



MEETING MINUTES - Alaka`i O Kaua`i

Meeting

Date	Monday, June 20, 2022
Started	5:13 PM
Ended	8:14 PM (HST)
Location	Zoom Meeting: https://zoom.us/j/91787356966?pwd=NG53Y2d3RU9mbXhTTjgrSIJtWTNtQT09 Meeting ID: 917 8735 6966 Passcode: 15aVyi Dial in Number:
Purpose	Regular scheduled meeting
Chaired by	Board Chair Nicola Sherrill
Recorder	Board 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 Sherrill called Meeting to order at 5:13 p.m.

Status: Completed

1.2. Board Roll Call

- Board Chair Sherrill noted a quorum was present and roll call was taken. Board Members present: Nicola Sherrill, Chris Town, Rafael Tapia, Dan Duffy, and Leia Makaneole.

Status: Completed

1.3. Adoption of Agenda

- The Agenda was brought forward with a proposed amendment prior to consideration. Upon Motion Member Tapia to amend Agenda to add the Action Items: Director Offer Letter and New Board Member Consideration, Seconded by Member Duffy, the Motion passed by unanimous vote.

Status: Completed

1.4. Approval of Minutes - 5/16/22 Board Meeting

- The Minutes were brought forward for consideration. Upon Motion by Member Tapia to approve the Minutes from the May 16, 2022 Public Board Meeting, seconded by Member Town, the Motion passed by unanimous vote.

Status: Completed

Documents

- Minutes-2022-0516 (1).pdf

2. Public Comment

2.1. Comments from Guests

- No Comments were made.

Status: Completed

3. Curriculum Moment

3.1. Facilitator Presentation

- Andra Drake was introduced by Director Adams as a new 2022-2023 second grade facilitator. Ms. Drake shared her past experience with project based/ Interest guided learning.

Status: Completed

Documents

- Ms Andra Introduction-June, 2022.pdf
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4. Administrative Reports

4.1. School Director Report

- Director Adams presented the School Director's Report. He reported on the following:
- **Education and Curriculum** - Happy month of June to all and welcome to the last few month of the 2021-2022 school year. Let's all pause for a moment to reflect on the importance of "Juneteenth" which is celebrated as a federal holiday today commemorating the emancipation of enslaved African Americans plus observed in recognizing African American culture. "Dream Up to Space" project based learning Finalist Team Ko of Omar, Persais, and Hudson will put their experiment work on vacation during the summer break and will start back up with the scientific part of the project again in August. The excitement continues to grow as we get ever closer to our new launch date projected for early October,2022.
- **Facilities** - We wish to acknowledge the significant improvements on campus and extend our gratitude to Jon for his outstanding work. To assist with the amount of projects that need attention over the summer break, our school has accessed ESSER III funds to hire our staff members who were interested to work during the summer break from learners. The key project underway right now is the creation of the Learning Commons and Counsellor Suite out of the former Sick Room, Library, and Conference Room. This expansive space will allow our school Social Worker to have a confidential area for our keiki and ohana to visit while upholding their privacy without the eyes and ears for he rest of the school. In addition the Learning Com for underneath the high impact areas at the playground to minimize potential injuries to our keiki.
- Jon continues to work on alternative flooring options for the school and we are addressing any potential mold issues with the current carpet.
- The massive amount of rain on campus on Friday, March 12th gave us an opportunity to make some damage claims to both the Hawaii Department of Education and the County of Kaua'i. There are still 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. (tabled until resolved)
- **Enrollment** - Alaka'i O Kaula'i Charter School Projected 202 Learners for 2022-2023 school year. Currently there is a "wait list".
- **Fundraising / PTN** - The next meeting will be held on Wednesday, August 10th, 2022 and will also be held virtually. Campus Clean Up Sat. July 23rd

