

**HO'OKĀKO'O**  
**SCHOOL GOVERNING BOARD MEETING**  
**Friday, December 6, 2019, 2:30 PM – 5:00 PM**  
**Kamaile Academy, 85-180 Ala 'Ākau, Waianae, HI 96792**  
**AGENDA**

AGENDA ITEM	PURPOSE	DECISION MAKING	ATTACHMENTS
<b>I. Welcome</b> (J. Uno)	<ul style="list-style-type: none"> <li>• Call meeting to order</li> <li>• Establish quorum</li> </ul>		
<b>II. Acceptance of Governing Board Minutes</b> (J. Uno)	Board acceptance of draft August 72, 2019 Governing Board Minutes into the record	Action needed: Acceptance of August 27, 2019 Governing Board Meeting Minutes into the record	HC Governing Board August 27, 2019 Meeting Minutes – DRAFT
<b>III. School Reports:</b>  A. Kamaile Academy (P. Kepka)	Kamaile Academy Report <ul style="list-style-type: none"> <li>• Principal's Report</li> <li>• Nominations of new LAP members</li> <li>• Review &amp; approval of Charter application</li> <li>• Completion of board resolution &amp; board information form</li> <li>• Review 2019 Audit</li> <li>• 2019-2020 Budget updates</li> <li>• WASC Self Study update</li> </ul>	Action needed: Approval of Kamaile nominations to the LAP  Action needed: Approval of Kamaile Charter application  Action needed: Governing board resolution authorizing the governing board chair to sign and submit the application	<ul style="list-style-type: none"> <li>• Kamaile 12-6-19 Principal Report</li> <li>• Kamaile 2019-2020 Budget revised 11-24-19</li> <li>• Charter application Board Member Information form</li> </ul>
B. Kualapu'u School (L. Trinidad)	Kualapu'u School Report <ul style="list-style-type: none"> <li>• Principal's Report</li> <li>• Nomination of Pualani Akaka as Kualapu'u's board representative</li> <li>• Review 2019 Audit</li> <li>• 2019-2020 Budget updates</li> <li>• Report on WASC Mid-cycle Report</li> </ul>	Action needed: Approval of Pualani Akaka's nomination to the board	<ul style="list-style-type: none"> <li>• Kualapu'u 2019-2020 Budget revised 11-25-19</li> </ul>

<p>C. Waimea Middle School (J. English)</p>	<p>Waimea Middle School Report</p> <ul style="list-style-type: none"> <li>Principal's Report</li> <li>Nomination of Pete Hendrick to the WMS LAP</li> <li>Review &amp; approval of Charter application</li> <li>Completion of board resolution &amp; board information form</li> <li>Review 2019 Audit</li> <li>2019-2020 Budget updates</li> <li>WASC Self Study update</li> <li>WMS Notice of Concern update</li> </ul>	<p>Action needed: Approval of Pete Hendricks to WMS LAP</p> <p>Action needed: Approval of Waimea Charter application</p> <p>Action needed: Governing board resolution authorizing the governing board chair to sign and submit the application</p>	<ul style="list-style-type: none"> <li>Waimea 12-6-19 Principal Report</li> <li>Pete Hendrick - LAP Nomination and Biography</li> <li>Waimea 2019-2020 Budget revised 11-24-19</li> <li>Charter application Board Member Information form</li> </ul>
<p><b>IV. Committee Reports:</b></p> <p>A. Executive (J. Uno)</p>	<p><i>Committee reports related to school governance</i></p> <p>Announcement - Executive Committee evaluation of P. Kepka and J. English</p> <p>Review board 9/23/2019 approval of the arbitration settlement agreement recommended by Deputy AG Richard Thomason in order to resolve the grievance filed by Kamaile employee.</p> <p>8/24/19 Board members voting yes:  J. Uno  B. Parsons  B. Kalipi  B. Peters  N. Barry  K. Ka'awaloa  I. Takushi  M. Caires</p>	<p>Action needed: Ratify 9/23/2019 email vote to approve the arbitration settlement agreement recommended by Deputy AG Richard Thomason in order to resolve the grievance filed by Kamaile employee.</p>	<ul style="list-style-type: none"> <li>HC 11-19-19 Executive Committee Meeting Minutes</li> </ul>

Ho'okāko'o Corporation  
School Governing Board Meeting Agenda  
December 6, 2019

	P. Nakayama K. Pineda-Akiona did not vote.  The Executive Committee met on November 11, 2019		
B. Nominating & Governance (J. Uno)	See Kualapu'u & Waimea nominations above.		
C. Budget & Finance (I. Takushi)	See schools' 2019 budget revisions above.  Budget & Finance Committee Meetings were held August 21, 2019 and November 22, 2019		<ul style="list-style-type: none"> <li>• HC Budget &amp; Finance Committee Meeting Minutes - August 21 2019</li> </ul>
D. Education (R. Peters)	See schools' WASC reports above.  The Education Committee Meeting met on November 18, 2019		<ul style="list-style-type: none"> <li>• Hookakoo Nov 18 2019 Education Committee Meeting Minutes</li> </ul>
E. Development (B. Parsons)	The Development Committee met on October 28, 2019		<ul style="list-style-type: none"> <li>• Hookakoo Oct 28 2019 Development Committee Meeting Minutes</li> </ul>
F. External Relations (M. Caires)			
<b>V. Other Business</b>			
<b>VI. Adjourn</b>	Next meeting: February 25, 2019		

Persons requiring special assistance or services, such as a sign language interpreter, should contact David Y. Gibson at (808) 983-3835 or [dgibson@hookakoo.org](mailto:dgibson@hookakoo.org) at least three business days before the meeting. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

**HO'OKĀKO'O**  
**SCHOOL GOVERNING BOARD MEETING**  
**Tuesday, August 27, 2019, 2:00 PM – 4:00 PM**  
**1360 S. Beretania Street, Suite 202, HNL, HI 96814**  
**DRAFT MINUTES**

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (J. Uno)	<ul style="list-style-type: none"> <li>Call meeting to order</li> <li>Establish quorum</li> </ul>	<p>Meeting called to order at 2:08 PM</p> <p>P. Foehr &amp; D. Therrien, School Leads from the Commission introduced themselves</p> <p>No quorum</p>		
<b>II. Acceptance of Governing Board Minutes</b> (J. Uno)	<p>Board acceptance of draft January 22, 2019 Governing Board Minutes into the record</p> <p>Board acceptance of draft May 30, 2019 Governing Board Executive Session Minutes into the record</p> <p>Board acceptance of draft July 1, 2019 Governing Board Executive Session Minutes into the record</p>	<p>Action needed: Acceptance of January 22, 2019 Governing Board Meeting Minutes into the record</p> <p>Acceptance of May 30, 2019 Governing Board Executive Session Meeting Minutes into the record</p> <p>Acceptance of July 1, 2019 Governing Board Executive Session Meeting Minutes into the record (B. Parson/B. Kalipi) Unanimously approved</p>		<p>HC Governing Board January 22, 2019 Meeting Minutes – DRAFT</p> <p>HC Governing Board May 30 2019 Meeting MINUTES – DRAFT</p> <p>HC Governing Board July 1 2019 Meeting Minutes - DRAFT</p>
<b>III. School Reports:</b>  A. Kamaile Academy (P. Kepka)	Kamaile Academy Report	P. Kepka gave update on Kamaile. Realignment of leadership taking shape. Described differing roles of Principal, School Director and		Kamaile Principal Report

