourn/Close</b></p>	<p>The meeting was adjourned at 2:18 p.m.</p>	<p>The next HC Board Meeting is scheduled for Thursday, January 12, 2012.</p>	