



MEETING MINUTES - Alaka`i O Kaua`i

Meeting

Date	Monday, July 20, 2020
Started	5:00 PM
Ended	8:00 PM (HST)
Location	Due to COVID-19 restrictions this meeting will be held virtually only. Zoom Meeting: https://zoom.us/j/7724665686 Meeting ID: 772 466 5686 Dial in Number: 1-669-900-6833
Purpose	Regular scheduled meeting
Chaired by	Indy Reeves
Recorder	Nicola Sherrill

Attendance

Present:	DJ Adams, Lynn Boop, Yvette Brown, Yvette Brown, Jonelle Godfrey, Amer Kuric, Leia Makaneole, Indy Reeves, Ben Sand
Late:	Rafael Tapia, Chris Town
Regrets:	Esperanza Briones, April Cauthron, Dawn Evenson, Kim Lytle, Manuel Ortega, Amber Raskin

Meeting documents

Minutes

1. Opening Items

1.1. Meeting Called To Order - Welcome - Procedures

Meeting called to at 5:13PM

Status: Completed

1.2. Roll

All board members present

Status: Completed

1.3. Adoption of Agenda

Ben motions to adopt today's agenda

Rafael seconds

Unanimously approved

Status: Completed

1.4. Approval of Minutes

Rafael motions to approve meeting minutes from 6/15/2020

Ben seconds

Unanimously approved

Status: Completed

- Alaka`i-Minutes-2020-05-18.pdf
-

2. Comments From Guests

2.1. Comments

No comments from guests

Status: Completed

3. Administrative Reports

3.1. School Director Report

- COVID-19 Update
- Education/Curriculum
- Facilities
- Enrollment
- Fundraising / PTO
- Personnel

Report from Director David (DJ) Adams supporting curriculum, school calendar 20-21, enrollment, PD, facilities, and the collaboration with the ohana network.

Status: Completed

- Alaka'i O Kaua'i Charter School Calendar 2020-2021.docx
 - Director Board Report June 20th.docx
-

3.2. Service Provider Report

Report provided

Status: Completed

- 2020 June Alaka'i O Kaua'i Service Provider Report.pdf
-

3.3. Financial Report

Yvette provided the financial report and fundraising report

Status: Completed

- Bank Reconciliation June 2020.pdf
 - 2019-20 Monthly Fundraising Report - June 2020.pdf
 - Monthly Cash Flow 2019-20 - June 2020 .pdf
-

3.4. Board Committee Reports

- Chair Report
- Treasurer Report
- Transportation Report

- Outreach/Media Report

Board Chair and director attending weekly Charter Commission Meetings, Strategic Planning and Policy Review Calendar.

Treasurer Ben Sand reports:

During a review of our Fiscal Year ending cash balance a variance was noticed between the April cash flow projections and May cash flow projections. The FY ending cash balance variance from April to May was \$38,809.05, \$180,335.66 in April vs \$141,526.61 in May. While variances can and do occur due to unplanned expenses or income, this led to a review of the line items within the cash flow worksheet. After reviewing the cash flow spreadsheet a potential variance in the rent line item is currently being reviewed.

Status: Completed

4. Action Items

4.1. Reopening Plan for 2020-2021 school year

Director DJ provided the reopening Plan for 20-21 school year.

Q & A

Nicola motions to approve the reopening plan for the 2020-21

Ben seconds

Unanimously approved!

Plan will be shared with parents & student body via website, social media and email.

Status: Completed

- Alaka'i O Kaua'i Opening 2020-21 July 20th.docx
-

4.2. Ratify bussing contract

Nicola motions to ratify Akita's bus contract for Alaka'i O Kaua'i school year 20-21

Rafael second

Unanimously Approved

Status: Completed

- Akita Bus Contract Signed.pdf
-

4.3. Consider new board member applicants for approval

The board will consider candidate: Leia Makaneole

Ben motions to approve Leia's Board member application

Chris seconds

Unanimously approved

Status: Completed

- BOARD MEMBER APPLICATION ATTACHMENT.pdf
- RESUME BOARD MEMBER.pdf
- HPSCAN_20200629215308289.jpeg

4.4. Officer Elections

Chairperson

Nicola makes a motion to retain Indy as Chair of the Alaka'i O Kaula'i Governing Board of Directors

Rafael seconds

Unanimously Approved

Vice Chairperson

Chris makes a motion to approve Nicola as Vice Chair of the Alaka'i O Kaula'i Governing Board of Directors

Leia seconds

Unanimously Approved

Secretary

Nicola nominates Leia as secretary of the Alaka'i O Kaula'i Governing Board of Directors

Rafael seconds

Ben seconds

Chris seconds

Ben makes a motions to elect Leia as secretary of the Alaka'i O Kaula'i Governing Board of Directors

Rafael seconds

Unanimously approved

Treasurer

Rafael makes a motion to elect Ben as Treasurer of the Alaka'i O Kaula'i Governing Board of Directors

Nicola seconds

Unanimously Approved

Status: Completed

4.5. Approve 2020-2021 Budget

Budget reviewed. Q&A

Ben motions to approve [Version Two-Alaka'i O Kaula'i 2020-2021 Budget](#)

[Nicola Seconds](#)

[Unanimously Approved](#)

Status: Completed

- 1st FY20-21 sheet (1).pdf
 - ACH4205 - Per Pupil 1st FY20-21 (1).pdf
 - Version Two-Alaka'i O Kaula'i 2020-2021 Budget .xlsx
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4.6. Approve Fiscal Policy

Ben motions to approve the Alaka'i O Kaula'i Fiscal Policy as written with the amendment of adding the current budget line item number as expenditure reference to the Purchase Requisition Form.



Nicola Seconds

Unanimously Approved

Status: Completed

- Alakai_Fiscal_Policy_07_20_2020.pdf
-

4.7. Adopt Strategic Plan for 2020-2021 school year

Tabled, next strategic planning meeting 7/27/2020

Status: Deferred until 8/17/2020

5. Closing Items

5.1. Next Meeting Date

Next Meeting is 8/17/2020 at 5 pm via Zoom

Status: Completed

6. Executive Session (as and if needed)

7. Adjournment

7.1. Meeting Adjourned

Meeting adjourned 8:33 PM

Status: Completed
