

**HO'OKĀKO'O**  
**SCHOOL GOVERNING BOARD MEETING**  
**Tuesday, May 28, 2024, 2:30 PM – 5:00 PM**  
**Webex Videoconference**

**DRAFT MINUTES – travel version**

Present: Pualani Akaka, Chair; Jon Ching, Vice Chair; Kumau Pineda-Akiona, Secretary; Ivan Takushi, Treasurer; Kealoha Fox; Mary Komomua; Susan Maddox  
 Staff: David Y. Gibson, Executive Director; Dale Abe, Sr. Accountant; Janice English, WMS Principal; Paul Kepka, KA Principal; Lydia Trinidad, KUU Principal

AGENDA ITEM	PURPOSE	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (P. Akaka) (2 min)	<ul style="list-style-type: none"> <li>• The meeting was called to order at 2:30 PM.</li> <li>• P. Akaka offered a pule.</li> <li>• A quorum was established.</li> </ul>			
<b>II. Acceptance of Governing Board Meeting Minutes</b> (P. Akaka) (2 min)	The board accepted the draft February 27, 2024, Governing Board Meeting Minutes into the record.	Action Taken: Acceptance of the draft February 27, 2024, Governing Board Minutes into the record. (S. Maddox/J. Ching) The motion passed unanimously.		<a href="#">HC Governing Board Feb 27 2024 MINUTES - DRAFT</a>
<b>III. Ratification of Email Votes</b> (D. Gibson) (2 min)	The board ratified the following five (5) email votes:  1. To ratify the March 15, 2024, email vote to approve May 24, 2024, as the last day of school for Kualapu'u School students for the 2033-2024 school year, conducted pursuant to Article IV, Section 2(l) of the Ho'okāko'o bylaws.  Motion: To approve May 24, 2024, as the last day of school for Kualapu'u School students, resulting in two fewer instructional days this school year (194.5 student days) while still exceeding the minimum number of days required of DOE schools (180 student days), to allow teachers to participate in a two-day Hawaiian Culture-Based Education planning-retreat.	Action Taken: To ratify the March 15, 2024, March 18, 2024, April 24, 2024, April 29, 2024, and May 2, 2024 email votes: (P. Akaka/I. Takushi) The motion passed unanimously.		

	<p>Result: The motion was passed unanimously by all board members.</p> <p>2. To ratify the March 18, 2024, Budget &amp; Finance/Development Committee of the Whole (COW) email vote to approve revision #5 of Kualapu'u School's 2023-2024 Title I Fiscal Requirement Forms (FRF) conducted pursuant to Article IV, Section 2(I) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve the Kualapu'u School 2023-2024 Title I FRF revision #5.</p> <p>Results: The motion passed by a majority of the board members: P. Akaka, J. Ching, M. Komomua, S. Maddox, K. Pineda-Akiona, and I. Takushi.</p> <p>3. To ratify the April 24, 2024, Education COW email vote to approve revision #4 of Kamaile Academy's 2023-2024 Title I FRF conducted pursuant to Article IV, Section 2(I) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve revision #4 of Kamaile Academy's Title I FRF.</p> <p>Results: The motion passed by a majority of board members: P. Akaka, J. Ching, K. Fox, S. Maddox, K. Pineda-Akiona, and I. Takushi</p> <p>4. To ratify the April 29, 2024, Budget &amp; Finance/Development COW email vote to approve the SY 2023-2024 third-quarter financial reports of Kamaile Academy, Kualapu'u School, and Waimea</p>			
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	<p>Middle School and their submission to the Commission conducted pursuant to Article IV, Section 2(l) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve the SY 2023-2024 third-quarter financial reports of Kamaile Academy, Kualapu'u School, and Waimea Middle School and their submission to the Commission.</p> <p>Result: The motion was passed by the board members responding: P. Akaka, S. Maddox, I. Takushi.</p> <p>5. To ratify the May 2, 2024, email vote to approve the schools' 2024-2025 Title I FRF and their submission to the Commission, conducted pursuant to Article IV, Section 2(l) of the Ho'okāko'o bylaws.</p> <p>Motion: To approve the schools' 2024-2025 Title I Fiscal Requirement Forms and their submission to the Commission.</p> <p>Result: The motion was passed a majority of board members: P Akaka, J. Ching, K. Fox, S. Maddox, K. Pineda-Akiona, and I. Takushi.</p>			
<b>IV. Committee of the Whole Reports (<i>Committee reports related to school governance</i>)</b>				
<p>A. Executive (P. Akaka) (2 min)</p>	<p>1. The board discussed Commission Frameworks Team school site visits planned on the following dates, focusing on financial performance. A board member and HC accounting staff are asked to attend.</p> <ul style="list-style-type: none"> <li>• Kamaile - June 5 M. Komomua may attend Kamaile's visit.</li> <li>• Kualapu'u - June 28</li> </ul>			

