

Governing Board Meeting Minutes DRAFT

Date- Thursday, November 14, 2019

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

Time- 5:00 pm – 6:01 pm

Recorded by- J. Watanabe

Attendance- M. Thompson, J. Watanabe (phone), Principal Oshiro, M. Simmons, N. Tavares-Sumiye (phone), S. Friedman, Brennen Wolford, Brent Wolford, A. Deutscher, J. Dixon, J. Yukitomo, J. Smith (phone)

Excused- Dr. Chang-Vierra (proxy M. Thompson), Dr. Izumo (proxy J. Yukitomo), Dr. Liao-Troth

<p>I. CALL TO ORDER</p>	<p>Meeting called to order at 5:00 pm by Mr. Thompson.</p>
<p>II. APPROVAL OF MINUTES A. Minutes September 2019</p>	<p>Dr. Friedman moved to approve minutes from September 12, 2019. Second by Ms. Yukitomo. No discussion. Aye votes by Mr. Thompson, Dr. Watanabe, Ms. Simmons, Ms. Tavares-Sumiye, Dr. Friedman, Miss Wolford, Mr. Wolford, Mr. Deutscher, Mr. Dixon, Ms. Yukitomo, Mr. Smith, Dr. Chang-Vierra (proxy), Dr. Izumo (proxy). Motion carried.</p>
<p>III. PARENT AND PUBLIC COMMENT</p>	<p>None</p>
<p>IV. OLD BUSINESS A. None</p>	<p>A. N/A</p>
<p>V. NEW BUSINESS A. HR Committee Report on completion of Administrators evaluation (Maili) B. Monthly Financial Report (Andrew) C. Preliminary YWCA Lease proposal (Andrew)</p>	<p>A. M. Simmons reported that evaluations were completed for the three administrators.</p> <p>B. Mr. Deutscher presented the financial reports for the month ending September 30, 2019 and quarter July through September 2019 including balance sheet and profit and loss income vs. expense.</p> <p>C. Mr. Deutscher provided an update on the facility lease proposal from YWCA.</p> <p>Action Item: Mr. Dixon moved to proceed with the lease renewal consistent with the YWCA letter of intent. Mr. Thompson seconded the motion. No discussion. Aye votes by Mr. Thompson, Dr. Watanabe, Ms. Simmons, Ms. Tavares-Sumiye, Dr. Friedman, Miss Wolford, Mr. Wolford, Mr. Dixon, Ms. Yukitomo, Mr. Smith, Dr. Chang-Vierra (proxy), Dr. Izumo (proxy). Motion carried. Mr. Deutscher recused himself from the vote.</p>

Governing Board Meeting Minutes DRAFT

<p>D. Renewal/vote of 3 current GB members whose terms are up this year (Jerelyn)</p>	<p>Action Item: Mr. Dixon moved to amend the budget according to B, C, D, E (below). Second by Ms. Yukitomo. No discussion. Aye votes by Mr. Thompson, Dr. Watanabe, Ms. Simmons, Ms. Tavares-Sumiye, Dr. Friedman, Miss Wolford, Mr. Wolford, Mr. Dixon, Ms. Yukitomo, Mr. Smith, Dr. Chang-Vierra (proxy), Dr. Izumo (proxy). Motion carried. Mr. Deutscher recused himself from the vote.</p> <p>B: Increase expense account 5165 and decrease expense account 5261 – 8K increase overall.</p> <p>C: Approve vendor limit increase for elementary lesson provider.</p> <p>D: Increase expense item for parking.</p> <p>E: Approve increased vendor limit for Chinese instructor.</p> <p>F: Mr. Deutscher presented a document retention strategy based on audit date and end of fiscal year (June 30) and will give specific notification at the December meeting. No action needed at this time.</p> <p>G: Mr. Deutscher presented an investment proposal from our bank and a proposed investment policy. Action Item: Mr. Dixon moved to adopt the investment policy as presented. Mr. Friedman seconded the motion. No discussion. Aye votes by Mr. Thompson, Dr. Watanabe, Ms. Simmons, Ms. Tavares-Sumiye, Dr. Friedman, Miss Wolford, Mr. Wolford, Mr. Dixon, Ms. Yukitomo, Mr. Smith, Dr. Chang-Vierra (proxy), Dr. Izumo (proxy). Motion carried. Mr. Deutscher recused himself from the vote.</p> <p>H: Increase vendor limit for computer refresh and IT staff reorganization. Action Item: Mr. Wolford moved to increase vendor limits in H. Second Ms. Yukitomo. No discussion. Aye votes by Mr. Thompson, Dr. Watanabe, Ms. Simmons, Ms. Tavares-Sumiye, Dr. Friedman, Miss Wolford, Mr. Wolford, Mr. Dixon, Ms. Yukitomo, Mr. Smith, Dr. Chang-Vierra (proxy), Dr. Izumo (proxy). Motion carried. Mr. Deutscher recused himself from the vote.</p> <p>D. Terms expiring for Ms. Simmons, Mr. Thompson, Dr. Chang-Vierra. Mr. Deutscher moved to accept Ms. Simmons, Mr. Thompson, and Dr. Chang-Vierra for another term as board members. Second by Ms. Yukitomo. No discussion. Aye votes by Dr. Watanabe, Ms. Tavares-Sumiye, Dr. Friedman, Miss Wolford, Mr. Wolford, Mr. Deutscher, Mr. Dixon, Ms. Yukitomo, Mr. Smith, Dr. Izumo (proxy). Motion carried.</p>
<p>VI. OTHER BUSINESS</p> <p>A. Reminders</p> <p>B. Principal’s Report (oral)</p>	<p>A. Sign and return conflict of interest form. WASC visitation in late Feb 2020. December meeting canceled due to number of members traveling.</p> <p>B. Principal Oshiro presented the principal’s report including changes for the school year.</p>

Governing Board Meeting Minutes DRAFT

VII. ADJOURNMENT	Mr. Deutscher moved to adjourn the meeting. Second by Mr. Dixon. Meeting adjourned at 6:01 pm.
VIII. Executive Session	N/A

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