- **Personnel** - Alaka'i O Kaua'i Charter School is fully staffed as outlined in our budget projections for the 2022-2023 school year. The new hires have been shared with the Board of Directors and will officially come in the Personal Reports once we cross the threshold of the 2022-2023 school year on July 1st. Ms. Giselle is projected to return for the 2022-2023 school year and we look forward to having her friendly smile back on campus with us.
- **COVID** - The School Opening Plan for 2022-2023 will be presented to the Board of Directors for their deliberation at our monthly public Board Meeting projected for Monday, July 18th.
- **Other** - All Kuleana Portal tasks were completed with the Hawai'i Charter Commission for the 2021-2022 school year. We will commence the first set of required uploads to the Kuleana Portal before the first deadline of July 1st, 2022. The Hawai'i Charter Commission did visit our campus to commence the renewal process on Thursday, April 21st. They will return again for another on campus visit sometime in August or September. The newly hired Learning Leader Nate will work with the Director on revising the Parent-Student Handbook prior to the first day of school for our learners. We will also be seeking input from our staff members once they return to campus on July 26th to assist with this important document.

Status: Completed

Documents

- HR - Personnel Report 5_2022.png
 - Director Report June, 2022.pdf
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4.2. Financial Report

- The Financial Report was presented as follows:
- May 2022 Beginning Balance: \$586,751.47; Cleared Transactions \$-20,684.63; Cleared Balance: \$566,066.84; Uncleared Transactions: \$-26,825.75; Ending Register Balance: \$539, 241.09; Ending Balance: \$529,657.76

Status: Completed

Documents

- F- Financials May 2022.pdf
 - F - Fundraising Detail 5_2022.pdf
 - F - Recon Summary 5_2022.png
 - F - FHB May 2022.pdf
 - Alakai PCS_2021-22 audit engagement letter + peer review report.pdf
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4.3. Board Committee Reports

- Board Development - Board Chair Sherrill reported that the resignation of Board Member Sand dated April 06, 2022, was received.

Status: Completed

5. Action Items

5.1. New Board Member Applicant - Laura Williams

- The Board Member Application for Laura Williams was brought forward for consideration. Upon Motion by Member Duffy to approve Laura Williams as a new board member, seconded by Member Tapia, the Motion passed by unanimous vote.

Status: Completed

5.2. Board Annual Election of Officers

- Call for nominations by Board Chair Sherrill.
- Board Chair - Upon Motion by Member Tapia to nominate Nicola Sherrill for Chairperson Seat, Member Sherrill consented to nomination, seconded by Member Town, the Motion passed by unanimous vote.
- Vice Chair - Upon Motion by Member Town to nominate Rafael Tapia for the Vice Chair Seat, Member Tapia consented to nomination, seconded by Member Duffy, the Motion passed by unanimous vote.
- Treasurer - Upon Motion by Member Tapia to nominate Daniel Duffy for the Treasurer seat, Member Duffy consented to nomination, seconded by Member Williams the Motion passed by unanimous vote.
- Secretary - Upon Motion by Member Makaneole to nominate Laura Williams for the Secretary seat, Member Williams consented to nomination, seconded by Member Duffy the Motion assed by unanimous vote.

Status: Completed

5.3. Board 2022-2023 Annual Meeting Calendar

- The 2022-2023 Annual Meeting Calendar was brought forward for consideration. Upon Motion to approve the Board 2022-2023 Annual Meeting Calendar by Member Tapia, seconded by Member Town, the motion passed by unanimous vote.

Status: Completed

Documents

- 2022-2023_Board Meeting Calendar_Alakai (1).pdf
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5.4. Director Offer Letter Approval

- The School Director Offer Letter was brought before the Board for consideration. Upon Motion by Member Tapia to approve Director Offer Letter, seconded by Member Town, the Motion passed by unanimous vote.

Status: Completed

6. Executive Session (as and if needed)

6.1. Executive Session

- The Board entered executive session at 6:59 pm regarding the Service provider Contract and Lease Discussion. The Board returned to regular session at 8:13 p.m.

Status: Completed

7. Closing Items

7.1. Next Meeting Date

- Committee Meeting : July 4th, 2022
- Public Board Meeting : July 18th, 2022

Status: Completed

7.2. Adjourn

- Board Chair Sherrill adjourned the meeting at 8:14 p.m.

Status: Completed



Date: July 18, 2022

Motion to Approve the Minutes made by: Member Tapia
Seconded by: Member Duffy

Board Secretary, Leia Makaneole