MEETING MINUTES - Alaka`i O Kaua`i

Meeting

Date	Monday, July 19, 2021
Started	5:08 PM
Ended	6:30 PM (HST)
Location	
	Zoom Meeting: https://zoom.us/j/7724665686 Meeting ID: 772 466 5686 Dial in Number: 1-669-900-6833
Purpose	Alaka'i O Kaua'i Board of Directors -Regular scheduled meeting
Chaired by	
Recorder	Julie Halliday

Minutes

1. Opening Items

1.1. Meeting Called To Order - Welcome - Procedures

Board Chair Sherrill called the meeting to order at 5:08p.m. and read the School Mission Statement.

Status: Completed

1.2. Roll

Board Members Present: Nicola Sherrill, Ben Sand, Rafael Tapia, Chris Town. Absent: Leia Makaneole

Status: Completed

1.3. Adoption of Agenda

The Agenda was brought forward for consideration. Upon Motion by Member Tapia to approve the Agenda, seconded by Member Sand, the Motion passed by unanimous vote.

Status: Completed

1.4. Approval of Minutes

No Minutes were presented.

Status: Completed

2. Public Comment

2.1. Comments from Guests

No comments were made.

Status: Completed

3. Cirriculum Moment

3.1. School Facilitator Presentation

School Director, DJ Adams introduced two new facilitators to the Board: Ms. Karen Shay and Mr. Kali Lopez.

Status: Completed

Documents

- Ms. Karen & Mr. Kali Introduction-July, 2021.pdf

4. Service Provider

4.1. Harmony Educational Services-Online Service Presentation

Representatives of Harmony Educational Services, Shawni Carver and John Thorn introduced themselves and explained what services they could provide to the school.

Status: Completed

4.2. Service Provider Presentation

No Presentation was given.

Status: Completed

5. Administrative Reports

5.1. School Director Report

School Director, DJ Adams gave the Director's Report. He gave updates to the Board regarding the following:

- Education and Curriculum - reminded the Board that they will start the new shcool year with a school wide project based learning activity called "Dream Up to Space". This project empowers the entire learning community to be focused on the same activity and helps mentor new staff members in collaboration with the facilitators.
- Facilities - Adam Serra was hired to assist Jon McCallister in addressing the school improvement wish list for the summer. As part of the annual campus cleanup day, which will be held on July 24th, the carpets will be cleaned in-house. It was also reported that the donated desks have been moved in to the school.
- Enrollment - There is currently 175 confirmed learners for the 2020-2022 school year which does not include the applications that have not yet be completed.
- Fundraising/PTN - Their next meeting will be held August 4th and they will also be participating in the annual campus cleanup. Mr. Adams thanked the group for their support.
- Personnel - They are fully staffed at this time and have four new staff members.
- Other - All Kuleana Portal tasks have been completed and are up to date with the Hawaii Charter Commission for the 2021-2022 school year.

Status: Completed

Documents

- Director Board Report -July 19th, 2021.pdf
- Alaka'i O Kaua'i Charter School Opening Plan-July, 2021 (2).pdf

5.2. Financial Report

Member Sands gave the Financial Report. He informed the Board that he reviewed the Financial Statements and Draft Budget, all are in good order and he thanked management team for their work on the Draft Budget.

Status: Completed

Documents

- Bank Reconciliation 6_30_2021.png
- FHB 6_30_2021.pdf

5.3. Board Committee Reports

- Facilities & Maintenance - Member Tapia informed the Board that a septic assessment is needed. There was discussion regarding road/bus concerns and the need for a second bus.
- Board Development & Governance: Board Chair Sherrill reported she received an email from Greg with the Attorney General's Office stating that virtual Board Meetings can continue through the end of the year. The Maker Learning Network Service Contract is currently on hold as they are waiting for the per pupil numbers to come in. The School Budget is due August 13, 2021. Per School Director Adams, he has confirmed they will accept it August 17, 2021. There will be a Strategic Planning Meeting in August.

Status: Completed

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6. Closing Items

6.1. Next Meeting Date

The next Regular Board Meeting will be August 16, 2021.

Status: Completed

6.2. Adjourn

Board Chair Sherrill adjourned the meeting at 6:45p.m.

Status: Completed

Date: August 16, 2021

Motion to Approve the Minutes made by: Chris Town

Seconded by: Rafael Tapia

Board Secretary, Leia Makaneole

Alaka'i O Kaua'i Charter School
Director's Report – DJ Adams
Monday, July 19th, 2021

Education and Curriculum

The assessment results for the annual Hawai'i Department of Education SBAC testing have not been forwarded our way yet. We wish to acknowledge, once again, Malissa Phillips for the terrific job of preparing our school for success plus creating a positive test culture as our Testing Coordinator. We will hire someone into this position again in the 2021-2022 school year.

