



MEETING MINUTES - Alaka`i O Kaua`i

Meeting

Date	Monday, October 18, 2021
Started	5:06 PM
Ended	6:56 PM (HST)
Location	Address: 2-4035 Kaumualii Hwy, Koloa, HI 96756 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 Charter School Board of Directors Regular scheduled meeting
Chaired by	Chair Nicola Sherrill
Recorder	Secretary Leia Makaneole

Minutes

1. Opening Items

1.1. Meeting Called To Order - Welcome

Alaka'i O Kaua'i Charter School teaches the whole child by combining academics, project based learning, social emotional learning and the arts. Learners acquire and demonstrate 21st century skills while perpetuating Hawaiian cultural traditions and value so they may become successful and meaning contributors to society.

Board Chair Nicola called the meeting to order at 5:06 p.m. and read the Alaka'i O Kaua'i Mission Statement.

Status: Completed

1.2. Board Roll Call

Quorum Present .

Roll Call was taken- Board Members Present: Leia Makaneole, Chris Town, Nicola Sherill, and Rafael Tapia.

Board Member Absent - Ben Sand

Status: Completed

1.3. Adoption of Agenda

The Agenda was brought forward with an amendment to include Action Item for First Quarter Financials Board Approval for consideration.

Upon Motion by Member Tapia to Approve Agenda with amendment, seconded by Member Town, the Motion passed by unanimous vote.

Status: Completed

1.4. Approval of Minutes 9/20/21

The Minutes were brought forward for consideration. Upon Motion by Member Rafael Motion to Approve Minutes from the 9/20/21 Board Meeting, seconded by Member Town, the Motion passed by unanimous vote.

Status: Completed



Documents

- Minutes-2021-09-20.pdf
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2. Public Comment

2.1. Comments from Guests

Laura Williams, the Secretary for the PTN, was introduced by Director DJ followed by a brief overview of the progress with the PTN.

No other guests comments avaiat this time.

Status: Completed

3. Curriculum Moment

3.1. Facilitator Presentation

Hawaiiana Kumu Chris was Unavailable for Presentation.

School Director Adams Noted Anne Estralla our Hawai'iana observer has been schedule to return to Alaka'i O Kaua'i for a follow up.

Status: Completed

Documents

- Kumu Chris Introduction-Oct, 2021.pdf
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4. Service Provider

4.1. Service Provider Presentation

Julie Halliday presented specific services that are a continuation of the support structured for Professional Development, PBL support for Facilitators/Learners, and Technical Support towards the School.

Status: Completed

Documents

- Service Provider Report-Sept Services_Alakai.pdf
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5. Administrative Reports

5.1. School Director Report

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

Education and Curriculum



Our character trait focus for the month of October is SELF CONTROL and we are pleased to see this trait embraced in morning virtual assemblies, in classrooms, and all interactions on campus. As shared previously in our learning community we were blessed to enjoy 10 weeks of uninterrupted education on campus with ZERO closures due to COVID quarantines. We will conclude "Dream Up to Space" with our Celebration of Learning in the gymnasium on Friday, November 5th.

Facilities

Jon is currently working on expanding the outdoor eating areas for various grade levels plus has created indoor eating area in the Gym. working on alternative flooring options for the school and we are addressing any potential mold issues with the current carpet.

Enrollment

Projected Enrolment: Alaka'i O Kaua'i Charter School was funded for 180 student learners as submitted to the Hawai'i Charter Commission in April, 2021. Current Enrolment: As of October 18th, 2021 Alaka'i O Kaua'i Charter School has 198 learners confirmed. 180 oncampus learners and 18 confirmed Distance Learning students enrolled. A procedure for the process for our learners to be educated in either on campus or Distance Learning was written for the Board of Directors to deliberate. As the Distance Learning portfolio was added on a probationary experiment it was written as a procedure and not a policy.

Fundraising / PTN

The last "No Hoa O! Alaka'i, Friends of Alaka'i" Meeting was held on Wednesday, October 6th at 5pm virtually. The next meeting will be on Wednesday, November 3rd and will also be held virtually. The new PTN President is Kalina Harding and former President Cara Brosius has moved to Teacher-PTN liaison. The PTN approved the purchase of 20 new Chromebooks for the school to address our deficiencies in electronic devices. Mahalo e Patricia for providing clear and concise Financial statements for this group.

