

**HO'OKĀKO'O**  
**SCHOOL GOVERNING BOARD MEETING**  
**Tuesday, November 17, 2020, 2:00 PM - 4:30 PM**  
**WebEx Videoconference**

**MINUTES**

Present: Blake Parsons, Chair, Pualani Akaka, Nancy Barry, Matt Caires, Jon Ching, Ann Mahi, Ivan Takushi

Staff: Janice English, Principal, WMS, Paul Kepka, Interim Principal, KA, Lydia Trinidad, Principal, KUU, David Gibson, Exec. Director, Chris Kono, Dir. of Human Resources, Dale Abe, Sr Accountant

Guests: PJ Foehr, Interim Deputy Director, Commission, Pua Ka'ai, Innovation, Impact, and Improvement Advisor, Commission

| AGENDA ITEM  | NOTES   | DECISION MAKING   | FOLLOW UP | ATTACHMENTS   |
|--|---|---|-----------|---|
| <b>I. Welcome</b><br>(B. Parsons)                                | <ul style="list-style-type: none"> <li>• Meeting was called to order at 2:05 PM</li> <li>• Pule (P. Akaka)</li> <li>• Quorum established</li> <li>• B. Parsons welcomed A. Mahi to the board</li> </ul>   |   |           |   |
| <b>II. Acceptance of Governing Board Minutes</b><br>(B. Parsons) | Board acceptance of the draft August 25, 2020 Governing Board Minutes into the record.  | Action:<br>Acceptance of draft August 25, 2020 Governing Board Minutes into the record.<br>(N. Barry/J. Ching)<br><br>Motion passed unanimously.                                |           | <a href="#">HC Governing Board August 25 2020 Meeting DRAFT MINUTES.pdf</a>   |
| <b>III. Ratification of Board email votes</b><br>(D. Gibson)     | Pursuant to Article IV, Section 2(i) of the Ho'okāko'o bylaws, an email vote to approve the Projected 2020-2021 School Budgets recommended by the Budget & Finance Committee was conducted of all board members between September 11, 2020 through September 14, 2020.<br><br>Motion: To approve the Projected 2020-2021 School Budgets and their submission to the Commission.<br><br>Result: The motion passed unanimously on September 14, 2020. | Action:<br>To ratify the September 14, 2020 email vote approving the Projected 2020-2021 School Budgets recommended by the Budget & Finance Committee.<br>(N. Barry/I. Takushi) |           | <a href="#">KA Budget Summary SY 20-21 Rev 9-4-20.pdf</a><br><br><a href="#">KA SY 20-21 Budget Expenses Detail Rev 9-4-20.pdf</a><br><br><a href="#">Kualapu'u SY 20-21 Budget Summary Rev 9-1-20.pdf</a><br><br><a href="#">Kualapu'u SY 20-21 Budget Expense Detail 9-1-20.pdf</a> |

|  |   |                            |  |  |
|--|---|----------------------------|--|--|
|  | <p><u>“Yes” votes</u><br/>         Pualani Akaka<br/>         Nancy Barry<br/>         Matt Caires<br/>         Jon Ching<br/>         Paul Nakayama<br/>         Blake Parsons<br/>         Kumau Pineda-Akiona<br/>         Ivan Takushi</p> <p>The result of the vote was communicated to the full board by email on September 14, 2020.</p> <p>D. Gibson &amp; I. Takushi summarized the budgeting process and resulting recommendation of the Budget &amp; Finance Committee for the board to approve the budgets.</p> | Motion passed unanimously. |  | <p><a href="#">WMS SY 20-21 BOD Budget Summary Rev 9-1-20.pdf</a></p> <p><a href="#">WMS SY 20-21 BOD Expense Detail Rev 9-1-20.pdf</a></p>  |
| <b>IV. Committee Reports</b>               |   |                            |  |  |
| A. Executive<br>(B. Parsons)               | No Committee Report   |                            |  |  |
| B. Nominating & Governance<br>(B. Parsons) | <p>Committee Report</p> <ul style="list-style-type: none"> <li>Ann Mahi was elected to the Governing Board October 16, 2020.</li> </ul>   |                            |  | <ul style="list-style-type: none"> <li><a href="#">HC Board Roster with Terms 2020-2021 10-30-2020.pdf</a></li> </ul>  |
| C. Budget & Finance<br>(I. Takushi)        | <p>Committee Report:</p> <ul style="list-style-type: none"> <li>Update on 2020 School Audits             <ul style="list-style-type: none"> <li>audits nearing completion with questions remaining concerning accrued leave</li> <li>October 31, 2020 deadline was missed, and the Commission was informed. D. Gibson stated that he will conduct a debriefing with the auditors,</li> </ul> </li> </ul>  |                            |  | <ul style="list-style-type: none"> <li><a href="#">KA Balance Sheet Summary 9-30-20.pdf</a></li> <li><a href="#">KA Income Statement 9-30-20.pdf</a></li> <li><a href="#">KUU Balance Sheet Summary 9-30-20.pdf</a></li> </ul> |