		<p>Learning Director.</p> <p>B. Kalipi commended P. Kepka for his thoughtfulness and approach to new job.</p> <p>Systems approach to academic growth. First LAP meeting on 9/9. Master facilities plan being developed.</p> <p>2-acre donation  Dean Masuda  Roy Ikeda, DOE facilities, to meet with Paul.</p>		
B. Kualapu'u School (L. Trinidad)	Kualapu'u School Report	<p>Good start to school year with decrease in behavior problems. Due in part to work in trauma-informed professional development.</p> <p>Plan to hire counselor.</p> <p>ELA improving. Seems due to Reading/Writing Workshop. Writing more of a strength. Waiting on Ka'eo immersion scores.</p> <p>Seeking estimator for facilities.</p> <p>Going to match DOE bonuses for relocation as incentive to</p>	<p>11/13  Accreditation mid-term visit</p>	Kualapu'u Principal Report

		<p>relocate.</p> <p>Discussed bonuses and per pupil.</p> <p>Requesting reporting of fundraising goals and revenues.</p> <p>Piloting admission procedure for immersion.</p>	<p>To work with HC on fundraising reporting</p>	
<p>C. Waimea Middle School (J. English)</p>	<p>Waimea Middle School Report</p>	<p>J. English gave WMS upadte report. Theme for school year if "student voice" which is from the Kupukupu framework.</p> <p>Reported on first week success.</p> <p>WMS also training in Reader/Writers workshops.</p> <p>Receiving various grants to support PD, curriculum and books.</p> <p>Showing improvements grade-over-grade in ELA. Math not as consistent.</p> <p>Science scores showing strong.</p> <p>Reported on personnel changes.</p> <p>9/6 Fun Run.</p> <p>Give Aloha</p>	<p>J. English to meet with board to dicuss use of WMS facilities by external entities.</p>	<p>Waimea Principal Report</p>

		Accreditation – to be sent to board		
<b>IV. Committee Reports:</b>	<i>Committee reports related to school governance</i>			
A. Executive (J. Uno)	Announcement - Executive Committee will schedule Principal Evaluations			
B. Nominating & Governance (J. Uno)	Announcements: board member terms to be discussed in HC Nonprofit Board Meeting: <ul style="list-style-type: none"> <li>● Board members' terms expiring 8/9 <ul style="list-style-type: none"> <li>○ J. Uno</li> <li>○ B. Kalipi</li> <li>○ R. Peters</li> </ul> </li> <li>● Renewal of board members for 2nd term <ul style="list-style-type: none"> <li>○ P. Nakayama (expired 4/7)</li> <li>○ B. Parsons (expired 5/16)</li> </ul> </li> <li>● Discussion of Board Prospects (3)</li> </ul>			
C. Budget & Finance (I. Takushi)	Budget & Finacnce met.	Action needed: Ratify June 10, 2019 email vote approving 2019-2020 school		

Ho'okāko'o Corporation  
School Governing Board Meeting Agenda  
August 27, 2019

	<p>J. Upton gave update on audits. Internal control testing competed for each school. Issue of inaccurate stipend at Kualapuu which appears to be an isolated incident. HC to develop review procedure to include stipend hours. Audit close out of financials to begin in September.</p> <p>Due to commission 11/1.</p> <p>Discuss ratification of June 10, 2019 email vote approving 2019-2020 school budgets. Eight (8) board members responded Aye (yes) to the approval of school budgets:</p> <p>J. Uno  B. Parsons  R. Peters  I. Takushi  B. Kalipi  N. Barry  P. Nakayama  K. Ka'awaloa  M. Caires &amp; K. Pineda-  Akiona did not vote</p>	<p>budgets  (N. Barry/B. Kalipi)  Unanimous</p> <p>Discussed WMS settlement and implications.</p>	<p>J. Upton researching insurance  D. Gibson working with Commission who will follow up with Sylvia Luke.</p> <p>Audits due to Commission 11/1</p>	
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Ho'okāko'o Corporation  
School Governing Board Meeting Agenda  
August 27, 2019

D. Education (R. Peters)				
E. Development (B. Parsons)	Update on Development			HC Development Update Report
F. External Relations (M. Caires)				
<b>V. Executive Director Report</b> (D. Gibson)	Discuss ratification of June 10, 2019 email vote to approve school admissions policy. Eight (8) board members responded Aye (yes) to the approval of school admission policies J. Uno B. Parsons R. Peters I. Takushi B. Kalipi N. Barry P. Nakayama K. Ka'awaloa M. Caires & K. Pineda-Akiona did not vote	Action needed: Ratify June 10, 2019 email vote approving school admission policies  (N. Barry/B. Kalipi) Unanimous		
<b>VI. Other Business</b>	Next meeting: November 26, 2019			HC Board Meeting Calendar 2019-2020
<b>VII. Executive Session</b>	<b><i>Session is closed to the public</i></b> Discussion of Kamaile Academy Principal compensation and	Action needed: Approval of Kamaile Academy Principal Agreement (B. Parsons/I. Takushi) Unanimous		

Ho'okāko'o Corporation  
School Governing Board Meeting Agenda  
August 27, 2019

	agreement.  J. Un thank board for their support of Kamaile during extended Principal selection.			
<b>VIII. Adjourn</b>				

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## **Kamaile Academy PCS LAP Report 12/6/19**

### **I. Successes in the Last Months**

#### **1. Local Advisory Panel Momentum**

- All seats will be filled with the exception of 4-6 Family and Elementary Teacher
- Strong Voice

#### **2. Charter Contract Renewal**

- BOD approval of Contract Renewal Application prior to 12/16/19

#### **3. WASC Process**

- Approval by BOD Prior to 1/19/20

### **II. Academics**

#### **School-Wide Plan Monitoring**

- Alignment and living document
- Systems for Monitoring Throughlines
- Curriculum/ Instruction/ Assessment/ PBIS

#### **Coaching Plans**

- Data Focus

### **III. Operational/ Finance**

- Multi-year budgeting
- Enrollment 980
- Operational Systems
- 

### **IV. Development and Innovation**

#### **1. Land Aquisition Update -**

- a. Submittals sent to the DOE
- b. March 2020 transfer
- c. Phase 1; Parking/ Immediate play Space

#### **2. Master Facilities Planning supporting by DOE**

- a. Engage the voice of Community

**3. CIP Request**

- a. Money for planning and land Development (2 million request
- b. Cafeteria AC
- c. Admin Office AC
- d. Replace AC in library

**4. Development/ Sustainability Planning**

- a. Development Plan
- b. Annual Give Spring 2020 Launch

**Local Advisory Panel Members to be appointed by Ho‘okako‘o Board ( with Recommendation from Principal)**

- Family Member PK-3rd: Cozy Mendoza
- Family Member 7th – 12th: Chris Muraoka
- Student Representative: Angel Ibanez, grade 7
- Student Representative: Chyenne Landry, grade 9
- Student Representative: Crystal Gomes, grade 9
- Classified Staff: Donna Callaruda, EA
- Classified Staff: Sonya Roundtree, SW
- Certified Teacher SECONDARY: Jameil Saez
- Certified Teacher COACH/COORD: Kendra Singletary, SSC
- Community Member: Brian Mendoza