The project based learning activity board at Alaka'i O Kaua'i Charter School at the main entrance to Main Campus is now an expected disclosure to our learning community about the activities that our school is involved in. The Board has been cleaned for the summer vacation but awaits our first project to start the 2021-2022 school year.

An exciting reminder that for the 2021-2022 school year we will start the new school year with a SCHOOL WIDE project based learning activity called "Dream Up to Space." This project empowers the entire learning community to be focused on the same activity and helps mentor new staff members in collaboration with our experienced teacher facilitators.

Facilities

Mahalo e Jon as we all recognize and appreciate the skills and experience that Jon brings to our learning community to improve Alaka'i O Kaua'i Charter School. We were also fortunate enough to have enough funds to hire Adam Serra to assist Jon in addressing the school improvement wish list for the summer.

We collected ideas from our staff on areas that they wish to have addressed over the summer break on facility improvement that created the summer wish list. Mahalo to the Board of Directors and Jon for the great idea of doing the carpet cleaning ourselves as part of the annual Campus Cleanup Day.

The annual Campus Cleanup Day is set for Saturday, July 24th with shifts from 9am to 10:30am and again from 10:30am to Noon. We need to be mindful that the County of Kaua'i is currently still in Tier Five so there are some limitations to amounts of people.

Signage in Hawai'ian language translation has been resolved through the kindness and talents of new Grade Two/Three facilitator Kali. Mahalo nui e Kali for your assistance!

The massive amount of rain on campus on Friday, March 12th gave us an opportunity to make some damage claims to both the Hawai'i Department of Education and the County of Kaua'i. At the time of this upload no further feedback was available from either party and we hope to have some improvements to campus at no cost to us. We do hope to have the roundabout, road out to the yellow gate, outdoor eating area (sand), and outdoor playground (sand) addressed in these flood repairs.

Enrollment

Budgeted Enrollment:
The 2021-2022 Alaka'i O Kaua'i Charter School draft budget is based on a projected enrollment of 180 student learners.

Projected Enrollment:

Alaka'i O Kaua'i Charter School currently has 175 confirmed learners for the 2021-2022 school year. This does not include applications to our school with incomplete files.

We have the potential to add another 1-150+ keiki to our enrolment by adding a Home School component to our school.

Mahalo e Jennifer for her excellent work in putting together the projected enrolment numbers for next school year. This process will continue throughout the remainder of the summer.

Fundraising / PTO

The next “No Hoa O’ Alaka’i, Friends of Alaka’i” Meeting will be held on Wednesday, August 4th at 5pm. The meeting was held virtually and the invitation link will be shared with our learning community.

The next event for the PTN group is planned for Saturday, July 24th and would be the annual campus cleanup. The teacher facilitators arrive officially on campus the following week so we hope to everything ready for their arrival.

Mahalo e Patricia for providing clear and concise Financial statements for this group.

We again wish to publically announce our gratitude to the supportive PTN for their support of our school and we look forward to an expanded role with the campus more open to parents projected for the next school year.

Personnel

Although we are fully staffed at this time we continue to advertise and interview quality candidates to join our team at Alaka’i O Kaua’i Charter School. Mahalo e Patricia for her work in assisting with the interviewing and job offers to teacher facilitators for the upcoming school year.

E komo mai to Karen (Grade One), Kali (Grade Two/Three), and Jina (Kindergarten) who will be joining our team and all have experience teaching keiki in Hawai’i. Further welcome to Cara Brosius who will join our school as the Special Education teacher this year.

We will build classroom and enrolment numbers based upon the ability to put top-notch high quality candidates at the front of each and every classroom. If we are unsuccessful in finding the proper educational and cultural fit then the school will not open another classroom.

Other

The Alaka'i O Kaua'i School Opening Plan is included for your review and potential approval.

All Kuleana Portal tasks have been completed and are up to date with the Hawai'i Charter Commission for the 2021-2022 school year.

Alakai O Kauai
Reconciliation Summary
Alakai O Kauai, Period Ending 06/30/2021

		Jun 30, 21
Beginning Balance		459,153.85
Cleared Transactions		
Checks and Payments - 62 items	-102,529.79	
Deposits and Credits - 7 items	18,024.99	
Total Cleared Transactions	-84,504.80	
Cleared Balance		**374,649.05**
Uncleared Transactions		
Checks and Payments - 11 items	-2,046.40	
Total Uncleared Transactions	-2,046.40	
Register Balance as of 06/30/2021		**372,602.65**
Ending Balance		372,602.65

7/2/21

First Hawaiian Bank
PRIORITY BANKING PLAN℠ FOR BUSINESS 3

ALAKAI O KAUAI PUBLIC CHARTER SCHOOL 051
P O BOX 1122
KOLOA HI 96756

Statement Period: June 01, 2021 thru June 30, 2021

CHECKSTORAGE Account# 51-092163

Direct Inquiries or Report Errors to:
First Hawaiian Bank
KAPAA BRANCH
4-1366 KUHIO HWY
KAPAA HI 96746
Phone: (808) 822-4966

It is important to examine your statement and report any discrepancies promptly. You must report any error involving electronic fund transfers for personal accounts within 60 days. For any other item, you will lose any claim against us for unauthorized signatures or alterations (and any claims for subsequent unauthorized signatures or alterations by the same wrongdoer) that you do not report within 30 days after the first statement showing that item is made available.

