



MEETING MINUTES - Alaka'i O Kaua'i

Meeting

Date	Monday, November 15, 2021
Started	5:05 PM
Ended	8:14 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	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 Sherill called the meeting to order at 5:05pm and read the Alaka'i O Kaua'i Mission Statement.

Status: Completed

1.2. Board Roll Call

Board Chair Sherill noted a quorum was present.

Roll call was taken- Board Members Present: Nicola Sherill, Leia Makaneole, Ben Sand, and Chris Town

Member Tapia Arrived Tardy 5:07pm

Status: Completed

1.3. Adoption of Agenda

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

Status: Completed

1.4. Approval of Minutes

The Minutes were brought forward for consideration. Upon Motion by Member Town to Approve Minutes from the 10/18/21 Board Meeting, seconded by Member Tapia, the Motion passed by unanimous vote.

Status: Completed

Documents

- Minutes-2021-10-18-v2 (1).pdf
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2. Public Comment

2.1. Comments from Guests

No Guests Comments available at this time.

Status: Completed

3. Curriculum Moment

3.1. Facilitator Presentation

Director DJ introduced and welcomed our School Social Worker Giselle Gregorius. She spoke on her journey starting as a volunteer and with time she met the needs of the learners as an EA. From there she moved towards the school's administration needs as a office clerk and now with her training in Social Work she continues to provide extremely dedicated care towards each learner.

She gave a brief description of her daily activities working with learners and collaborating with Staff Members to create an environment for each learner to succeed.

Status: Completed

Documents

- Ms. Giselle Introduction-Nov, 2021.pdf
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4. Service Provider

4.1. Service Provider - Marketing Department Presentation

Lynn Boop, from MLN, introduced the Marketing Video Presentation.

Video featured MLN Team Personnel Involved with Creating Dynamic Content, Statistics and Data Support, Social Media Management, Production of Online Presence, Website Support, and other Marketing Tools available.

Status: Completed

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 November is TOLERANCE.

Facilities- Jon has ordered new padding for the high impact areas of the playground. After a response to the Covid Cases Jon was able to contract a professional cleaning company to fully disinfect the school.

Enrollment- Current On Campus Learners Enrolled is 172.



Projected Enrollment: Alaka'i O Kaua'i Charter School was funded for 180 student learners as submitted to the Hawai'i Charter Commission in April, 2021.

Fundraising/ PTN- Meeting was held virtually on 11/3/21.

Personnel- Expanded the Substitute pool to 5 people and are still trying to build our substitute Educational Assistant pool

COVID Update -

As of November 15th, 2021 at the time of this upload we have had three COVID case on campus. We continue to work directly with the Hawai'i Department of Health and follow their guidance, expertise, and directives.

As of November 15th, 2021 at the time of this upload we have had seventeen COVID close contact cases. All of the close contacts required a quarantine of a classroom, bus, learners, or staff.

As of November 15th, 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. Alaka'i O Kaua'i Charter School continues to offer free COVID testing to the staff and students of our school.

Status: Completed

Documents

- Director Board Report -November 15th, 2021.pdf
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5.2. Financial Report

October General Ledger Beginning Balance : \$ 796,195.11

General Ledger Ending Balance : \$ 689,534.85

October Reconciled Beginning Balance : \$ 796,195.11

Reconciled Ending Balance : \$ 614,652.38

Status: Completed

Documents

- October 2021 Budget Report.pdf
 - FHB 10_31_21.pdf
 - Bank Reconciliation October 2021.pdf
 - October 2021 Balance Sheet_Cash Flow.pdf
 - October 2021 Fundraising Report.pdf
 - October 2021 P&L.pdf
 - 2021-2022 AOKPCS Approved Budget (w_oH).xlsx - Jan 20.pdf
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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 has nothing to report at this time.

Facilities and Maintenance- Member Tapia has nothing to report at this time.

Human Resource Oversight- Member Makaneole has nothing to report at this time.



Finance and Audit-Member Sand Report under 5.2 Financial Report

Chairperson Report: Board Chair Sherrill reported on Board development to register for the MLN Board Retreat.

Status: Completed

6. Action Items

6.1. School 1st Quarter Financial Report

Alaka'i O Kaua'i 1st Quarter Financials SY2021-2022 Report was brought forward for consideration. Upon Motion by Member Tapia to Approve First Quarter Financials SY2021-2022, seconded by Member Sand, the Motion passed by unanimous vote.

Status: Completed

Documents

- School 1st Quarter Financial Report-P&L and Balance Sheet.pdf
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6.2. Board 2021-2022 Strategic Plan

Board 2021-2022 Strategic Plan was brought forward for consideration. Upon Motion by Member Tapia to Approve 2021-2022 Strategic Plan, seconded by Member Town, the Motion passed by unanimous vote.

Status: Completed

Documents

- Board Strategic Plan 2021-22_Alakai.pdf
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7. Executive Session (as and if needed)

7.1. Executive Session

Entered Executive Session 6:27p.m.

Discussed Details of the MLN Contract 2021-2022 Fees

Returned to Regular Session at 8:13 p.m.

Status: Completed

8. Closing Items

8.1. Next Meeting Date

- December 13, 2021 @ 5:00p.m. HST

Next Public Board Meeting Dec. 13th, 2021

Status: Completed

8.2. Adjourn

Meeting Adjourned at 8:14 pm

Status: Completed



Date: December 13, 2021

Motion to Approve the Minutes made by: Rafael Tapia
Seconded by: Chris Town

Board Secretary, Leia Makaneole