	<p>P. Akaka will attend Kualapu'u's visit.</p> <ul style="list-style-type: none"> <li>• Waimea - July 8</li> </ul> <p>S. Maddox will attend the Waimea visit.</p> <p>2. P. Akaka reviewed the 2024 EOY Principal Evaluation process, which began with the principals completing their self-reflections. The following is the schedule:</p> <ul style="list-style-type: none"> <li>• May 13 - Principals receive Self-Evaluations for completion</li> <li>• June 3 - Self-Evaluations returned for board distribution</li> <li>• June 12 – Principals &amp; Board meet to review self-evaluations</li> <li>• June 21 - Board compiles feedback</li> <li>• July 8 - Board feedback is distributed Board and principals</li> <li>• July 12 - Principal &amp; Board to complete evaluations and set 2024-2025 goals</li> </ul>			
<p>B. Budget &amp; Finance / Development (I. Takushi/S. Maddox) (5 min)</p>	<p>The Budget &amp; Finance/Development COW met on March 14, 2024, to review the Kualapu'u 23-24 Title I FRF revision #5.</p> <p>I. Takushi discussed establishing sweep accounts to generate increased interest income from the schools' bank accounts. The board must first approve the accounts.</p> <p>S. Maddox thanked the schools for their fundraising plans. She will work with the schools to establish strategies.</p>			<p><a href="#">HC Budget-Development COW Meeting Mar 14 2024 Minutes-DRAFT</a></p>

C. Education (K. Fox) (5 min)	The Education Committee met on April 9, 2024, to review and approve the schools' 2024 Title I Comprehensive Academic Plans.			<a href="#">HC COW Education Meeting April 9 2024 MINUTES - DRAFT.docx</a>
D. External Relations	No Report			
<b>V. School Reports</b>				
A. Kualapu'u School Principal's Report (L. Trinidad) (45 min)	<p>Principal's Report – L. Trinidad was at a school retreat and join the meeting late.</p> <ul style="list-style-type: none"> <li>• D. Gibson gave an update on Kualapu'u's 2024-2025 School Budget which is currently running a deficit but is working with school to cut expenses.</li> <li>• D. Gibson reported that a meeting was held with the Commission to discuss the status of the Pre-K Expansion through Act 257 which is still a possibility.</li> <li>• P. Akaka shared the work being done on the Teacher Development Reimbursement Program designed to increase teacher retention. Action was deferred.</li> </ul> <p>L. Trinidad called into the meeting. Presented the Teacher Development Program. K. Pineda-Akiona questioned the calculations which L. Trinidad said were estimates. The program is not a reimbursement but similar to a scholarship. The reference to reimbursement is to be removed and the program is to be called a "pilot."</p>	<p>Action Taken:          Approval to implement the Teacher Development Reimbursement Pilot Program.          (P. Akaka/K. Fox)          The motion passed unanimously.</p>		<p><a href="#">Kualapuu SY 24-25 Budget Summary Draft Revised 5-24-24.xlsx</a></p> <p><a href="#">Kualapuu Three Year Budget SY 2025 to 2027 Draft Revised 5-24-24.xlsx</a></p> <p><a href="#">KUU 2025 Budget Justification</a></p> <p><a href="#">Teacher Development Reimbursement Program – draft 2</a></p>
B. Kamaile Academy Principal's Report (P. Kepka) (45 min)	P. Kepka presented his written Principal's Report with the following highlights:			<a href="#">KA Board Report 5-28-24</a>