|   |  |  |  |   |
|---|--|--|--|---|
|   | <p>schools, and staff to prepare for next year's audits.</p> <ul style="list-style-type: none"> <li>• Update on the School Q1 Financial Reports           <ul style="list-style-type: none"> <li>○ Financials were submitted to the Commission on time.</li> <li>○ I. Takushi reviewed schools' Balance Sheets which indicate schools are in strong financial positions.</li> <li>○ I. Takushi reviewed the schools' Income Statements showing a positive net income.</li> </ul> </li> </ul> |  |  | <ul style="list-style-type: none"> <li>• <a href="#">KUU Income Statement 9-30-20.pdf</a></li> <li>• <a href="#">WMS Balance Sheet Summary 9-30-20.pdf</a></li> <li>• <a href="#">WMS Income Statement 9-30-20.pdf</a></li> </ul> |
| D. Development Committee (B. Parsons) (5 min)       | No Committee Report  |  |  |   |
| E. Education Committee (N. Barry) (5 min)           | N. Barry welcomed A. Mahi to the Education Committee.  |  |  |   |
| F. External Relations Committee (M. Caires) (5 min) | No Committee Report<br>M. Caires expressed concern over the possible public relations impact due to a late audit submission to the Commission.   |  |  |   |
| <b>V. School Reports</b>                            |  |  |  |   |
| A. Waimea Middle School (J. English) (15 min)       | <p>J. English summarized the Waimea Middle School Principal's Report:</p> <ul style="list-style-type: none"> <li>• Continuing to track student academic progress through NWEA and StriveHI student data and the implementation of the accreditation plan. Will have comparison data after December testing. Continuing to focus on implementing professional learning communities around literacy, numeracy, and student care despite the challenges of the pandemic on learning.</li> </ul> |  |  | <a href="#">WMS Nov 17 2020 HC Principal Governing Board Reporting.pdf</a>  |

|  |   |  |  |   |
|--|---|--|--|---|
|  | <ul style="list-style-type: none"> <li>• 7<sup>th</sup> grade students are developing “Passion Projects“ that express student voice and demonstrates learning to parents.</li> <li>• Virtual Parent Conferences are being conducted.</li> <li>• J. English provided an update on the school’s 2020-2021 School Reopening and Instructional Plans:             <ul style="list-style-type: none"> <li>○ Currently 20 students are on campus</li> <li>○ Will start bringing 8<sup>th</sup> graders back for in-person learning 3rd quarter; primarily for core subjects. Enrichment online.</li> <li>○ Working on calendar.</li> </ul> </li> <li>• School Budget updates             <ul style="list-style-type: none"> <li>○ Implementing fundraising efforts; researching grant opportunities</li> <li>○ Enrollment down to 232 from 237; losing families to the mainland; anticipating 240 students for 2021-2022 budgeting purposes</li> <li>○ Looking at ways to manage expenses.</li> </ul> </li> <li>• Working on personnel matters</li> </ul> |  |  |   |
| <p>B. Kualapu’u School<br/>         (L. Trinidad) (15 min)</p> | <p>L. Trinidad summarized the Kualapu’u School Principal's Report:</p> <ul style="list-style-type: none"> <li>• Successes             <ul style="list-style-type: none"> <li>○ Has offered a combination of instructional options since school began in August including in-person, distance, and hybrid. Students who are participating in-person are on campus daily either for a full day or half day/hybrid. This model is favored by many families as some students seem better able to focus and engage in their learning with the shorter school day. May continue model next school year.</li> <li>○ Development</li> </ul> </li> </ul>   |  |  | <p><a href="#">Kualapuu Report for HC BOD on November 17 2020.pdf</a></p> |

