



MEETING MINUTES - Alaka'i O Kaua'i

Meeting

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|-------------------|--|
| Date | Monday, January 25, 2021 |
| Started | 5:02 PM |
| Ended | 7:12 PM (HST) |
| Location | Due to COVID-19 restrictions this meeting will be held virtually only through Zoom. 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 | Chair Nicola Sherrill |
| Recorder | Secretary Leia Makaneole |

Approval

Minutes approved on: 3/4/2021

Meeting documents

Minutes

1. Opening Items

1.1. Meeting Called To Order - Welcome - Procedures

Quorum Present

Meeting Called to order at 5:02 pm

Status: Completed

1.2. Roll

All Board members are Present .

Status: Completed

1.3. Adoption of Agenda

Ben motions to adopt the agenda for Alaka'i O Kaua'i Public Board Meeting 1/25/21.

Rafael seconds.

Unanimously Approved.

Status: Completed

1.4. Approval of Minutes

Approval of minutes from Alaka'i O Kaua'i Regular Board meeting on 12/14/2020

Approval of minutes from Alaka'i O Kaua'i Emergency Board meeting on 1/14/2021

Rafael motions to approve the minutes of the Alaka'i O Kaua'i Public Board Meeting on Dec. 14, 2020.

Ben seconds.

Unanimously Approved.

Rafael motions to approve the minutes of the Alaka'i O Kaula'i Public Emergency Board Meeting on Jan. 14, 2020.

Ben seconds.

Unanimously Approved.

Status: Completed

- Minutes-2020-12-14-v4.pdf
 - Minutes-2021-01-14-v2.pdf
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2. Curriculum Moment

2.1. Curriculum Moment

Miss Ashley Guinta is the 3rd Grade Facilitator,

Shared Briefly on Endangered Species Project

Hosting guests and working with Experts in both Marine Biology and Native Plant Biology

Planning both Virtual and Field excursions for classroom learners.

Driving Question : How can we help endangered species?

Status: Completed

Report

We are pleased to start the 2021 Curriculum Moment presentations with the talented Ashley Guinta.

- Ms. Ashley Introduction.docx
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3. Comments From Guests

3.1. Comments

No guest comments

Status: Completed

4. Administrative Reports

4.1. School Director Report

- Education/Curriculum
- Facilities
- Enrollment
- Fundraising / PTO
- Personnel

Education / Curriculum:

Reports of Progress concluded last week Friday Jan 15th.



Currently on Green Level for Education delivery plan.

Thom Markin session focused on school director support. DJ worked with other Directors in the iLead Community. Thom was able to work with a few Facilitators as well.

Facilities :

Jon communicated with Canen (Knudsen Trust) today to schedule septic pumping.

Amer planning to communicate with Jon next week (Feb 1st) regarding advancement on the septic issue on the lower campus.

Enrollment: 156

Projected Enrollment : 7 Classes up to 10 Classes.

Jennifer spoke on enrollment interests list of 28 potential new learners (K- 6th)

DJ commented on the timing of opening up our enrollment to new learners, plans shoot for Feb 15th.

Fundraising / PTO:

Next fundraiser is Starting Feb 1st. "Penny Wars"

Personnel :

Patricia received PC reserved for all the HR and Financials . Ideal Conclusion of the Process of Certifying everything that is being imported from old financial reporting software is end of Feb.

DJ confirmed the newly approved Revised Re-Opening Plan was sent to the Charter Commission.

Status: Completed

- Director Board Report -January 25th, 2021.docx
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4.2. Service Provider Report

No Presentation from Maker Learning Network

Julie Holiday will be taking over for the board support role from iLEAD.

No presentation at this time.

Status: Completed

- December 2020 Alaka'i O Kaula'i Service Provider Report - Sheet1.pdf
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4.3. Treasurer Financial Report

Ben motion to approve the December Reconciliation Report.

Rafael Second.

Unanimously Approved.

Beginning December bank balance: \$302,075.96

Ending December bank balance: \$855,683.68

October/ November Reconciliation reports tabled until the next public meeting as they were submitted late and more time to review is required.

Status: Deferred until 2/22/2021

- Account Reconciliation November 2020.pdf
- Account Reconciliation October 2020.pdf
- Account Reconciliation December 2020.pdf
- 2019-20 Monthly Fundraising Report - July thru December.pdf
- CARES ACT Report YTD.pdf
- Dec 20 Alakai Board Report - FY20-21.pdf
- December 2020.pdf
- General Ledger November 2020.pdf
- Nov20 Alakai Board Report - FY20-21.pdf
- November 2020.pdf
- Oct20 Alakai Board Report - FY20-21.pdf

4.4. Board Committee Reports

- Chairperson report
- Education and Curriculum: Chris
- Human Resources Oversight: Leia
- Facilities and Maintenance: Rafael
- Board development and Governance: Nicola
- Finance and Audit: Ben

Board Development:

New Board Member are still needed. The most recent applicant was not invited to join the board due to a mismatched skill set. The board is seeking quality applicants with financial expertise, fundraising / grant writing and Kaula'i education experience.

Request towards DJ on keeping track of SMART goals.

Education:

Impressed with the Reports thoughtfulness and throughout.

HR Oversight :

No report at this time.

Facilities:

Mr. Tapia generously donated 6 months of additional landscaping services that will be maintained by the school as the budget allows.

Status: Completed

5. Action Items

5.1. Approval of 2nd Quarter Financial Documents

Ben Motions to Approve the 2nd Quarter Financial Report

Rafael Seconds.

Unanimously Approved.

Status: Completed

- Alakai - Financial Statement 2nd QTR Template with FPF Calculator Final.xlsx
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6. Closing Items

6.1. Next Meeting Date

Next Meeting Date: February 22, 2021 @ 5:00pm

February 22nd Public Board Meeting @ 5pm.

Feb. 8th Work Committee Meeting

Status: Completed

7. Executive Session (as and if needed)

7.1. EXECUTIVE SESSION

No Executive Session needed

Status: Completed

8. Adjournment

8.1. Adjournment

Meeting Adjourned at 7:12pm

Status: Completed
