## **Governing Board Meeting Minutes APPROVED**

Date- Thursday, February 13, 2020

Location- MBTA Campus, Laniākea YWCA, 1040 Richards Street Suite 220, Honolulu Hi 96813

Time- 5:08 pm – 6:05 pm Recorded by- J. Watanabe

Attendance- M. Simmons, N. Tavares-Sumiye, A. Deutscher, M. Liao-Troth (phone), J. Dixon, M. Thompson, Miss B. Wolford (phone), Mr. B. Wolford (phone), J. Watanabe, Principal Oshiro

Excused-, M. Chang-Vierra (proxy M. Thompson), P. Izumo (proxy M. Simmons), J. Yukitomo, S. Friedman, J. Smith

I.	CALL TO ORDER	Meeting called to order at 5:08 pm by Mr. Thompson
II.	APPROVAL OF MINUTES A. January 2020	Mr. Deutscher moved to approve minutes from January 9, 2020. Second by Mr. Dixon. No discussion. Aye votes by M. Simmons, N. Tavares-Sumiye, M. Liao-Troth (phone), J. Dixon, M. Thompson, Miss B. Wolford (phone), Mr. B. Wolford (phone), J. Watanabe, A. Deutscher, M. Chang-Vierra (proxy M. Thompson), P. Izumo (proxy M. Simmons).  Motion carried.
III.	PARENT AND PUBLIC COMMENT	None
IV.	OLD BUSINESS	None
	A. None	A. N/A
V.	NEW BUSINESS	
	A. Monthly Financial Report (Andrew)	A. Mr. Deutscher presented the financial reports for the month ending January 31, 2020 Balance Sheet and Profit and Loss Budget vs. Actual.
		Mr. Deutscher presented Action Item:
		*Increase IT contract to adjust for increased responsibilities for the IT director.
		Mr. Dixon moved to increase the IT contract for IT director. Seconded by Ms. Simmons. No discussion. Aye votes by M. Simmons, N. Tavares-Sumiye, M. Liao-Troth (phone), J. Dixon, M. Thompson, Miss B. Wolford (phone), Mr. B. Wolford (phone), J. Watanabe, M. Chang-Vierra (proxy M. Thompson), P. Izumo (proxy M. Simmons). Motion carried. Mr. Deutscher recused himself from the vote.
		Mr. Thompson gave permission to Mr. Deutscher to address item D out of order.
	D. New Savings Account Proposal (Andrew)	D. Mr. Deutscher presented information about using a high yield savings account.
		Mr. Dixon moved that the school utilize a high yield savings account. Seconded by Ms. Simmons. No discussion. Aye votes by M. Simmons, N. Tavares-Sumiye, M. Liao-Troth (phone), J. Dixon, M. Thompson, Miss B. Wolford (phone), Mr. B. Wolford (phone), J. Watanabe, M. Chang-Vierra (proxy M.

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VIII.	EXECUTIVE SESSION	N/A
VII.	ADJOURNMENT	Mr. Deutscher moved to adjourn the meeting. Second by Mr. Dixon. Meeting adjourned at 6:05 pm.
	C. Principal's Report – Update on Wuhan, China, Nevada Charter Commission, etc.	C. Principal Oshiro presented the principal's report. Connecting with International school in Wuhan, China through TEA since residents are on lockdown due to the Novel Coronavirus. Forming connections with Taiwanese educators, Nevada Charter Commission, and Chaminade Data Science department. The board acknowledged the need to pursue international initiatives.
	B. Update on Grant (Jerelyn)	B. Request for an electronic vote regarding submission of the 2020 NOAA Marine Education and Training Mini-Grant proposal sent via email on January 31, 2020. Approval from M. Simmons, Mr. B. Wolford, M. Liao-Troth, J. Yukitomo, N. Tavares-Sumiye, A. Deutscher, S. Friedman, Miss B. Wolford, P. Izumo, M. Chang-Vierra. J. Watanabe recused herself from the vote. Request for an electronic vote regarding submission of governing board letter of collaboration sent via email on February 3, 2020. Approval from M. Chang-Vierra, A. Deutscher, N. Tavares-Sumiye, J. Dixon, M. Liao-Troth, J. Yukitomo, Mr. Wolford, M. Thompson, S. Friedman, P. Izumo, M. Simmons. J. Watanabe recused herself from the vote. The grant proposal was submitted and validated on February 10, 2020.
VI.	OTHER BUSINESS  A. Reminders  WASC visitation Monday Feb 24 – Wednesday Feb 26	A. WASC visitation Monday Feb 24 – Wednesday Feb 26, 2020. Visiting Committee: Margaret Bailey (Chair) and Elizabeth Obod Frilles
	C. Urgency Requests and Replies Procedure (Maili)	C. The board discussed a procedure for replies to requests to the board, including urgent requests. Will discuss further at the next meeting
	B. Purchase Request Form (Maili)	<ul> <li>Mr. Deutscher will begin working on the lease with the AG.</li> <li>Mr. Deutscher confirmed the school's EIN number with the IRS.</li> <li>B. Ms. Simmons presented form created for the board to use for reimbursements. Mr. Thompson designated Ms. Simmons to be able to purchase. Mr. Thompson designated Dr. Chang to be able to sign budget requests.</li> </ul>
		Thompson), P. Izumo (proxy M. Simmons). Motion carried. Mr. Deutscher recused himself from the vote.