

**Ho'okako'o Corporation Governing Board Minutes**  
**March 7, 2016**  
**Kamaile Academy**  
**85-180 Ala Akau Street/Waianae, HI 96792**

Attendees: Joe Uno, Barbara Kalipi, Bob Peters, Manny August, Nancy Barry, Robert Witt  
Staff Present: David Gibson, Chris Kono, Julie Upton, Anna Winslow (Principal)

AGENDA	DISCUSSION	DECISION MAKING	FOLLOW-UP
I. Welcome	The meeting was called to order at 2:28 p.m.		
II. Approval of January 13, 2016	Board approval of minutes	<p>ACTION:  Approve January 13, 2016 Minutes</p> <p>Moved: R. Witt  Seconded: B. Peters</p> <p>Result: Minutes Approved</p>	
III. School Reports			
<p>A. Kamaile Academy  School Presentation</p>	<p>The Board was introduced to Kamaile students K.A. (Grade 12), J.E (Grade 3), S.L. (Grade 8), M.C. (Grade 12) and L.L. (Grade 6). The Board welcomed the students and J. Uno presented an overview of Ho'okāko'o and the work that the Board does.</p> <p>Students shared highlights of Kamaile, including animal habitat exhibits, spirit assemblies and the family environment. The students also said that the rotating schedule for the high school was a challenge.</p> <p>A. Winslow gave a brief presentation on the history of Kamaile Academy, including the reaffirmation of the Kamaile vision and mission statement in SY 14-15.</p>		

<p>Accreditation</p>	<p>The presentation also included information about:</p> <ul style="list-style-type: none"> <li>● Turn-Around Arts Strategies</li> <li>● Instructional Focus Walks</li> <li>● K-6 Project Based Learning/ Exhibitions</li> <li>● Hawaiian Protocols that are being implemented in SY 15-16</li> <li>● Pre-K Grant</li> <li>● Capital Improvement Projects</li> <li>● Golf Course</li> </ul> <p>A, Winslow provided an update on Kamaile’s WASC Accreditation and Action Plan.</p>		
<p>B. Kualapu’u School ANA Grant</p> <p>Accreditation</p>	<p>D. Gibson reported that Kualapu’u plans to resubmit the ANA Grant (to create culturally-relevant readers for both immersion and english programs). Kualapu’u is revising the grant to address the feedback from the grant review team last year. The grant is for approximately \$100,000/year for 3 years. Board asked for details (i.e. amount of request). D. Gibson said he would forward final version before submission.</p> <p>D. Gibson and B. Kalipi reported that the report from the Kualapu’u Accreditation Team was very positive. The final report of the site visit will be forwarded by the Accreditation Team when completed. Accreditation seems very likely, though that determination is made by WASC and not the Team. Discussed strengths and challenges the Team reported. Particular response by the school to finding regarding dual vision statements of the school and “school-within-a-school” creating divisions on campus.</p>	<p>ACTION: Approval for Kualapu`u to prepare application for submission on behalf of Ho`okako`o.</p> <p>Moved: R. Witt Seconded: N. Barry</p> <p>Result: Approved to prepare application with approval to submit pending review of final application and amount of request.</p>	<p>D. Gibson will work with Kualapu’u to revise the grant and will forward the final version when it is available.</p> <p>The Accreditation Committee’s report will be forwarded to the Board when it becomes available.</p>

C. Waimea Middle School	Board reviewed status of Principal recruitment process.		
IV. Governance Report	<p>Strategic Plan needs to be developed (Prior report was from 2012-2015). Islander Report identified communication between Ho'okāko'o Board and schools (trust, communication and stability).</p> <p>Need school acceptance of the core principals.</p>		
<p>V. Education Committee Report</p> <p>Principal Evaluation Tool</p> <p>Hawaiian Focused Statement</p> <p>Waimea Principal Recruitment</p>	<p>The Education Committee will be convening and meeting with Principals to discuss the Principal Evaluation Tool (competency model) for SY 15-16. The evaluation tool will be redesigned to include more flexibility/differentiation and be based on goals that principals set for themselves and the progress made on their school accreditation plans.</p> <p>The Education Committee will also be working with Principals and staff to develop a statement regarding Ho'okāko'o's Hawaiian focused educational commitment.</p> <p>C.Kono provided an update on the Waimea Middle School Principal recruitment:</p> <ul style="list-style-type: none"> <li>● There are two applicants that meet the minimum qualifications</li> <li>● The interview team will consist of two board members, two Ho'okāko'o staff members and three Waimea representatives (a teacher, a classified staff member and a community</li> </ul>		

	<p>member)</p> <ul style="list-style-type: none"> <li>• Ho'okāko'o staff are working with the Education Committee to revise the interview questions</li> <li>• C. Kono will poll interview committee members for their availability and will begin scheduling interviews during the last week in March or the first week in April.</li> </ul>		
<p>VI. Finance Committee</p>	<p>J. Upton provided a Financial Updates Handout that included information on:</p> <ul style="list-style-type: none"> <li>• FY 14-15 HC Audit: field work completed on 2/18/16 and financial statements are in the process of being drafted</li> <li>• SY 16-17 Budgets: Principals are working with HC staff to finalize the budget requests for SY 16-17. Board members will be invited to a meeting to review the budget requests in early April 2016 and formal approval of the budgets will be on the April 18, 2016 agenda.</li> <li>• Quarter 2 Financial Statements: Q2 Financial Statements that were submitted to the Commission were distributed along with a summarized actual v. budget report.</li> </ul> <p>Revised Accounting Policies &amp; Procedures were presented for approval. The revisions were made with guidance from M. August, to strengthen internal controls and provide clarity. A summary of the revisions is below:</p> <ul style="list-style-type: none"> <li>• All Accounting Policies ACC01 - ACC08 were revised to update procedures to reflect changes in staffing and address minor grammatical changes and naming conventions.</li> <li>• In addition to the above, Policy ACC02: Purchases &amp; Disbursements was amended:</li> </ul>	<p>ACTION: Approval of revised Accounting Policies &amp; Procedures</p> <p>Moved: M. August Seconded: R. Witt</p> <p>Result: Approval of revised Accounting Policies &amp; Procedures with a unanimous vote.</p>	<p>The Draft Audit Report will be forwarded to Board Members when it becomes available.</p> <p>J.Upton will schedule a Budget Review meeting (early April 2016).</p> <p>J. Upton will provide training to Business Managers/Principals on the updated Accounting Policies &amp; Procedures.</p>

	<ul style="list-style-type: none"> <li>○ Requires all POs and disbursements over \$10,000 to be pre-approved by the Ho'okāko'o ED or designee</li> <li>● Policy ACC04: Procurement was amended: <ul style="list-style-type: none"> <li>○ Requires all contracts/agreements to be pre-approved by the Ho'okāko'o ED or designee</li> <li>○ Requires schools to use an Approved Vendor List</li> <li>○ Requires schools to complete an annual Conflict of Interest declaration as related to the Approved Vendor List</li> </ul> </li> </ul>		
VII. Executive Director Report	D. Gibson presented the Executive Director's Report which included legislative updates, discussion of Kamehameha Schools, and development updates of each school. M. August asked about endowment building. Discussed need to work towards this, but important to first build the prospect list and culture of philanthropy.		
VIII. Adjourn	The meeting was adjourned at 4:12 p.m.		The next meeting is scheduled for April 18, 2016 at Waimea Middle School.