**Kamaile Academy**  
**SY 19-20 Budget Summary**  
**(version 11/24/19)**

<b>Income</b>	<b>Projected SY 19-20 Budget</b>	<b>Original Budget 6/2019</b>	<b>Changes/Highlights</b>
State: Per Pupil	7,148,974	7,099,140	Per Pupil estimate 907 x \$7,882
State Collective Bargaining Allocation	0	0	Collective Bargaining funds are included in the SY 19-20 per pupil estimate (not as a separate allocation like in SY 18-19)
State: Hard to Staff (pending legislative funding-reserve funding if needed)	0	0	Legislative funding for Hard to Fill was not appropriated; pending update from the Commission
State: OHA - Charters	112,500	0	OHA Charter funding not secured; pending update from OHA
State: PK Funding	513,000	251,491	Pending confirmation
Federal: Title I - General	448,865	448,865	Confirmed
Federal: Title I - CSI	493,760	493,760	Confirmed
Federal: Title I - Parent Involv.	4,866	4,866	Confirmed
Federal: SPED PPTs	97,688	0	Confirmed
Federal: Title II	15,000	15,000	Pending confirmation
Federal: Impact Aid	64,879	64,879	Pending confirmation
Federal: Pihana	21,000	0	Received
Federal: HCNP - NSLP/Breakfast/FFVP	712,000	700,000	Estimate based on Prior Year
Federal NHEP - Arts/Coaching Grant	190,000	190,000	Secured
Private: HLD	828,000	828,000	Received
Private: Fundraising	0	0	
<b>TOTAL:</b>	<b>10,650,532</b>	<b>10,096,001</b>	

<b>Expenses</b>	<b>Projected SY 19-20 Budget</b>	<b>Original Budget 6/2019</b>	<b>Changes/Highlights</b>
Salaries & Fringe	6,462,301	6,335,594	
Salary - Casual Hires	202,599	105,811	
Stipends	937,565	822,827	
Substitutes	333,911	278,717	
Supplies/Equipment	1,560,427	1,413,286	
Contracted & Professional Services	794,575	749,575	
Fees & Dues	121,250	79,750	
Utilities & Equipment Rental	427,700	422,700	
Travel	39,763	29,763	
<b>TOTAL:</b>	<b>10,880,091</b>	<b>10,238,023</b>	
Net:	(229,559)	(142,022)	

**Kamaile Academy  
Budget Expense Details (11/24/19)**

Expense Type	Expense Function	Description	KAMAILE 19-20 Budget Amount	KAMAILE 19-20 FTE
Salary	Administration	Principal, Business Manager, VP Clerk	\$ 264,345	3.0
	Instructional Services	Assessment Clerk	\$ 44,984	1.0
		Coaches	\$ 323,820	5.0
		Counselors	\$ 246,927	4.0
		Dean of Students, SSC	\$ 142,444	2.0
		EAs	\$ 409,574	18.8
		Elementary Teacher Article VI (no cost to Kamaile)	\$ -	2.0
		Elementary Teachers	\$ 1,522,587	28.0
		Elementary Explorations Teacher	\$ 236,821	4.0
		ELL Coordinator/Teacher	\$ 115,724	2.0
		Learning Director, Curriculum Coordinators, Instructional Specialist, Program Manager	\$ 407,240	5.0
		Learning Director/Curriculum Coordinators/Instructional Specialist/Program Manager	\$ 80,097	1.0
		PK Teachers	\$ 169,293	3.0
		School Director, VPs	\$ 320,233	3.0
		Secondary Teachers	\$ 788,047	15.0
		SPED Teachers (13 paid for by DOE; 3 paid for by Kamaile)	\$ 186,000	16.0
		Teacher Recall Pay	\$ 20,790	0.0
	Pupil Services	Bus Driver (2 - .5 FTE)	\$ 51,016	1.0
		Health Aides	\$ 83,129	2.0
		Nav Center Director/Staff	\$ 165,248	3.0
		Safety Officers	\$ 106,462	3.0
		Social Services Worker	\$ 56,000	1.0
		Support Services Clerks (Attendance, Library, Registration, SSC)	\$ 178,395	4.0
	Operations & Maintenance	Custodians	\$ 355,418	8.0
Salary TOTAL:			\$ 6,274,592	134.8
Salary Casual Hire	Instructional Services	PPT SPED	\$ 96,788	0.0
		PPT/PTT ELL	\$ 36,443	0.0
		PTTs Data	\$ 30,000	0.0
	Pupil Services	Adult Supervisors/Recess Monitors, PPT Store	\$ 39,368	0.0
Salary Casual Hire TOTAL:			\$ 202,599	0.0
Stipends	Instructional Services	Credit Recovery Stipends	\$ 5,000	0.0
		ELT Stipends	\$ 475,632	0.0
		Hard to Staff/NBCT Stipends	\$ 269,000	0.0
		Mentor/Mentee Stipends	\$ 78,574	0.0

		Musical Stipends	\$ 3,500	0.0
		Other PD Stipends	\$ 24,059	0.0
		Stipends GLC/TOSA	\$ 25,800	0.0
		TFA Mentorship Stipends	\$ 10,000	0.0
		Tutoring Stipends	\$ 40,000	0.0
	Pupil Services	Student Org Stipends	\$ 6,000	0.0
Stipends TOTAL:			\$ 937,565	0.0
Substitutes	Instructional Services	Sub 89 Day Hire EA for 2nd Semester	\$ 15,000	0.0
		Substitute EAs	\$ 20,000	0.0
		Substitute Teachers (General)	\$ 150,000	0.0
		Substitute Teachers (Prof. Dev.)	\$ 56,856	0.0
		Substitute Teachers Attendance Meetings	\$ 6,861	0.0
		Substitute Teachers Behavior Meetings	\$ 3,334	0.0
		Substitutes Secondary Planning	\$ 16,860	0.0
	Operations & Maintenance	Substitute Custodians	\$ 65,000	0.0
Stipends TOTAL:			\$ 333,911	0.0
Fringe	Benefits & Other Fixed Charges	Fringe for CSI/Title I Positions	\$ 187,709	0.0
Fringe TOTAL:			\$ 187,709	0.0
Supplies/ Materials/ Equipment	Administration	Marketing Materials/Advertising	\$ 10,000	0.0
		Office Supplies	\$ 33,000	0.0
		Postage	\$ 5,000	0.0
		Protocol	\$ 4,000	0.0
	Instructional Services	Classroom Supplies	\$ 56,250	0.0
		Instructional Technology	\$ 80,000	0.0
		Pihana/MIKA ELA Supplies	\$ 21,000	0.0
		Title I Supplies, Curriculum & Materials	\$ 254,177	0.0
	Pupil Services	Family Engagement Supplies	\$ 10,000	0.0
		Health Room Supplies	\$ 5,000	0.0
		Nav Center Supplies	\$ 7,000	0.0
		Planners	\$ 4,000	0.0
		Student Meals	\$ 950,000	0.0
		Student Org Supplies	\$ 1,500	0.0
		Title I Supplies, Curriculum & Materials	\$ 7,500	0.0
		Uniforms	\$ 12,000	0.0
	Operations & Maintenance	Custodial Supplies	\$ 25,000	0.0
		Furniture	\$ 10,000	0.0
		Repairs & Maintenance	\$ 50,000	0.0
		Safety Supplies/Equipment	\$ 15,000	0.0
Supplies/ Materials/ Equipment TOTAL:			\$ 1,560,427	0.0
Contracted/ Professional Services	Administration	Accounting Review	\$ 25,000	0.0
		Accounting Software (CSMC)	\$ 18,300	0.0
		Accreditation (or for travel)	\$ 10,000	0.0