|  |  |  |  |  |
|--|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>▪ Rep. Lynne DeCoite helped the school receive funds for a new playground.</li> <li>▪ Using donated services to install water bottle filling stations allowing money raised for the stations to be saved.</li> </ul> <ul style="list-style-type: none"> <li>• Major Needs           <ul style="list-style-type: none"> <li>○ The school continues to need HR support and Ho'okāko'o must build its capacity. B. Parsons asked for elaboration. L. Trinidad believes HC needs to hire more staff to handle payroll. D. Gibson shared that HC is understaffed but also trying to keep expenses down especially during this downturn in the economy. There have also been issues with the transition to Altres. HC intends to hire a person to help with payroll. B. Parsons asked for an update at next meeting. PJ Foehr offered to bring the issue to the Commission.</li> <li>○ Anticipating budget shortfalls; may need to furlough staff.</li> <li>○ Fundraising and grant writing are necessary to support the budget.</li> <li>○ The school is losing enrollment though still above October 15 official enrollment count.</li> </ul> </li> <li>• L. Trinidad gave an update on the school's Support to Students/Families. There is a shortage of devices but the school can manage. The school is getting its routines in place including data teams and RTI, and outreach to parents. Beginning afterschool classes slowly.</li> <li>• Supports to Teachers/Staff – scheduling accreditation meetings and scheduling parent conferences. Operations getting back to good practices and more normal routines now that there is less of a focus on</li> </ul> |  |  |  |
|--|--|--|--|--|

|   |   |  |  |   |
|---|---|--|--|---|
|   | <p>adjusting to in-person learning and COVID seems under control.</p>   |  |  |   |
| <p>C. Kamaile Academy (P. Kepka) (15 min)</p> | <p>P. Kepka gave a summary of the Kamaile Academy Principal's Report:</p> <ul style="list-style-type: none"> <li>• Successes           <ul style="list-style-type: none"> <li>○ P. Kepka expressed being proud of the school staff and they way they are responding to the safety and instructional needs of the students.</li> <li>○ Kamaile working in alignment with the other schools in then complex; principals meeting weekly.</li> <li>○ Development work moving forward. P. Kepka committing more work to development. Working on implementing HC's development strategy. Hired a communications person to work on school success stories and</li> <li>○ New website</li> <li>○ Strong relationships between schools and families during this time. Teachers working on reaching out to families.</li> <li>○ Keiki desks donation thanks to J. Ching; other development successes including \$30,000 grant for food service.</li> <li>○ Served 61,000 meals since start of school year; 91,000 meals since start of pandemic. P. Kepka stated the importance of providing food during this pandemic.</li> </ul> </li> <li>• Academics           <ul style="list-style-type: none"> <li>○ Major improvements strategies focused on instructional strategies and growing teachers</li> </ul> </li> </ul> |  |  | <p><a href="#">Ho'okāko'o Board Report 11 17 20 Kamaile Academy.pdf</a></p> |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <ul style="list-style-type: none"> <li>• P. Kepka gave an update on the school’s return-to-campus plan. Anticipating brining students back slowly next semester. 60% of families want to continue distance learning. 60 students on campus currently.</li> <li>• Major Needs                         <ul style="list-style-type: none"> <li>○ P. Kepka expressed appreciation to the board for their support and understanding.</li> </ul> </li> <li>• School Budget updates                         <ul style="list-style-type: none"> <li>○ Experiencing some budget savings</li> <li>○ ELT pay and hard-to-staff differentials are major expenses that must be looked at.</li> </ul> </li> </ul> |  |  |  |
| <p><b>VI. Other Business</b><br/>                 (B. Parsons) (5 min)</p> |   |  |  |  |
| <p><b>VII. Adjourn</b><br/>                 (B. Parsons) (1 min)</p>       | <p>Next meeting February 23, 2021</p>   |  |  |  |

**EXECUTIVE ORDER NO. 20-02**

On March 29, 2020, the Governor of the State of Hawai’i issued Executive Order No. 20-02 suspending HRS 302D-12(h)(1) to (5), **charter school boards; powers and duties**, to the extent necessary to enable the governing board of a charter school to conduct business in person or through remote technology without holding meetings open to the public. The governing boards shall consider reasonable measures to allow public participation consistent with social distancing practices, such as providing notice of meetings, allowing submissions of written testimony on agendized items, live streaming meetings, and posting minutes of meetings online. No governing board deliberation or action shall be invalid, however, if such measures are not taken.