

MINUTES
of the meeting of the
BOARD OF DIRECTORS of KAMALANI ACADEMY
December 6, 2017

The Board of Directors of Kamalani Academy held a public meeting on December 6, 2017 at 6:00 p.m. at 1403 California Ave., Wahiawa, HI 89786.

1. Call to Order and Roll Call.

Board Chair Ku'uipo Laumatia called the meeting to order at 6:05 p.m. with a quorum present. In attendance were Board members Ku'uipo Laumatia, Tuisamau Alailima (via telephone), Steve Davidson, Mike Turman, Daphne Gasilos and VerlieAnn Malina-Wright (at 6:48 p.m.).

Member Kalani Fronda was not present.

Also present was Pre-K Director Akeyo Garcia, Principal Jeff Vilardi, and PTSO President Tenaya Watson; as well as Academica representative Bob Ranney, Stacy Takekawa, Natalie Kennedy (via telephone), and Carlos Segrera (via telephone).

2. Public Comment and Discussion

Ms. Tenaya Watson addressed the Board and detailed the upcoming events for the PTSO; adding that she was working to obtain a 501(3)(c) status to move forward on the PTSO items.

Mr. Bob Ranney addressed the Board to introduce himself and detail his background in charter schools.

3. Review and Approval of the Minutes of the October 18, 2017 Board Meeting.

Member Davidson moved to approve the October 18, 2017 Board Meeting. Member Turman seconded the motion, and the Board voted unanimously to approve.

4. Review and Approval of Final Revised Budget for the 2017/2018 School Year

Mr. Carlos Segrera addressed the Board and reviewed the final revised budget as presented in the support materials. Member Davidson asked if there would be an impact from the decrease in professional development. Principal Jeff Vilardi addressed the Board and stated that they would have the same amount of professional development because the cost would be covered by the Native Hawaiian Education Grant.

Member Davidson moved to approve the final revised budget for the 2017/2018 school year. Member Turman seconded the motion and the Board voted unanimously to approve.

5. Discussion and Possible Action to Determine Grade-Level Maximum Enrollment for the 2018/2019 School Year

Ms. Natalie Kennedy addressed the Board and reviewed the maximum enrollment numbers as presented in the support materials. Principal Vilardi asked if the 330 total included the Pre-K enrollment numbers, to which Ms. Kennedy replied in the affirmative. Member Laumatia asked if there would be consideration to increase projections and have one waitlist to mitigate the issues found in student turnover. Discussion ensued in regards to student enrollment pertaining to waitlist policies and procedures when filling open seats.

Principal Vilardi stated that the 2018/2019 projection for Kindergarten should be reduced to 22 and the 5th grade class should be increased to 50 which would drop the total maximum projected enrollment to 311; adding that the enrollment plan should contain a contingency that, if the Pre-K location was changed, an additional kindergarten class of 22 students would be added to the projection.

Member Turman moved to approve the maximum enrollment for the 2018/2019 school years as modified by Principal Vilardi. Member Davidson seconded the motion, and the Board voted unanimously to approve.

6. Pre-K Director's Report

Pre-K Director Akeyo Garcia addressed the Board and reviewed the Pre-K report as presented in the support materials. Pre-K Director Garcia asked if Pre-K students and their siblings would have priority enrollment. Ms. Kennedy replied that, although she would need to verify, the Pre-K students might have priority into the Kindergarten program. Principal Vilardi stated that Pre-K was specific to a 200% poverty level; therefore, he was concerned that this might technically discriminate against any students who did not qualify for the Pre-K program. Discussion ensued regarding the policies and procedures of enrollment eligibility. Principal Vilardi asked Stacy Takekawa to research the legality of a priority enrollment for the Pre-K students.

Member Turman asked how the challenges presented in the support materials were being addressed. Pre-K Director Akeyo stated that everything was pending on whether or not the Pre-K program would be moved to another location; adding that the items would be addressed if the school remained in the current location.

7. Principal Report

Principal Vilardi reviewed the principal's report as presented in the support materials. Member Turman asked if individuals would be serving on multiple committees. Principal Vilardi replied that he did not want to spread individuals too thin and would decide how many committees a person could serve on based on the individual capabilities. Member Malina-Wright asked what the benchmarks were for the committees, to which Principal Vilardi replied that there had not yet been a benchmark discussion because he would like Governing Board members to join the discussion. Principal Vilardi stated that the safety fence would be placed on hold due to the change in the budget; adding that it would be reevaluated when

the Pre-K location status was confirmed. Mr. Turman asked if there was a timeline estimated, to which Principal Vilardi responded in the affirmative; adding that it was until the end of December. Mr. Turman stated that the bid from vendor he contacted would remain valid until January.

8. Management Report

Ms. Stacy Takekawa addressed the Board and stated that she was working with the contractor and architect to schedule an appointment to check the permanent power; adding that she was waiting for the report and solution for a drainage issue involving a collapsed pipe. Ms. Takekawa stated that the contractor had checked and tightened the railings and confirmed that they had been engineered for safety; adding that, because it was still a concern, she had obtained a bid to reinforce the railings. Ms. Takekawa further stated that, although they weren't a high priority, she was acquiring bids for awnings and pest control. Ms. Takekawa stated that she needed a signature from Wendy Hilderbrand in order to have Ms. Hilderbrand removed and herself added to the background check system. Ms. Takekawa further stated that Kamalani Academy's insurance coverage was in good shape. Ms. Takekawa stated that, due to a miscommunication with the tax department and the church, Kamalani Academy would be assessed real property tax and would need to appeal the assessment.