		Administrative/Clerical/Leadership	\$ 20,000	0.0
		Audit	\$ 28,500	0.0
		Board Designated Professional Development	\$ 5,000	0.0
		Grant Writing/Development	\$ 30,000	0.0
		Ho'okako'o	\$ 450,000	0.0
		IT Support	\$ 82,000	0.0
	Instructional Services	Contracted Services: Data	\$ 15,000	0.0
		Contracted Services: DOE SPED Admin	\$ 10,000	0.0
		Contracted Services: Evaluation	\$ 20,000	0.0
		Contracted Services: Prof. Dev.	\$ 80,775	0.0
Contracted/ Professional Services TOTAL:			\$ 794,575	0.0
Fees/Dues/ Subscriptions	Administration	Aesop	\$ 4,000	0.0
		Ceridian Payroll Fees/Altres	\$ 55,000	0.0
		DOE Services	\$ 2,200	0.0
		Employee Background Checks	\$ 1,000	0.0
		HPCSN Dues	\$ 5,500	0.0
		Praxis Fees	\$ 750	0.0
		Raisers Edge	\$ 7,500	0.0
		Teacher License Renewal	\$ 4,000	0.0
	Instructional Services	Credit Recovery (M/H)	\$ 10,000	0.0
		Early College Fees (fall paid for with state)	\$ 12,000	0.0
		Field Trips	\$ 12,000	0.0
	Pupil Services	Cynervoice or Communication System	\$ 2,000	0.0
		OIA Fees	\$ 800	0.0
		Website	\$ 4,500	0.0
Fees/Dues/Subscriptions TOTAL:			\$ 121,250	0.0
Utilities/ Equip Rental	Operations & Maintenance	Cell Phones	\$ 2,700	0.0
		Copy Machine	\$ 40,000	0.0
		Electricity	\$ 225,000	0.0
		Gas for Buses	\$ 7,000	0.0
		Gas for Cafeteria/Equipment	\$ 9,000	0.0
		Pest Control	\$ 14,000	0.0
		Sonitrol Alarm System	\$ 10,000	0.0
		Starcom Radios	\$ 10,000	0.0
		Telephone	\$ 10,000	0.0
		Water/Sewer	\$ 100,000	0.0
Utilities/Equipment Rental TOTAL:			\$ 427,700	0.0
Travel	Administration	Travel: General	\$ 10,000	0.0
	Instructional Services	Travel: Prof. Dev.	\$ 29,763	0.0
Travel TOTAL:			\$ 39,763	0.0
TOTAL:			\$ 10,880,091	134.8

Projected Net:

(229,559)



# Board Member Information

To be completed individually by each Governing Board member.

All forms must be signed by hand.

Charter school governing boards are subject to the provisions of Section 302D-12, HRS and the Chapter 84, HRS, the State Ethics Code. Serving on a public charter school governing board is a position of public trust and fiduciary responsibility. As a governing board member of a public school, you are responsible for ensuring the quality of the school's plans, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its Charter Contract.

The Commission requires that each governing board member respond individually to this questionnaire following the commencement of a new contract term (after July 1).

## Background- describe your role

1. Name of charter school on whose governing board you serve:

Click or tap here to enter text.

2. Contact information:

Name:Click or tap here to enter text.

Phone:Click or tap here to enter text.

E-mail:Click or tap here to enter text.

Indicate your position on the governing board (e.g. chairperson, vice chairperson, secretary, treasurer, member)

Click or tap here to enter text.

Indicate the beginning and ending dates of your term on the governing board:

Click or tap here to enter text.

Indicate whether you currently serve on a governing board of another charter school.

☐ I serve on the governing board of: \_\_\_\_\_

☐ I do not serve on another charter school governing board.

Click or tap here to enter text.

### Disclosures

1. Indicate whether you are a current employee or former employee of the charter school under the jurisdiction of the governing board that you serve. If you are a former employee, indicate when your employment with the school concluded.
  - ☐ I am a current employee
  - ☐ I am a former employee. My employment with the school concluded on: \_\_\_\_\_
  - ☐ I am not a current or former employee of the charter school under the jurisdiction of the governing board
  
2. Indicate whether you are a relative of an employee or former employee of the charter school under the jurisdiction of the governing board that you serve. Pursuant to Section 302D-12(k)(2) a relative is defined as “a spouse, fiancé, or fiancée of the employee; any person who is related to the employee within four degrees of consanguinity; or the spouse, fiancé, or fiancée of such person.” See attached chart for description of degrees of family relationships.
  - ☐ I am related to an employee of the school. My \_\_\_\_\_ is employed by the school.
  - ☐ I am related to a former employee of the school. My \_\_\_\_\_ was employed by the school. Their employment concluded on: \_\_\_\_\_.
  - ☐ I am not related to an employee or former employee of the school
  
3. Indicate whether you are a vendor or contractor providing goods and services (including but not limited to educational service provider or charter management organization services) to the charter school under the jurisdiction of the governing board that you serve. If you are a vendor or contractor, describe the services that you provide.
  - ☐ I am a vendor or contractor providing goods and services to the charter school under the jurisdiction of the governing board that I serve. I provide the following services to the school: [Click or tap here to enter text.](#)
  - ☐ I am a **former** vendor or contractor that provided goods and services to the charter school under the jurisdiction of the governing board that I serve. I provided the following services to the school: [Click or tap here to enter text.](#) My contract with the school concluded on: [Click or tap here to enter text.](#)
  - ☐ I am not a vendor or contractor that provides goods and services to the charter school under the jurisdiction of the governing board.

4. Indicate if you, your spouse, or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.
- ☐ I/we do not anticipate conducting any such business
- ☐ Yes [Click or tap here to enter text.](#)
5. Indicate if you, your spouse, or other immediate family members have a financial interest with a vendor (including an education service provider, or charter management organization) to the school. If so, indicate the precise nature of the financial interest that you have.
- ☐ I/we do not have a financial interest
- ☐ Yes [Click or tap here to enter text.](#)
6. Indicate any potential ethical or legal conflicts of interests that would or are likely to exist should you serve on the school's governing board.
- ☐ None
- ☐ Yes [Click or tap here to enter text.](#)

#### Certification

I, \_\_\_\_\_, certify to the best of my knowledge and ability that the information I am providing to the State Public Charter School Commission as a governing board member is true and correct in every respect. I agree to notify the Commission if there are any changes to the above disclosures.

---

Signature

---

Date

**Kualapu'u School**  
**SY 19-20 Budget Summary**  
**(version 11/25/19)**

<b>Income</b>	<b>Projected SY 19-20 Budget</b>	<b>Original Budget 6/2019</b>	<b>Notes</b>
State Per Pupil	2,640,470	2,617,560	Per Pupil estimate \$7,882 Enrollment is 335
State Collective Bargaining Allocation	0	0	Collective Bargaining funds are included in the SY 19-20 per pupil estimate (not as a separate allocation like in SY 18-19)
State Hard to Staff	0	0	Legislative funding for Hard to Fill was not appropriated; pending update from the Commission
State OHA Puolo	0	0	Puolo Grant ended in SY 18-19
State OHA Charter	75,000	0	OHA Charter funding not secured; pending update from OHA
State DOE Innovation Grant	32,000	32,000	Confirmed
State PK Funding	171,000	62,000	Pending
Federal Title I	152,666	152,666	Confirmed
Federal Title I Parent Involv	1,598	1,598	Confirmed
Federal Title II	6,911	6,911	Pending
Federal Impact Aid	30,593	30,593	Pending
Federal Pihana/MIKA	21,000	0	Received
Federal HCNP	290,000	250,000	
Federal NHEP	120,000	120,000	Confirmed
Private HCF Pillars	0	0	HCF Grant ended in SY 18-19
Private KS (HLD)	477,400	477,400	Received
Private Fundraising (HC-KUU account)	6,000	6,000	Pending
Private Garden Funding	5,000	5,000	Pending
<b>TOTAL:</b>	<b>4,029,638</b>	<b>3,761,728</b>	

