

Governing Board Meeting Minutes APPROVED

<p>Date- Thursday, January 9, 2020 Location- MBTA Campus, Laniākea YWCA, 1040 Richards Street Suite 220, Honolulu Hi 96813 Time- 5:00 pm – 6:13 pm Recorded by- J. Watanabe</p>
<p>Attendance- Dr. Chang-Vierra, Dr. Izumo, J. Watanabe, Principal Oshiro, M. Simmons, N. Tavares-Sumiye, Miss B. Wolford, Mr. B. Wolford, A. Deutscher, J. Yukitomo (phone), J. Smith (phone), Dr. Liao-Troth (phone), J. Dixon, Elementary Administrator Ka’apana-Aki, Hawaii Public Charter School Commission School Lead Donna Therrien, J. Waterhouse Excused- S. Friedman (proxy J. Dixon), M. Thompson (proxy M. Chang-Vierra)</p>

<p>I. CALL TO ORDER</p>	<p>Meeting called to order at 5:00 pm by Dr. Chang-Vierra.</p>
<p>II. APPROVAL OF MINUTES A. November 2019 B. December 2019 Meeting cancelled</p>	<p>Mr. Deutscher moved to approve minutes from November 14, 2019. Second by Mr. Wolford. No discussion. Aye votes by Dr. Chang-Vierra, Dr. Izumo, J. Watanabe, M. Simmons, N. Tavares-Sumiye, Miss B. Wolford, Mr. B. Wolford, A. Deutscher, J. Yukitomo (phone), J. Smith (phone), Dr. Liao-Troth (phone). 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. Monthly Financial Report (Andrew)</p>	<p>A. Mr. Deutscher presented the financial reports for the month ending November 30, 2019 Balance Sheet and Profit and Loss Budget vs. Actual.</p> <p>Principal Oshiro clarified the reimbursement process for board-initiated expenses at the request of Ms. Simmons.</p> <p>Mr. Deutscher presented Action Items:</p> <p>a. Increase expense account 5520 Fringe Benefits and decrease expense account 5420 Utilities in the same amount. No change to overall budget.</p> <p>Mr. Wolford moved to accept the motion. Seconded by Mr. Smith. No discussion. Aye votes by Dr. Chang-Vierra, Dr. Izumo, J. Watanabe, M. Simmons, N. Tavares-Sumiye, Miss B. Wolford, Mr. B. Wolford, J. Yukitomo (phone), J. Smith (phone), Dr. Liao-Troth (phone). Motion carried. Mr. Deutscher recused himself from the vote.</p> <p>b. Investment policy – Move building reserve fund into a Certificate of Deposit with a maturity date not to exceed two years. Recommend Bank of Hawaii.</p>

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<p>B. Update on new HR payroll provider (Andrew)</p> <p>C. Explanation of Lesson Authorization procedure (Kurumi)</p> <p>D. Update on College & Career Center progress (Jacey)</p>	<p>Mr. Dixon moved to accept the motion. Seconded by Dr. Izumo. No discussion. Aye votes by Dr. Chang-Vierra, Dr. Izumo, J. Watanabe, M. Simmons, N. Tavares-Sumiye, Miss B. Wolford, Mr. B. Wolford, J. Yukitomo (phone), J. Smith (phone), Dr. Liao-Troth (phone). Motion carried. Mr. Deutscher recused himself from the vote.</p> <p>c. Citing section 1.2 Bank Statements and Related Records from the school’s Document Retention Procedures for approval to dispose of Elementary Account 5236 for time period prior to 06/30/2016.</p> <p>Mr. Dixon moved to accept the motion. Seconded by Ms. Simmons. No discussion. Aye votes by Dr. Chang-Vierra, Dr. Izumo, J. Watanabe, M. Simmons, N. Tavares-Sumiye, Miss B. Wolford, Mr. B. Wolford, J. Yukitomo (phone), J. Smith (phone), Dr. Liao-Troth (phone). Motion carried. Mr. Deutscher recused himself from the vote.</p> <p>B. Mr. Deutscher informed the board that the switch to a new payroll provider is complete.</p> <p>C. Elementary Administrator Ka’apana-Aki explained the Lesson Authorization Form (LAF) procedure.</p> <p>The Governing Board reaffirmed their support of the current LAF rules, guidelines and procedure. In addition, the Governing Board agreed with the rationale and purpose of its establishment.</p> <p>Dr. Izumo stated her appreciation for Ms. Ka’apana-Aki’s consistent implementation of the Lesson Authorization rules and guidelines.</p> <p>D. Ms. Waterhouse provided an update on the College and Career Center including the creation of a School Profile, visits with college admissions officers, guest lectures, college workshops, and field trips. Neighbor Island students were included. Teachers were provided with training on writing college recommendations.</p> <p>Dr. Chang-Vierra, board members, and Ms. Ka’apana-Aki commended Ms. Waterhouse for her work to develop this program.</p>
<p>VI. OTHER BUSINESS</p> <p>A. Reminders</p> <ul style="list-style-type: none">• WASC visitation is in late Feb 2020 <p>B. Principal’s Report (oral)</p>	<p>A. WASC visitation in late Feb 2020 – two days – dates are not finalized.</p>

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	B. Principal Oshiro presented the principal's report.
VII. ADJOURNMENT	Dr. Izumo moved to adjourn the meeting. Second by Mr. Deutscher. Meeting adjourned at 6:13 pm.
VIII. EXECUTIVE SESSION	N/A