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.

COVID Update

As of October 11th, 2021 at the time of this upload we have had zero COVID cases on campus. As of October 11th, 2021 at the time of this upload we have had zero COVID close contact cases that would require a quarantine of a classroom, learners, or staff. As of October 11th, 2021 at the time of this upload Alaka'i O Kaua'i Charter School was 100% in compliance with the requirements of the Governor's Proclamations.

Status: Completed

Documents

- Director Board Report - Oct 18, 2021.pdf
- Distance Learning Pilot Program Procedure.pdf

5.2. Financial Report

Member Rafael Read aloud the emailed report from Member Ben Sand as follows,

" Kudos to DJ and Patricia for outstanding work completing the audit in swift and precise fashion. I have utmost confidence in the brain trust of DJ, Patricia with the careful eye of Jay Mayaki's team completing the audit. We have made significant strides in our overall financial picture (\$200,000+ added to our balance sheet yoy), accurate financial reporting (high fives all around Patricia's office), and general stability, implementation and momentum of the school (high fives around DJ's office).

I am comfortable with the monthly and first quarter financials sent via Patricia and ask that she present them.

I am comfortable with the audit report and ask that DJ present it (along with any time yielded to Patricia if needed).

I will spend more time thoroughly reviewing the audit and financial reports sipping my favorite beverage once I return from this mainland trip. If I find anything of concern you'll surely hear from me. "

September General Ledger Beginning Balance: 937,101.69

Ending Balance: 796,195.11

September Reconciled Beginning Balance: 937,101.69

Ending Balance : 783,331.38

Status: Completed

Documents

- 2020-2021 Audit Report - Transmittal Letter-Miyaki.pdf
- 2020-2021 Audit Report-Miyaki, CPA_Alakai.pdf
- 2020-2021 Audit Report - Communication with Those Charged With Governance-Miyaki.pdf
- 2020-2021 Audit Report - Management Representation Letter-Miyaki CPA.pdf
- 2020-2021 Audit-Support Doc Adjusting Journal Entries-Miyaki.pdf
- 2020-2021 Audit-Support Doc Reclassifying Journal Entries-Miyaki.pdf
- 2020-2021 Audit-Support Doc Trial Balance by Report Categories.pdf

5.3. Board Committee Reports

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

Education and Curriculum- Member Town had nothing to report.

Facilities and Maintenance- Member Tapiahad nothing to report.

Finance and Audit: Patricia Presented on the Financials as seen in Financial Report at request of Member Sand

Human Resource Report: Member Makaneole had nothing to report at this time.

Chairperson Report: Board Chair Sherill Made a request for Facility Report. Haven't heard from MLN about lease and currently its at a standstill.

Status: Completed

Documents

- Financial Report-Board Report September 2021.pdf
- Financial Report-Bank Reconciliation September 2021.pdf
- Financial Report-Bank Statement FHB September 30, 2021.pdf
- Financial Report-P&L and Cash Flow September 2021.pdf
- Financial Report-Fundraising September 2021.pdf
- School Finance-1st Quarter Report-P&L and Balance Sheet.pdf

6. Action Items

6.1. 2020-2021 School Audit Report



The Audit Report was brought forward for consideration. Upon Motion by Member Tapia to approved 2020-2021 School Audit Report, seconded by Member Town, The Approval passed by unanimous vote.

Status: Completed

Documents

- 2020-2021 Audit Report - Miyaki, CPA_Alakai.pdf
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6.2. First Quarter Financials Approval

The First quarter Financials were brought forward for consideration. Upon Motion by Member Tapia to Table until Next Public Board meeting to Approve , seconded by Member Chris, Unanimously Voted to be Tabled

Status: Deferred until 11/15/2021

7. Executive Session (as and if needed)

7.1. Executive session

Status: Completed

8. Closing Items

8.1. Next Meeting Date

Board Committee Meeting Nov. 1, 2021

Public Board Meeting Nov. 15, 2021

Status: Completed

8.2. Adjourn

Meeting Adjourned at 6:56pm.

Status: Completed