<b>Expenses</b>	<b>Projected SY 19-20 Budget</b>	<b>Original Budget 6/2019</b>	<b>Changes/Highlights</b>
Salaries & Fringe	2,654,663	2,590,280	New positions in 19-20: 1.0 FTE Grade 2 Teacher 1.0 FTE Grade 4 Teacher 1.0 FTE HLIP Teacher .5 FTE SSC (currently have a .5 FTE; increase to 1.0 FTE in 19-20)
Salary - Casual Hires	63,204	63,204	
Stipends	97,181	97,181	
Substitutes	63,533	60,183	
Supplies/Equipment	472,500	395,100	Decrease in supplies/equipment due to ending of the Puolo Grant & the Federal PK Grant
Contracted & Professional Services	482,100	482,100	Decrease in contracted services due to ending of the Puolo Grant & the Federal PK Grant
Fees & Dues	38,150	38,150	
Utilities & Equipment Rental	96,720	96,720	
Travel	36,500	34,000	
<b>TOTAL:</b>	<b>4,004,551</b>	<b>3,856,918</b>	
Net:	25,087	(95,190)	

**Kualapu'u School**  
**SY 19-20 Budget: Expense Detail**  
**(version 11/25/19)**

Expense Type	Expense Function	Expense Description	SY 19-20 Budget Amount	SY 19-20 FTE
Salary	Administrative	1.0 FTE Admin Assistant 1.0 FTE Registration/Front Desk Clerk .75 FTE Business Manager .75 FTE IT Support	\$167,317	3.5
	Facilities/ Plant Maintenance	3.5 FTE Custodians	\$153,452	3.5
	Instructional	1.0 FTE Principal 1.0 FTE Vice Principal 1.0 FTE School Improv. Specialist 1.0 FTE SSC 2.0 FTE SPED Teachers (no charge to KUU - DOE) 1.0 FTE Counselor 3.0 FTE DOE EA's (no cost to KUU) 1.75 FTE EAs 1.0 FTE PK EA 1.0 FTE HLIP Coordinator 1.0 FTE Librarian 1.0 FTE PK Teacher 2.0 FTE Kindergarten Teachers 2.0 FTE Grade 1 Teachers 2.0 FTE Grade 2 Teachers 2.0 FTE Grade 3 Teachers 2.0 FTE Grade 4 Teachers (One no charge to KUU - DOE SPED) 2.0 FTE Grade 5 Teachers 1.0 FTE Grade 6 Teacher 6.0 FTE HLIP Teachers 2.0 FTE PE Teachers 1.0 FTE Ike Hawaii Teacher 1.0 FTE Art Teacher  Teacher Recall Pay	\$2,001,341	38.75
	Support Services	1.0 FTE Cafeteria Manager 3.5 FTE Cafeteria Staff 1.0 FTE Meal/Bus Clerk 2.0 FTE PSAPs 1.0 FTE Health Aide	\$332,553	8.5
Salary Total			\$2,654,663	54.25
Salary - Casual Total			\$63,204	0
Salary - Stipend Total			\$97,181	0
Salary - Substitute			\$63,533	0
Supplies/ Materials/ Curriculum/ Equipment	Administrative	Office Supplies	\$9,000	0
	Development	Fundraising Expenses	\$5,100	0
	Facilities/ Plant Maintenance	Custodial Supplies Phone System	\$84,000	0
	Instructional	Classroom Supplies (\$31,000) Curriculum/Instructional Materials (\$92,900) MIKA/Pihana Supplies (\$21,000) Student Planners (\$1,000) Technology Replacement ( \$10,000) Tech (Ipads, Chromebooks) (\$10,000)	\$165,900	0

	Support Services	Food Supplies (\$204,500) Health Room Supplies (\$2,000) Website/Parent Communication (\$2,000)	\$208,500	0
Supplies/ Materials/ Curriculum/Equipment Total			\$472,500	0
Contracted/ Professional Services	Administrative	Audit (\$25,000) Accounting (Review & CSMC) (\$16,600) Ho'okako'o Services (\$130,000)	\$171,600	0
	Instructional	Professional Development (Mentoring, Common Core, SFA)	\$26,300	0
	Support Services	Bus Services (\$269,200) Trauma Consultant for DOE Innovation Grant	\$284,200	0
Contracted/ Professional Services Total			\$482,100	0
Fees/Dues/ Subscriptions	Administrative	Aesop (\$3,000) Ceriaian (\$9,450) Raisier's Edge (\$3,500) Licensing/Background/DOE (\$2,200)	\$18,150	0
	Instructional	Accreditation (\$5,000) Online Instructional Computer Programs (\$15,000)	\$20,000	0
Fees/Dues/ Subscriptions Total			\$38,150	0
Utilities/ Equip Rental Total			\$96,720	0
Travel	Administrative	General Travel (meetings)	\$7,000	0
	Instructional	Professional Development Travel	\$29,500	0
Travel Total			\$36,500	0
<b>TOTAL EXPENSES:</b>			<b>\$4,004,551</b>	<b>54.25</b>

## **Principal Board Meeting Reports Suggested Format**

- Standardize reporting format
- Submit prior to board meeting
- 2-3 pages maximum length
- 10 minute verbal report at meeting

### **1. Three 3 Successes of the Last month**

Fundraising for K(Arts) was successful. We raised the amount needed to fund the second semester activity.

Strive Hi showed areas of growth in ELA and Math. Kids like school better.

Accreditation is on track. Pat and Natalie are very helpful.

Our November PD went well. Positive feedback from teachers. We are working on a Save One Student strategy.

### **2. Academics**

<https://docs.google.com/document/d/1cnVqE5TuaHZkrquixbfznVEy4oRRzn1dIMifyoopI0/edit?usp=sharing>

### **3. Operations/Finance**

Moving students in the month of October with vans and piecemeal Roberts is costing more than \$300/day.

We have a \$70,000 deficit. Second half of development director salary and one half of the PE contract. If we get OHA money, we should break even.

### **4. Human Resources**

Personnel issues, new hirings, etc

One bus driver resigned. The other was terminated for a second infraction involving student safety.

New bus driver to start Nov. 15.

Succession Plans for: Development Director; Grant Writer, Principal (length of accreditation if 6years); HC strategic plan 2018-2023; Charter Contract ends 2020 and renewal application until 2023

### **5. Major needs**

What is the BIGGEST challenge you are currently facing? How can we make your job easier?

How do I widen the candidate pool to accomplish the tasks that directly affect students?

Funding for personnel that directly affect students.

#### **6. Miscellaneous-**

We are working on writing letters to two foundations.

#### **7. Questions**





## WAIMEA MIDDLE SCHOOL

67-1229 MAMALAHOA HIGHWAY \* KAMUELA, HAWAII 96743  
PHONE: (808) 887-6090 Ext. 225

November 8, 2019

TO: **Joe Uno**, Chair, Ho'okako'o Corporation Board of Directors  
**David Gibson**, Executive Director, Ho'okako'o Corporation

FROM: **Janice English**, Principal

RE: **Recommendations For Waimea Middle School Local Advisory Panel  
Community Representative**

On behalf of Waimea Middle School's Local Advisory Panel (LAP), I am pleased to recommend **Pete Hendricks** to again be appointed by the Ho'okako'o Board to serve as a Community Representative thru the end of the 2019-2020 school year.

Attached is a brief bio from Pete; he is a former WMS parent and grandparent, and served on the LAP several years ago both as a member and Chair. We are grateful for his willingness to return to support the school.

As you may know, Pete was instrumental in supporting ELA 7<sup>th</sup> grade teacher Leesa Robertson in securing several small grants to bring in a community expert on oral histories to work with her students to research and capture stories about life in Waimea in days gone by. To date, Leesa and her students have produced three oral history books, all of which are available via Amazon. The experiences of interviewing kupuna in our community, then researching more about their stories and helping prepare the books was both eye-opening and rewarding.

