

**MINUTES**  
**of the meeting of the**  
**BOARD OF DIRECTORS of KAMALANI ACADEMY**  
**March 22, 2018**

The Board of Directors of Kamalani Academy held a public meeting on March 22, 2018, at 6:30 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 6:43 p.m. with a quorum present. In attendance were Board members Ku'uipo Laumatia, Kalani Fronda, Tuisamau Alailima, Steve Davidson, VerlieAnn Malina-Wright (via telephone) and Daphne Gasilos (via telephone).

Also present were Principal Jeff Vilardi, 2<sup>nd</sup> grade teacher Krystal Fenton, and PTSO President Tenaya Watson; as well as Academica Representatives Stacy Takekawa, Carlos Segrera (via telephone), and Trevor Goodsell (via telephone).

**2. Public Comment and Discussion**

Ms. Malina Kaulukukui, Kamalani Grandparent, addressed the Board and stated that she was impressed with the Governing Board and applauded their dedication and work with the school. Ms. Kaulukukui stated that she was disappointed with Ms. Lenentine's departure; adding that she was concerned with the policies in how teachers were dismissed. Principal Vilardi addressed the Board and stated that they had adhered to all the statutes and policies; adding that due process was followed.

**3. Review and Approval of the Minutes of the February 22, 2018 Board Meeting.**

**Member Fronda moved to approve the minutes of the February 22, 2018, Board Meeting as edited. Member Davidson seconded the motion.**

Member Davidson requested that the verbiage on item number 5 be changed from elected to nominated; adding that on item number 17 he would like to add a sentence stating that Member Davidson would be happy to visit.

**Member Fronda amended the motion to revise and approve the minutes of the February 22, 2018 Board meeting. Member Davidson seconded the motion, and the Board voted unanimously to approve.**

**4. Discussion and Possible Action Regarding Board Member Search**

Member Laumatia stated that she did not have any updates regarding the Board Member search at this time. Ms. Stacy Takekawa addressed the Board and asked if the notification of the open seat had been posted to the school's website, to which Member Davidson replied that it had not been posted. Ms. Takekawa stated that she would post it on the website and send a letter out to parents.

## **5. Pre-K Director's Report**

Principal Vilardi reviewed the Pre-K Directors report as outlined in the support materials. Principal Vilardi asked if there was an update on securing a site for the Pre-K program, to which Member Malina-Wright replied that she would speak to the individual who was in charge of a possible location later that week; adding that she would like anyone who was available to view the location with her. Principal Vilardi stated that he would accompany her to view the site. Member Davidson asked who owned the property, to which Member Malina-Wright replied that it belonged to a non-profit organization. Member Davidson asked if the cost of the facility had been discussed, to which Member Malina-Wright replied in the negative; adding that she did mention the possibility of paying a monthly rental fee. Principal Vilardi stated that the Pre-K grant prevents the school from paying for facilities. Member Davidson asked if there was any flexibility to go past March 29<sup>th</sup>. Principal Vilardi stated that the deadline of March 29<sup>th</sup> had been set by the Board; adding that he had informed the Charter School Commission of the agreed upon deadline. Discussion ensued regarding holding a telephonic meeting on March 29<sup>th</sup> to make a final determination.

## **6. Principal Report**

Principal Vilardi stated that the lottery had been successful, all spots had been filled and a waitlist had been created; adding that parent information meetings had been scheduled. Member Davidson asked for clarification on the lottery and enrollment. Principal Vilardi stated that students who submitted their intent to return forms were rolled into the next grade level, then siblings were placed in open seats, after which the lottery was run. Principal Vilardi stated that the acceptance letters had been sent out and they were waiting for the return of thirty-five letters to provide the necessary documentation to complete the enrollment packets.

Principal Vilardi stated that, although Kamalani Academy had access to the DOE behavior health specialist, they still had urgent needs for counseling and counseling support; adding that he was going to create a job description for a counselor next year. Member Davidson asked if the cost to provide a behavior health specialist was included in the budget. Principal Vilardi stated that it was not reflected in the current budget; however, the preliminary budget that he had created with Mr. Trevor Goodsell allowed flexibility in adding items which could be paid using NHE grant funds. Member Malina-Wright stated that she would like to do some research and create a curriculum that would teach children positive behaviors and emotion management. Principal Vilardi stated that he was interested in exploring that option; however, the counselor position would fill a different role and was still something he would like to provide.

Principal Vilardi also reported on the following:

- The lunch vendor, Island Catering, had cancelled the contract. A new vendor was lined up to begin April 1<sup>st</sup> and they were working to become NSLP approved; adding that, regardless of NSLP approval, they would deliver food at the same price so that the students would be fed.
- Final approval from the church for the fencing had been received and the installation was scheduled.
- There was still concern regarding the permitting for the Kamalani Academy Logo and the storage containers.
- The 4<sup>th</sup> grade students and staff had a successful field trip to the Island of Hawai'i and had represented Kamalani well.
- Kamalani will not require uniform shirts for the remainder of the school year; however, shirts must be in school colors and any messages must be school appropriate.

