



MINUTES OF PUBLIC MEETING
of the
Governing Board of Kamalani Academy

Date and Time: Thursday, June 8th, 2023

5:30pm HST

Location: Virtual

Google Meets Link:

Google Meet joining info

Video call link: <https://meet.google.com/vfh-ktvt-ydp>

Notice is hereby given that the Governing Board of Kamalani Academy, a public charter school, will conduct its public meeting on the date listed above, beginning at 5:30 p.m. HST. This meeting will be held virtually. The public is invited to attend.

Attached hereto is an agenda of all items scheduled to be considered. Unless otherwise stated, the Board Chair may, 1) take agenda items out of order; 2) combine two or more items for consideration; or 3) remove an item from the agenda or delay discussion related to an item.

The public is invited to submit written comments on any agenda item to board@kamalaniacademy.org by 8:30 a.m. on the date listed above.

AGENDA

I. Opening Items

- a. Call Meeting to Order 5:30pm
- b. Record Attendance Ku'uipo Murray Chair, Brad Foster Vice Chair, Esther Laumatia Treasurer, Kelly Marek Member, Jill Phillips Member, Amanda Fung Po'o, Chris Helvey Fiscal Officer Public: Miguel Gonzalez
- c. Approve Minutes from Previous Board Meeting Motion – Brad Foster, Second – Kelly Marek, Approved Unanimously. Motion carried.

II. Public Testimony

Public testimony will only address stated agenda items. Limited to 3 minutes.
None

III. Consent Agenda (For Possible Action)

(All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a Board Member requests, in which case the item(s) will be removed from the consent agenda and considered along with the regular order of business.)

None

IV. Charter Commission Contract 4.0 2-Year Term Offer with Conditions For Board Action

Although the board has not yet received Contract 4.0 and has had no opportunity to review it, the Chair needs to sign the contract on behalf of the board. Therefore, a board vote is required to accept Contract 4.0 2-Year Term offer with the following conditions: 1. Governing board reconstitution 2. Monthly Financial reports submitted to the commission. 3. An annual principal evaluation by the reconstituted board submitted to the commission. 4. Demonstrate evidence of a working effective student records keeping system using the contract frameworks monitoring tool.

Motion - Brad Foster, Second – Kelly Marek, Approved unanimously. Motion carried.

V. Contracts Review & Discussion – Vendor Presentations

A. Catalyst Factor - Public Relations/Media Vendor – Miguel Gonzalez

1. Kamalani Academy Services/Projects Report

a. Department of Planning and Permitting Status Update

The project has been ongoing since December 2022. Councilman Matt Weyer has been helping Kamalani to navigate a solution with DPP. Deadline in two weeks.

b. Student Enrollment Campaign

i. 160 students enrolled to date

ii. Interest garnered through social media inquiries, targeted media ads, click through rate on social media ads high, responses coming through

2. SY2023-2024 Contract Deliverables

Catalyst Factor works as a guardian to protect Kamalani's reputation as a valued member of the community, monthly press releases issued to commission for its monthly newsletter, social media focused on pictures of happy faces, kids having fun with each other, teachers smiling, which serves Kamalani in the best way, understand what Kamalani stands for: a community of aloha, clean image, engagement, family.

3. Possible Board Action will be moved to later in the agenda.

B. Intellatek – Technology Services Vendor – JJ Christian

1. Board signed original contract agreement with Intellatek in 2017

2. Since then, the school moved Intellatek to the State of Hawaii contract forms and signs an annual agreement with Intellatek.

3. Intellatek is a school vendor, not a board vendor. Board action not needed.

C. The Freedom Network (TFN) – Financial/Business Services Vendor – Chris Helvey

1. TFN Scope of Services and Projects Report presented by Chris.

2. Chris shared the past four years of history delivering projects, board initiatives, audit and tax resolution, major accomplishments with increased scope and expansion of deliverables.

3. Contract goes through 2026.

4. Possible Board Action will be moved to later in the agenda.

VI. Finance Committee Report

I. April 2023 Financial highlights:

- a. April's financial report was accepted and approved by the FC.
- b. Although TFN does their own working cashflows for monitoring purposes, it is not part of their scope of services to provide cashflows to the board on a regular basis. The FC asked for cashflows in March because the board was contemplating bonuses.
- c. TFN has expressed concern about the April financials and previous financial statements not being completely accurate because receipts are not being received in a timely manner. A process is now being documented to resolve this issue going forward. In addition, TFN does not have full access to any of the grants; therefore the monthly financial statements are not accurate. This is important because one of the conditions of our Contract 4.0 is that monthly financial statements will be submitted by the board to the commission.

II. SY2022-2023 Financial Highlights:

- a. The lunch program for SY22-23 has taken \$50k+.from the budget. The board resolved to accept this amount of sustained losses because it is a vital service for our students. Moving forward into our next school year, various school lunch options will be researched that may lower our losses substantially. The board has not had the means or the energy to devote to this effort the past two years because of charter renewal work.

III. SY2023-2024 Budget Highlights:

- a. Last month the Board submitted a student projection for this school year of 175 students. The Per Pupil Allocation amount used for the 2023-2024 budget is based off of 155 students for a conservative budget projection.
- b. This school year budget includes all payroll costs, existing vendor contracts, property costs, all operating expenses, with no additional revenues or expenses considered.
- c. Board vote to approve the SY2023-2024 Budget

Motion – Kelly Marek, Second – Brad Foster, 4 aye votes, 1 nay vote. Motion carried.

IV. Existing Vendor Contracts

The FC confirms that all existing vendor contract fees are included in the SY2023-2024 budget projection for Catalyst Factor and The Freedom Network.

Catalyst Factor will require board approval due to this contract being a former school contract, that has recently become a board contract. In addition, Catalyst Factor will submit contract on the State of Hawaii forms. After attorney general approval, the contract will be signed by Catalyst Factor, Department of the Attorney General, and Kamalani Academy Governing Board.

Motion – Kelly Marek, Second – Esther Laumatia, Unanimously approved. Motion carried.

V. TFN Contract Change

The Finance Committee recommends a \$2,500 increase for The Freedom Network's monthly fee to begin 7/1/2023.

Motion – Brad Foster, Second – Kelly Marek, 4 aye votes, 1 nay vote. Motion carried.

VII. Governance Committee Report - None

VIII. Po'o Report – None

IX. Executive Session

This agenda item pertains to attorney client privilege and personnel matters. The Presiding Board Officer may call for all or a portion of the discussion of this agenda item to be completed in a closed session among Board members and requested parties.

X. Other Business and Announcements

XI. Closing Items

a. Adjourn Meeting 7:02pm

***Respectfully submitted and approved by the board June 22, 2023
By Ku'uipo Murray, Board Chair and Secretary***