Member Turman stated that he had experienced significant savings on supplies by using Purchasing Hui of Hawaii, a company that would provide lower prices for goods and services through cost containment contracts; adding that it might be something the school should look into.

9. Foundation Board Update

Member Malina- Wright stated that the Board Secretary position had been filled and an adjustment had been made in regards to the insurance amount.

10. Financial Update and Treasurer Report

Member Turman stated that he had not received the October financial reports; adding that he was frustrated with the financial department at Academica.

Mr. Segrera stated that the annual audit, the holidays, along with not receiving necessary documents until mid-November created the delay in the submittal of the October financial reports. Discussion ensued regarding how long of delay the Board could expect in receiving financial reports. Mr. Segrera stated that the Board could expect a month delay in financial reports.

11. Review and Approval of Cleaning Vendor Contract

Ms. Takekawa stated that IFS Hawaii was the new cleaning vendor and have been cleaning the school for two weeks; adding that the keys from the old vendor had been retrieved. Principal Vilardi stated that the building was still being monitored and videos were being reviewed to find the culprit to the unlocked door issue; adding that the building would be rekeyed regardless of the outcome. Ms. Takekawa stated that she had reviewed the contract; adding that the contract would be changed to add Kamalani Academy and the Foundation as additionally insured.

Member Turman moved to approve the cleaning vendor contract provided that IFS Hawaii submit the certificate of insurance naming Kamalani Academy and Kamalani Foundation as additionally insured. Member Malina-Wright seconded the motion and the Board voted unanimously to approve.

Member Turman stated the he would like it noted that Cover More Services worked on a month to month basis, without a contract, and received payment for the months that they provided service.

12. Review and Approval of Fencing Contractor

This item was tabled.

13. Kamalani Holiday Policy Stakeholder Input Workshop Results

Member Gasilos stated that there were eight students and eleven adults in attendance at the holiday policy stakeholder input workshop; adding that the participants were asked to express their concerns or questions regarding the holiday policies. Member Gasilos stated that some of the concerns expressed were teaching the whole child, cultural diversity, inclusive/exclusive, purposeful learning, unclear holiday communication, policies on snacks, and violation of law; adding that the group identified that the focal problem was that the policy was unclear. Member Gasilos stated that another meeting would be held to define the objectives by turning the concerns into positive statements. Member Malina-Wright requested Ms. Takekawa to look into the Hawaii revised statues on holidays; adding that the policy would help the students learn more about civics and democracy.

14. Kamalani T-shirt Vendor Evaluation

Member Alailima stated that, as presented in support materials, there had been many issues with the T-shirt Vendor and that there was a need for a new vendor. Discussion ensued regarding the termination clause of the contract and the process of obtaining a new vendor. Member Alailima stated that he would move forward with obtaining a new t-shirt vendor.

15. Discussion and Possible Action Regarding Vandalism and Security System

Principal Vilardi stated that, after he had sent home the previous vendor, he had decided to clean the school on his own; adding that he never made it to the bathrooms because it was too much work for one person. Principal Vilardi stated that when IFS Hawaii was retained as the cleaning vendor the vandalism was found; adding that feces were smeared on the walls and wads of toilet paper had been struck to the wall. Principal Vilardi stated that this type of vandalism had happened once before, during school hours; adding that there was no evidence of who committed the act. Principal Vilardi stated the crime reporting policy as presented in the support materials would be the procedure to follow.

16. Discussion and Possible Action to Create Board Committees

Member Laumatia stated that it was proposed that the Board establish an Academic Committee, Governance Committee, Finance Committee, and a Facilities Management/Operations Committee to assist the Board. Principal Vilardi suggested an additional committee for safety; adding that the roles could be included and organized within the Facilities Management/Operations Committee. Discussion ensued regarding the organization of committees and ad hoc committees.

Member Davidson moved that the Board establish an Academic Committee, Governance Committee, Finance Committee and a Facilities Management/Operations Committee. Member Turman seconded, the motion and the Board voted unanimously to approve.

Member Turman stated that they should assign members to committees and volunteered for the Facilities Management/Operations Committee and Finance Committee. Discussion ensued regarding informing the community of new the committees and which items would be covered under each committee.

17. Training and Discussion of Kamalani G Suite

Member Davidson stated that G Suite was a suite of applications that had been provided by Intellatek as part of the IT solutions package; adding that the Suite contained google drive, calendar, and groups. Member Davidson further described the use, support, and need of each application. Member Davidson asked if all members would agree that they would use the programs. All members of the Board responded in the affirmative. Member Davidson stated that he would go over the information and create a training to support the implementation of the applications.

18. Discussion Regarding Completing the Board Member Bios and Photos on Kamalani Website

Member Davidson stated that there was a request for a photo and bio from each member to complete the Kamalani website; adding that he would like all remaining members to complete this task as soon as possible.

19. Closed Session

This item was moved to after adjournment.

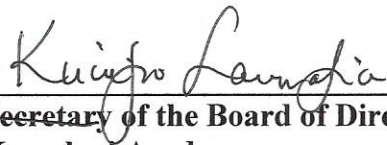
20. Public Comment

There was no request for public comment.

21. Adjournment

Member Davidson moved to adjourn the meeting. Member Malina-Wright seconded the motion and the Board voted unanimously to approve.

Approved on: 1/25/18



Secretary of the Board of Directors
Kamalani Academy

Chair