	<ul style="list-style-type: none"> <li>• Islander P-12 inquiry is proceeding well and seems to have a uniting effect on the school.</li> <li>• Kamaile received a \$3M CIP through the DOE for the design of new classrooms to replace the portables.</li> <li>• Pre-K Expansion – P. Kepka &amp; D. Gibson met with the new SFA Director and Commission. SFA identifying projects that are ready to proceed and is considering Kamaile. Board approval will needed for a final decision on committing to the construction.</li> <li>• P. Kepka thanked the board for attending various on-campus events.</li> <li>• The school's 2024-2025 School Budget is being developed and is currently showing a \$1.5M deficit. P. Kepka shared that the school has had a budget surplus over the past several years. The board questioned certain line items to ensure they were being budgeted such as WORKERS Comp and TDI.</li> <li>• P. Kepka reviewed revisions to the school's</li> <li>• Admission Policy and requested board approval. J. Ching asked if the LAP has reviewed the.Changes..</li> </ul>	<p>Action Taken:          Approval of the revised Kamaile Academy Admission Policy.          (I. Takushi/M. Komomua)          The motion passed unanimously.</p>		<p><a href="#">KA Budget Summary SY 24-25 Draft Revised 5-24-24.xlsx</a></p> <p><a href="#">KA Three Year Budget SY 2025 to SY 2027 Draft Revised 5-24-24.xlsx</a></p> <p><a href="#">Kamaile Academy Revised Admission Policy</a></p>
<p>C. Waimea Middle School Principal's Report (J. English) (45 min)</p>	<p>J. English presented her written Principal's Report with the following highlights:</p> <ul style="list-style-type: none"> <li>• J. English presented the 2024-2025 School Budget. Expecting a \$2 million gift from Benioff which will go towards transportation overboard- years and help the budget.</li> </ul>			<p><a href="#">Waimea May 28 2024 Principal Report</a></p> <p><a href="#">WMS BOD Budget Summary SY 24-25 Draft Revised 5-26-24.xlsx</a></p> <p><a href="#">WMS Three Year Budget SY 2025 to SY 2027 Draft Revised 5-26-24.xlsx</a></p>

	<ul style="list-style-type: none"> <li>• She shared a current issue with the use of the cottage by the complex and incorrect map in the draft facilities MOA.</li> </ul>			
<b>VI. Other Business</b> (P. Akaka) (1 min)				
<b>VII. Executive Session</b>	<p>This portion of the meeting is closed to deliberate on personnel and legal matters.</p> <p>The board went into Executive Session.</p> <ol style="list-style-type: none"> <li>1. Islander Institute Kamaile P-12 Inquiry Andrew Aoki and Alapaki of the Islander Institute joined the meeting at 4:17 pm. They reported following up on interviews but at the tail end. Retain themes seem to be emerging; some frustration being expressed. A more detailed report is forthcoming. Students are the best part of their engagement. The final report is expected to be shared with the community.</li> <li>2. Kualapu'u Principal Recruitment The board discussed the Kualapu'u Principal recruitment process to begin this fall.</li> <li>3. Waimea Principal contract renewal The board approved a 4-year contract extension for J. English.</li> </ol>	<p>Action Taken: Approval of a 4-year contract renewal for J. English. (P. Akaka/S. Maddox) The motion passed unanimously.</p>		
<b>VIII. Adjourn</b> (P. Akaka) (1 min)	<p>The meeting adjourned at 5:14 pm. Next Meeting: August 27, 2024</p>	<p>Action Taken: Motion to adjourn the meeting. (I. Takushi/K. Pineda-Akiona)</p>		

		The motion passed unanimously.		
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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](mailto:info@hookakoo.org).