SUMMARY - PRIORITY BANKING - BUS 3 Account # 51-092163

Balance at Beginning of this Statement Period on 06/01/2021	$	459,153.85
Plus: Deposits and Other Credits Totaling	+	18,024.99
Less: Checks and Other Debits/Withdrawals Totaling	-	102,529.79
Balance at End of this Statement Period on 06/30/2021	$	374,649.05

For this Statement Period:

Average Balance	$	395,719.88
Minimum Balance	$	359,921.58

Monthly Item Activity (Accountholders entitled to 250 items free)
24 Checks Written + 4 Deposit Tickets + 7 Deposit Items = 35
Items Charged This Month: 0

CHECKS PAID

Date	Check #	Amount	Date	Check #	Amount
06/09/21	200057	54.69	06/01/21	200092	39.95
06/09/21	200059 *	185.98	06/01/21	200093	1,000.00
06/01/21	200072 *	75.00	06/01/21	200094	314.14
06/15/21	200078 *	490.00	06/01/21	200095	20.92
06/10/21	200079	153.33	06/15/21	200096	7,000.00
06/02/21	200088 *	2,491.30	06/21/21	200097	104.58
06/01/21	200089	20.89	06/25/21	200098	465.02
06/09/21	200090	997.48	06/07/21	200099	506.00
06/03/21	200091	208.55	06/30/21	200100	125.93

EQUAL HOUSING LENDER Member FDIC

ALAKAI O KAUAI PUBLIC CHARTER SCHOOL
P O BOX 1122
KOLOA HI 96756

Acct. # 51-092163

Statement Period: June 01, 2021 thru June 30, 2021

Date	Check #	Amount	Date	Check #	Amount
06/14/21	200102 *	100.00	06/16/21	200105	678.50
06/14/21	200103	500.00	06/25/21	200106	7,000.00
06/25/21	200104	960.00	06/29/21	200113 *	500.00

* Indicates break in check sequence

ACCOUNT ACTIVITY - OTHER DEBITS

Posting Date	Transaction Description	Debit
06/01/21	Debit Card 557216100086138 THE HOME DEPOT #1705 LIHUE HI	10.34
06/01/21	DEBIT CARD RECURRING 1ST HAWAIIAN BK DEBIT CARD 053121 5543286114920013613900 557216100086137 Amazon Prime*2X6QJ84X1 R Amzn.com/bill WA	13.60
06/01/21	Deposit Item Returned RETURN ITEM CHARGEBACK DEBIT	25.00
06/01/21	POS DEBIT 557216100086138 THE HOME DEPOT THE HOME DEPOT #17 LIHUE HI	410.00
06/01/21	Dep Item Ret Fee RETURN DEPOSITED CHECK FEE	10.00
06/02/21	POS DEBIT 557216100086138 THE HOME DEPOT THE HOME DEPOT #17 LIHUE HI	303.66
06/02/21	POS DEBIT 557216100086137 IN DMK ASSOCI CA	418.85
06/03/21	Funds Transfer ALTRES, INC. INVOICE 060321 CS-ALAKAI O KAUAI CHAR H559368	35,071.06
06/04/21	Debit Card 557216100086137 OFFICE DEPOT #1099 800-463-3768 FL	97.61

Posting Date	Transaction Description			Debit
06/04/21	Debit Card 557216100086138 THE HOME DEPOT 1705	LIHUE	HI	100.00
06/04/21	Funds Transfer CHARTER SCHOOLS CONS COLL 060421 ALAKAI 558			59.04
06/04/21	Funds Transfer CHARTER SCHOOLS CONS COLL 060421 ALAKA`I O KAUA`I 558			1,320.58
06/04/21	Funds Transfer CHARTER SCHOOLS CONS COLL 060421 ALAKA`I O KAUA`I 558			2,583.05
06/07/21	Debit Card 557216100086138 THE HOME DEPOT #1705	LIHUE	HI	147.28
06/07/21	Debit Card 557216100086137 OFFICE DEPOT #1099	800-463-3768	FL	157.95
06/08/21	Debit Card 557216100086138 THE HOME DEPOT #1705	LIHUE	HI	16.67
06/10/21	Debit Card 557216100086138 THE HOME DEPOT 1705	LIHUE	HI	391.54
06/11/21	Debit Card 557216100086137 VZWRLSS*IVR VB	800-922-0204	FL	113.06
06/11/21	Debit Card 557216100086137 OFFICE DEPOT #1099	800-463-3768	FL	165.64
06/11/21	Debit Card 557216100086137 LOGMEIN*GoToConnect	logmein.com	UT	291.88
06/14/21	Debit Card 557216100086138 THE HOME DEPOT #1705	LIHUE	HI	193.39
06/15/21	Debit Card 557216100086138 THE HOME DEPOT #1705	LIHUE	HI	32.70
06/17/21	Debit Card 557216100086138 THE HOME DEPOT #1705	LIHUE	HI	32.14