Pete is also working with 7<sup>th</sup> grade science teacher Jade Bowman and her students to identify and document the specific GPS locations of native plants and trees in nearby Ulu La'au/Waimea Nature Park. The project incorporates technology, teamwork, and learning about various native plants and shrubs.

He also has accompanied our 6<sup>th</sup> grade classes on several huaka'i – hiking with them to the top of both Hoku'ula and Holoholoku – two nearby pu'u. We sincerely appreciate his time and energy!

Thank you for considering this nomination.

Mahalo,

**Janice English**

Attachment

# Pete Hendricks Biography

P.O.Box 915, Kamuela, HI 96743

Email: [oldsaltp@yahoo.com](mailto:oldsaltp@yahoo.com)

Born 08/01/38 Los Angeles CA

Started sailing 1948; lifelong interest in the sea; 35 yrs USCG sail/auxiliary captain

BA, University of California - Berkeley, Communication & Public Policy

US Navy deck officer: 2 yrs Pacific sea duty, 1 yr Vietnam volunteer, 7yrs Reserve

Hawaii resident since 1964

M.ED - University of Hawaii - Manoa; taught at Honoka'a High School 1967-69

Night Assistant, Institute for Astronomy, UH (Mauna Kea) 1969-74

UH Sea Grant extension agent, Island of Hawaii 1975-82

Weekly columnist, West Hawaii Today, Marine Advisor 1976-83

Hawaii State DLNR/DAR Education Specialist, Div. of Aquatic Resources 1988-2000

Produced various education programs, brochures, video, conferences

Deputy Managing Director, Hawaii County, 2003-05

Former member Hawaii County Water Commission, Board of Appeals, Police Commission

Former columnist, Ke Ola Magazine, "Then and Now", maritime history

Friend of UH Sea Grant MOP Program to present; assisted with research, education; presented papers at Maritime History conferences and MOP research symposia

Charter member, Kawaihae Canoe Club 1972; also interisland outrigger canoe sailing

Founding member, Island of Hawaii YMCA diving/spearfishing and youth/community sailing programs. Currently active volunteer at YMCA Kawaihae Aquatic Center

Former Board member and/or volunteer for Habitat for Humanity West Hawaii, Catholic Charities advisory group, Ulu La'au/Waimea Nature Park, Waimea Middle Public Conversion Charter School Local Advisory Panel, Waimea Preservation Association and Hawaii Wildlife Center.

#####

**Waimea Middle School  
SY 19-20 Budget Summary  
(version 11/24/19)**

<b>Income</b>	<b>Projected SY 19-20 Budget</b>	<b>Original Budget 6/2019</b>	<b>Changes/Highlights</b>
State: Per Pupil	2,009,910	1,990,932	255 students (official count)x \$7882 (estimate provided by Commission 7/12/19 - includes Collective Bargaining Allocation)
State: OHA - Charters	19,000	0	Estimate
State: Collective Bargaining	0	0	Collective Bargaining funds are included in the SY 19-20 per pupil estimate (not as a separate allocation like in SY 18-19)
State: GIA	35,000	35,000	One time GIA funding was for SY 18-19; \$35,000 has been approved for carryover for STEAM Coordinator salary in SY 19-20
Title I - General	99,510	99,510	Confirmed
Title I - Parent Involv.	1,079	1,079	Confirmed
Title II	8,627	8,627	Estimate
Migrant Ed	25,115	25,115	Confirmed
Impact Aid	36,858	36,858	Estimate
HCNP - NSLP/Breakfast/FFVP	110,000	120,000	Estimate
Neilan	75,000	35,000	Received
HCF: STEAM Team	47,250	47,250	Confirmed
HLD	345,000	345,000	Received
<b>Total:</b>	<b>2,812,349</b>	<b>2,744,371</b>	

<b>Expenses</b>	<b>Projected SY 19-20 Budget</b>	<b>Original Budget 6/2019</b>	<b>Changes/Highlights</b>
Salaries & Fringe	2,127,561	2,022,251.00	
Supplies/Equipment	202,436	177,102.00	
Contracted & Professional Services	414,000	409,000.00	
Fees & Dues	5,911	5,911.00	
Utilities & Equipment Rental	122,700	122,700.00	
Travel	10,000	10,000.00	
Insurance Claim	75,000	0.00	
<b>TOTAL:</b>	<b>2,957,608</b>	<b>2,746,964</b>	
Net:	(145,259)	(2,593)	

**Waimea Middle School  
SY 19-20: Expense Detail  
(version 11/24/19)**

Expense Type	Expense Function	Estimated Amount as of 5/31/19	Description	FTE
Salary	Administration	\$ 227,628	Development Director Business Manager Admin Assistant Tech Coordinator	4.00
	Facilities/Plant Maintenance	\$ 177,677	Custodians	4.00
	Instruction	\$ 1,302,983	Principal (1.0 FTE) Teachers Extended Core (BPA/Tech, PE & Ike) 3.0 FTE -1.0 FTE no charge to WMS (Article VI) SPED Teacher (3.0 FTE - no charge to WMS) 6th Grade Teachers (4.0 FTE) 7th Grade Teachers (4.0 FTE) 8th Grade Teacher (4.0 FTE) AVID Teacher (.5 FTE) ELL Teacher (.5 FTE) Counselor/SSC (1.0 FTE) STEAM Coordinator (1.0 FTE)	22.00
	Support Services	\$ 309,102	Bus Drivers (2 - .5 FTE) w/ monitor Support Services Cler/Front Desk (1.0 FTE) ALC Staff (1.0 FTE) Mentor Coordinator/Family Engagement (1.0 FTE) Registrar/Test coordinator (1.0 FTE)	5.00
	Other Salary (Subs, Part time, etc.)	\$ 110,170	Substitutes (non PD): \$40,000 Before/After Tutors (Title I) PD Stipends (Title I) HLD Stipends/Substitutes Amplify Substitutes/Stipends (HCF STEAM Team) PD Substitutes (Title I) PPTs/PTTs Athletic Stipends: \$9,000 NBCT Stipends: \$15,000	0.00
<b>Salary TOTAL:</b>		<b>\$2,127,560</b>		<b>35.00</b>
Supplies, Materials, Equipment	Administration	\$ 10,000	Office Supplies	
		\$ 15,000	Development Supplies (Neilan)	
		\$ 5,000	Protocol/Meeting	
	Facilities/Plant Maintenance	\$ 25,000	Custodial Supplies	
	Instruction	\$ 10,000	Classroom Supplies	
		\$ 6,300	Ike Hawaii	
		\$ 4,334	Migrant Expenses	
		\$ 10,000	Reading Workshop (Neilan)	
		\$ 1,000	PBL STEAM Supplies	
		\$ 14,150	HCF STEAM Team Expenses (Science Consumables; Amplify; Career Day)	