## **7. Financial Update and Treasurer Report**

Mr. Carlos Segrera reviewed the financial update as presented in the support materials. Principal Vilardi asked if the net surplus included the \$30,000 for the fence, to which Mr. Segrera replied the negative; adding that the item would not show on the budget until it was incurred. Member Malina-Wright stated that she would like 10 percent of the NHE grant to go into discretionary funding, to which Principal Vilardi replied that all three years of the grant had been awarded and there had not been a 10 percent discretionary fund request at the time of submission, as a result, funds could not be removed from the NHE grant into discretionary funding. Mr. Segrera stated that the budget did not experience any changes from the last meeting and overall the school was in a good financial position.

## **8. Review and Approval of Tentative Budget for the 2018/2019 School Year**

Member Laumatia stated that she would like Member Alailima to be more involved in the tentative budget process next year, to which Principal Vilardi replied that this item was a general outline of a budget that only includes an overall outlook on human resources, personnel, operations, and facilities. Principal Vilardi reviewed the tentative budget; adding that this budget allowed for the addition of a counselor. Mr. Trevor Goodsell addressed the Board and stated that under the line item Zion's FFE Lease Payment would be adjusted to \$129,780; adding that the foundation was working to refinance the lease. Member Laumatia stated that she wanted to ensure that the professional development for the Board was adequately budgeted. Mr. Goodsell replied that the Governing Board professional development normally does not have a line; adding that \$1,500 had been budgeted for Governing Board travel. Mr. Goodsell further stated that if members choose to spend outside of the allotted amount, then the cost would be pulled from the teachers and staffs professional development line. Member Laumatia asked if a separate line item could be created for Governing Board conference and travel, to which Mr. Goodsell replied in the affirmative; adding that there would be another budget presented to the Board and he would include that line item on the next budget.

**Member Malina-Wright moved to approve the tentative budget for the 2018/2019 school year. Member Alailima seconded the motion, and the Board voted unanimously to approve.**

## **9. PTSO Report**

Ms. Tenaya Watson addressed the Board and stated that the PTSO had agreed to assist with the Blue Zones Project; adding that the PTSO would have a town hall meeting for parents and community on the 3<sup>rd</sup> Thursday in April. Ms. Watson stated that the PTSO was established as a 501(3)(c); adding that bylaws had been completed and the Board was looking forward to increased fundraising efforts. Ms. Watson stated that there was a new secretary, afterschool programs were underway, and the PTSO would be looking into summer programs as requested by Member Malina-Wright.

## **10. Management Report**

Ms. Stacy Takekawa addressed the Board and reviewed the management report as presented in the support materials. Discussion ensued regarding the plumbing system repairs and obtaining additional bids for the needed repairs. Ms. Takekawa explained that each the companies she had contacted would want to be present during the video inspection, at a cost of approximately \$1000 each; adding that the bid she had already received was over \$25,000. Principal Vilardi stated that, although it would be an upfront expense, it would probably be best to get additional bids.

**11. Academic Committee Report**

Principal Vilardi stated that there was no update at this time.

**12. Discussion and Possible Approval Regarding Strategic Planning**

Member Davidson reviewed the strategic planning as presented in the visual presentation. Member Davidson stated that the issues presented by the stakeholders in the strategic planning process had been reviewed and discussed; adding that each problem had been changed to a positive statement. Member Davidson stated that as solutions were developed and goals were created the outcome they were striving for was more joy for all stakeholders. Discussion ensued regarding the strategies that need to be implemented by the four committees, the individuals that make up the committees, committee policies, and surveying stakeholders. Member Laumatia stated that Principal Vilardi was the owner of the site plan; adding that his role was to be a key participant in the other committees.

**Member Fronda moved to approve the strategic plan as presented. Member Alailima seconded the motion, and the Board voted unanimously to approve.**

**13. Foundation Board Update**

Member Fronda stated that Donna Rankin, Pebbles Valdez, Michelle Uesugi, Kililei Balaz-Oblero were the newly added Foundation Board members; adding that the new Treasure of the Foundation Board was Michelle Uesugi. Member Fronda stated that the foundation had approved donating \$300 to the school for background checks for the Walking School Bus volunteers.

**Public Comments and Discussion**

There was no request for public comment.

**15. Adjournment**

**This meeting was adjourned at 8:59 p.m.**

Approved on: 4/26/2018



**Secretary of the Board of Directors**

**Kamalani Academy**