First Hawaiian Bank
PRIORITY BANKING PLAN℠ FOR BUSINESS 3

ALAKAI O KAUAI PUBLIC CHARTER SCHOOL
P O BOX 1122
KOLOA HI 96756

Acct. # 51-092163

Statement Period: June 01, 2021 thru June 30, 2021

Posting Date	Transaction Description	Debit
06/18/21	Debit Card 557216100086138 THE HOME DEPOT #1705 LIHUE HI	191.86
06/18/21	Debit Card 557216100086138 THE HOME DEPOT 1705 LIHUE HI	245.55
06/18/21	POS DEBIT 557216100086137 AMAZON.COM*211OU AMAZON.COM SEATTLE WA	38.22
06/18/21	Funds Transfer CHARTER SCHOOLS CONS COLL 061821 ALAKAI 558	56.83
06/18/21	Funds Transfer CHARTER SCHOOLS CONS COLL 061821 ALAKA`I O KAUA`I 558	1,320.58
06/18/21	Funds Transfer CHARTER SCHOOLS CONS COLL 061821 ALAKA`I O KAUA`I 558	2,582.86
06/18/21	Funds Transfer ALTRES, INC. INVOICE 061821 CS-ALAKAI O KAUAI CHAR H561575	30,632.66
06/22/21	Debit Card 557216100086138 THE HOME DEPOT #1705 LIHUE HI	69.07
06/24/21	Debit Card 557216100086138 THE HOME DEPOT 1705 LIHUE HI	512.05
06/25/21	Debit Card 557216100086137 OFFICE DEPOT #1099 800-463-3768 FL	39.18
06/25/21	Debit Card 557216100086137 OFFICE DEPOT #1099 800-463-3768 FL	48.09
06/25/21	Debit Card 557216100086137 GRADY PEST SOLUTIONS KOLOA HI	785.34

EQUAL HOUSING LENDER Member FDIC

Posting Date	Transaction Description	Debit
06/28/21	Debit Card 557216100086138 THE HOME DEPOT #1705 LIHUE HI	6.95
06/29/21	Debit Card 557216100086138 THE HOME DEPOT #1705 LIHUE HI	20.91
06/30/21	POS DEBIT 557216100086138 SHELL SERVICE SHELL SERVICE S LIHUE HI	22.34

ACCOUNT ACTIVITY - CREDITS

Posting Date	Transaction Description	Credit
06/02/21	Deposit	45.00
06/02/21	Deposit	1,221.39
06/21/21	Deposit	25.00
06/21/21	Deposit	1,330.00
06/28/21	Debit Card 557216100086138 THE HOME DEPOT 1705 LIHUE HI	203.16
06/29/21	Direct Deposit PER PUPIL FUND CASH DISB 062921 558. ALAKAI	15,012.30
06/30/21	Direct Deposit PAYPAL TRANSFER 063021 ALAKA I O KAUA I CHART 1014448232690	188.14

First Hawaiian Bank
PRIORITY BANKING PLAN℠ FOR BUSINESS 3

ALAKAI O KAUAI PUBLIC CHARTER SCHOOL
P O BOX 1122
KOLOA HI 96756

Acct. # 51-092163

Statement Period: June 01, 2021 thru June 30, 2021

DAILY ACCOUNT BALANCE

Posting Date	Account Balance	Posting Date	Account Balance
05/31/21	459,153.85	06/15/21	404,329.11
06/01/21	457,214.01	06/16/21	403,650.61
06/02/21	455,266.59	06/17/21	403,618.47
06/03/21	419,986.98	06/18/21	368,549.91
06/04/21	415,826.70	06/21/21	369,800.33
06/07/21	415,015.47	06/22/21	369,731.26
06/08/21	414,998.80	06/24/21	369,219.21
06/09/21	413,760.65	06/25/21	359,921.58
06/10/21	413,215.78	06/28/21	360,117.79
06/11/21	412,645.20	06/29/21	374,609.18
06/14/21	411,851.81	06/30/21	374,649.05

EQUAL HOUSING LENDER Member FDIC