		\$ 61,446	Title I Expenses (Acellus, ALEKS, AVID Membership, Classroom supplies, ELA Materials, Grammarley, Microsoft License, Open Up Resource Math, PBL, Science Materials, Social Studies Materials, STAR Reading/Math)	
		\$ 8,627	Title II Expenses	
	Support Services	\$ 3,079	Family Engagement Refreshments (Title I)	
		\$ 10,000	Meal Tracker System	
		\$ 6,000	Athletic Supplies	
		\$ 6,000	Student Incentives	
		\$ 5,500	Mentor Program Supplies	
		\$ 1,000	Family Engagement Refreshments (HLD)	
Supplies, Materials, Equipment Total:		\$ 202,436		
Fees/Dues	Administration	\$ 2,250	Paper Cut	
	Instruction	\$ 249	AMLE Membership (Title I)	
		\$ 1,500	Registration Fees	
		\$ 1,912	SCD Membership (Title I)	
Fees/Dues Total:		\$ 5,911		
Contracted Services	Administration	\$ 15,000	Accounting Subscription & Services	
		\$ 23,000	Audit	
		\$ 35,000	Grant Monitoring; Accred; Planning, Data	
		\$ 129,000	Ho'okako'o	
	Instruction	\$ 20,000	Malaai	
		\$ 5,000	Career Day Planning	
		\$ 12,000	Cultural Practioners	
		\$ 2,000	Amplify Science Webinar PD	
		\$ 15,000	Technology Services	
		Support Services	\$ 153,000	Meals
\$ 5,000	Roberts Bus Transitional Services (To/From School)			
Contracted Services Total:		\$ 414,000		
Utilities/Equip Rental	Facilities/Plant Maintenance	\$ 19,200	Copy Machine	
		\$ 60,000	Electricity	
		\$ 17,000	Gas for Bus/Maintenance of	
		\$ 7,500	Phone	
		\$ 4,000	Trash/Other	
		\$ 15,000	Water	
Utilities/Equip Rental Total:		\$ 122,700		
Travel Total:		\$ 10,000		
Insurance Settlement		\$ 75,000		
TOTAL EXPENSES:		\$2,957,607		35.00
Planned Net		\$ (145,259)		

# Board Member Information

To be completed individually by each Governing Board member.

All forms must be signed by hand.

Charter school governing boards are subject to the provisions of Section 302D-12, HRS and the Chapter 84, HRS, the State Ethics Code. Serving on a public charter school governing board is a position of public trust and fiduciary responsibility. As a governing board member of a public school, you are responsible for ensuring the quality of the school's plans, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its Charter Contract.

The Commission requires that each governing board member respond individually to this questionnaire following the commencement of a new contract term (after July 1).

## Background- describe your role

1. Name of charter school on whose governing board you serve:

Click or tap here to enter text.

2. Contact information:

Name:Click or tap here to enter text.

Phone:Click or tap here to enter text.

E-mail:Click or tap here to enter text.

Indicate your position on the governing board (e.g. chairperson, vice chairperson, secretary, treasurer, member)

Click or tap here to enter text.

Indicate the beginning and ending dates of your term on the governing board:

Click or tap here to enter text.

Indicate whether you currently serve on a governing board of another charter school.

☐ I serve on the governing board of: \_\_\_\_\_

☐ I do not serve on another charter school governing board.

Click or tap here to enter text.

### Disclosures

1. Indicate whether you are a current employee or former employee of the charter school under the jurisdiction of the governing board that you serve. If you are a former employee, indicate when your employment with the school concluded.
  - ☐ I am a current employee
  - ☐ I am a former employee. My employment with the school concluded on: \_\_\_\_\_
  - ☐ I am not a current or former employee of the charter school under the jurisdiction of the governing board
  
2. Indicate whether you are a relative of an employee or former employee of the charter school under the jurisdiction of the governing board that you serve. Pursuant to Section 302D-12(k)(2) a relative is defined as “a spouse, fiancé, or fiancée of the employee; any person who is related to the employee within four degrees of consanguinity; or the spouse, fiancé, or fiancée of such person.” See attached chart for description of degrees of family relationships.
  - ☐ I am related to an employee of the school. My \_\_\_\_\_ is employed by the school.
  - ☐ I am related to a former employee of the school. My \_\_\_\_\_ was employed by the school. Their employment concluded on: \_\_\_\_\_.
  - ☐ I am not related to an employee or former employee of the school
  
3. Indicate whether you are a vendor or contractor providing goods and services (including but not limited to educational service provider or charter management organization services) to the charter school under the jurisdiction of the governing board that you serve. If you are a vendor or contractor, describe the services that you provide.
  - ☐ I am a vendor or contractor providing goods and services to the charter school under the jurisdiction of the governing board that I serve. I provide the following services to the school: [Click or tap here to enter text.](#)
  - ☐ I am a **former** vendor or contractor that provided goods and services to the charter school under the jurisdiction of the governing board that I serve. I provided the following services to the school: [Click or tap here to enter text.](#) My contract with the school concluded on: [Click or tap here to enter text.](#)
  - ☐ I am not a vendor or contractor that provides goods and services to the charter school under the jurisdiction of the governing board.

4. Indicate if you, your spouse, or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.
- ☐ I/we do not anticipate conducting any such business
- ☐ Yes [Click or tap here to enter text.](#)
5. Indicate if you, your spouse, or other immediate family members have a financial interest with a vendor (including an education service provider, or charter management organization) to the school. If so, indicate the precise nature of the financial interest that you have.
- ☐ I/we do not have a financial interest
- ☐ Yes [Click or tap here to enter text.](#)
6. Indicate any potential ethical or legal conflicts of interests that would or are likely to exist should you serve on the school's governing board.
- ☐ None
- ☐ Yes [Click or tap here to enter text.](#)

#### Certification

I, \_\_\_\_\_, certify to the best of my knowledge and ability that the information I am providing to the State Public Charter School Commission as a governing board member is true and correct in every respect. I agree to notify the Commission if there are any changes to the above disclosures.

---

Signature

---

Date



**HO'OKĀKO'O**  
**EXECUTIVE COMMITTEE MEETING**  
**EXECUTIVE SESSION**  
**Tuesday, November 19, 2019, 3:30 PM – 6:30 PM**  
**1360 S. Beretania St., #202, HNL**  
**MINUTES**

**Present:** Joe Uno, Chair, Nancy Barry, Blake Parsons, P. Nakayama (remote), I. Takushi (remote), M. Caires (remote)

**Staff:** Paul Kepka, Janice English, Chris Kono, David Gibson (remote)

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (J. Uno)	Meeting was called to order and went into executive session			
<b>II. Principal Evaluations</b> (J. Uno)	The Committee met in executive session closed to the public to discuss personnel matters.  The committee met individually with Principals P. Kepka and J. English to review their self-evaluations of their 2019-2020 goals and to set goals for 2019-2020.		<ul style="list-style-type: none"> <li>• The committee is to follow up with an end-of-year evaluation of the Principals.</li> <li>• The committee is to schedule an evaluation with L. Trinidad</li> </ul>	
<b>III. Waimea Notice of Concern</b> (j. Uno)	The Committee met in executive session closed to the public to discuss legal matters.  The committee discussed the recent Notice of Concern from the SPCSC concerning the Miller-Potter settlement.  The committee discussed a response to the NOC.		<ul style="list-style-type: none"> <li>• Committee is to draft a response to the NOC</li> </ul>	
<b>III. Adjourn</b>				

Persons requiring special assistance or services, such as a sign language interpreter, should contact David Y. Gibson at (808) 983-3835 or [dgibson@hookakoo.org](mailto:dgibson@hookakoo.org) at least three business days before the meeting. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy. Parking is available in Visitor Stalls and Reserved Stalls #30-35.

**HO'OKĀKO'O**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Wednesday, August 21, 2019, 2:00 PM – 3:00 PM**  
**Kamaile Academy**  
**MINUTES**

**Present:** I. Takushi, Chair, K. Pineda-Akiona

**Excused:** J. Uno, B. Kalipi, K. Ka'awaloa

**Staff:** J. Upton, D. Gibson

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (I. Takushi)	<ul style="list-style-type: none"> <li>Meeting called to order at 2:00 PM</li> <li>Quorum – discussed needing to define quorum for committee meetings due to</li> </ul>		Define committee quorum	
<b>II. Approval of June 7, 2019 Minutes</b>	Approve June 7, 2019 Minutes	Action needed: Committee approval of June 7, 2019 minutes K. Pineda-Akiona/I. Takushi Minutes approved		HC Budget & Finance Committee Meeting Minutes - June 7 2019 - DRAFT
<b>III. Audit Updates</b>	<ul style="list-style-type: none"> <li>2018-2019 Audit Updates J. Upton gave updates on audits. N&amp;K questioned inaccuracy in stipend pay and the process to review and check for accuracy. HC will assign staff to review payroll and stipends at three schools.  Sep 16 – Oct 1 has been reserved for all school audits.  Due date of Nov 1 set to submit audits to commission.</li> <li>Risk Assessment for Federal Grant Subrecipients OMB Circular requires subrecipients of federal grants to conduct risk assessment. I. Takushi</li> </ul>		HC will assign staff to review payroll and stipends at three schools.	<ul style="list-style-type: none"> <li>Kamaile Risk Assessment 2019</li> <li>KUU Risk Assessment 2019</li> <li>WMS Risk Assessment 2019</li> </ul>

	<p>recommended having separate risk assessment for each federal grant.</p> <ul style="list-style-type: none"> <li>Update on SY 2021 Audit process All school will need to adopt Commission chart of accounts. Will need to use auditor from Commission-approved vendor list.</li> </ul>			
<b>IV. Q4 Preliminary Financial Statements</b>	<p>J. Upton gave update on SY 18-19 Q4 Preliminary Financial Statements and preliminary Commission Financial Performance Framework &amp; Risk Assessment</p> <p>Waimea has a personal injury settlement of \$75,000.</p> <p>J. Upton to look into general liability insurance.</p> <p>D. Gibson will follow up with Commission on issue of responsibility.</p>		<ul style="list-style-type: none"> <li>J. Upton to look into general liability insurance.</li> <li>D. Gibson will follow up with Commission on issue of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>KA SY 18-19 Q4 Preliminary Fin Stmts.</li> <li>KUU SY 18-19 Q4 Preliminary Fin Stmts.</li> <li>WMS SY 18-19 Q4 Preliminary Fin Stmts.</li> </ul>
<b>V. HC Financial Services</b>	<ul style="list-style-type: none"> <li>Na Wai Ola update HC renewed the financial services contracted Na Wai Ola for 2019-2020.</li> <li>HC will assist Na Wai Ola in preparing for their audit.</li> <li>Discussed Fiscal Sponsorship of</li> </ul>			

	<p>Kamehameha Schools Math HCBE</p> <ul style="list-style-type: none"> <li>Discussed OHA Charter School Fund Administration RFP</li> </ul> <p>Discussed HC monitoring its capacity to provide services; additional staff being trained and to be hired to increase capacity.</p>			
<b>IV. Old Business</b>	<ul style="list-style-type: none"> <li>Investment Policy – D. Gibson to compile information gathered re: investment policies and present at next Budget &amp; Finance Committee meeting.</li> <li>2019-2020 School Budgets were approved by board email vote on June 10, 2019. Eight board members voted and all approved. Email vote to be ratified at the 8/27/2019 board meeting.</li> </ul> <p>Discussed HC's budgeting process and how it relates to the October 15, 2019. Process going forward will be to seek board approval of a projected budget in June to meet Commission budget submission requirement. Budget will need to amended following the Oct 15 pupil count and approved by the board as the final working budget for the</p>		<ul style="list-style-type: none"> <li>D. Gibson to compile investment information and present at next Budget &amp; Finance Committee meeting.</li> <li>Budgeting process will be to seek board approval of projected budgets in June to meet Commission budget submission deadlines. Budget will be amended as needed following the Oct 15 pupil count, and then approved by the board as the final working budget for the school year.</li> </ul>	

Ho'okāko'o Corporation  
Joint Budget & Finance, Education, Development Committee Meeting  
August 21, 2019

	school year.			
<b>VI. Adjourn</b>				

Persons requiring special assistance or services, such as a sign language interpreter, should call (808) 983-3835 at least three business days before the meeting.

**HO'OKĀKO'O**  
**EDUCATION COMMITTEE MEETING**  
**Monday, November 18, 2019, 10:00 PM – 11:300 PM**  
**1360 S. Beretania St., #202, HNL/Kamaile Academy (remote site)**  
**MINUTES**

**Present:** Nancy Barry, Chair, Bob Peters  
**Staff:** Paul Kepka (remote), Jamie Cruz (remote), David Gibson  
**Guest:** Natalie Nimmer (remote)

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (N. Barry)	Meeting called to order			
<b>II. Kamaile WASC Self-Study</b> (P. Kepka)	<p>P. Kepka presented a draft of the Kamaile Academy WASC Accreditation Self-Study to be submitted in January 2020.</p> <p>Committee shared feedback on the study and asked questions. Concerns were expressed over the lack of data to support findings and decisions made in the study.</p> <p>The committee expressed concern over the governance section of the study and ow it did not seem to reflect the work the board has done to build relationships at the, strengthen its governance practices, and increase involvement with the schools.</p> <p>P. Kepka shared that he will be requesting and extension to submit the study.</p>		<ul style="list-style-type: none"> <li>• D. Gibson to work with P. Kepka to revise the governance section of the study.</li> <li>• P. Kepka to revise study and resubmit to the committee before submission.</li> <li>• P. Kepka to request an extension to submit the study.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Kamaile WASC Self-Study</li> </ul>
<b>III. Adjourn</b>				

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**HO'OKĀKO'O**  
**DEVELOPMENT COMMITTEE MEETING**  
**Monday, October 28, 2019, 2:00 PM – 3:00 PM**  
**1360 S. Beretania St., #202, HNL/Conference Call**  
**MINUTES**

**Present (remote):** Blake Parsons, Chair, Barbara Kalipi, Paul Nakayama  
**Staff:** David Gibson

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
<b>I. Welcome</b> (B. Parsons)	Meeting call to order			
<b>II. Development Committee Charter</b> (B. Parsons)	<p>Review of Development Committee Charter. Discussed the Committee's role in facilitating the board-level fundraising.</p> <p>Board will be asked at the next board meeting for 100% participation in giving to HC and ours schools.</p>		<ul style="list-style-type: none"> <li>• D. Gibson to develop board solicitation letter and send to committee for review before the next board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• HC Development Committee Charter</li> </ul>
<b>III. Development Update</b> (D. Gibson)	<p>Update on current development activities at HC and the schools. Kualapu'u has a well-developed plan. Kamaile and Waimea working on their plans. Discussed the budget projections for Kamaile and need for fundraising.</p> <p>Committee discussed the development planning at the schools.</p> <ul style="list-style-type: none"> <li>• Discussed the need for schools to provide the Committee with a list funding needs such as major capital and staffing, along with an estimate cost of each.</li> <li>• Discussed school development plans and need to provide a copy of their</li> </ul>		<ul style="list-style-type: none"> <li>• Schools will provide the Committee with a list of funding needs and estimate cost.</li> <li>• Schools will provide a copy of their Development Plans by the next Committee meeting.</li> </ul>	

Ho'okāko'o Corporation  
Development Committee Meeting  
October 28, 2019

AGENDA ITEM	NOTES	DECISION MAKING	FOLLOW UP	ATTACHMENTS
	plan by the next Committee meeting. <ul style="list-style-type: none"> <li>Plans will be rolled out with the board by the February Board meeting. Plans should address outcomes and metrics needed to measure progress.</li> </ul>			
<b>IV. Strategic Planning</b> (D. Gibson)	D. Gibson gave an update Strategic Planning. Discussed the LLC and HC building it sustainability.			
<b>VI. Adjourn</b>	Next meeting:		D. Gibson to poll committee members for their availability in November for a meeting	

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