

**Governing Board Meeting Minutes DRAFT**

<p><b>Date:</b> Thursday, September 14, 2023                  Location - Join Zoom Meeting  <a href="https://zoom.us/j/93327556438?pwd=SWMzZTFPcnB1Q29PYzJsQU9ad2JPUT09">https://zoom.us/j/93327556438?pwd=SWMzZTFPcnB1Q29PYzJsQU9ad2JPUT09</a>                  Meeting ID: 933 2755 6438  <b>Passcode:</b> 819661  <b>Time:</b> 5:01 p.m.- 5:57 p.m.  <b>Executive Session:</b> N/A  <b>Recorded by:</b> M. Simmons</p>	
<p><b>E-mail Responses:</b> Principal D. Oshiro, Governing Board (GB) Chair M. Thompson, Vice-Chair (Vacant), GB Finance Chair M. Liao-Troth, GB Human Resources Chair and Secretary M. Simmons, Executive Boardmembers Dr. Isadore Thomas and J. Yukimoto, and J. Smith Staff Boardmembers C. Sumiye, A. Takaki, and R. Lee, Parent Boardmember Renee David  <b>Excused:</b> Executive Boardmember J. Dixon and Student Representative Conol</p>	
<p><b>I. CALL TO ORDER</b></p>	
	<p>The September 14, 2023, was called to order at 5:01 p.m. by Chair Thompson.</p>
<p><b>II. APPROVAL OF MINUTES</b></p>	
	<p>GB Finance Chair Dr. M. Liao-Troth moved to approve the August 10 and 24, 2023, minutes. Second by Staff Boardmember R. Lee. All voting members in attendance voted aye. Motion carried.</p>
<p><b>III. PARENT AND PUBLIC COMMENT</b></p>	
	<p>None</p>
<p><b>IV. OLD BUSINESS</b></p>	
	<p>None</p>
<p><b>V. NEW BUSINESS</b></p>	
<p><b>A. ANNUAL AUDIT PRESENTATION BY CW ASSOCIATION (action item)</b></p>	<p>A. C.W. Associates staff attended the board meeting to present the report and answer questions. The school received the draft version of the financial audit for fiscal year 2022-2023 and provided to the GB for discussion and review. Referenced pages 2, 5, 8, 10, 14,15, 16 (Note E: not paying interest on a lease due to “off balance transaction”), 18, and 20 last paragraph, second to last sentence "Given these limitations, during our audit we did not identify any deficiencies in internal control ....."</p> <p>Ho’olina was removed from the audit report. There are no transactions.</p>

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The school passed the audit, and "Risk Assessment" is Low on the Financial Performance Framework Analysis (page 28).

One indicator of an audit is the number of adjusting journal entries the auditor creates for the financial report. In general, zero to five adjusting journal entries is excellent, six or more could be considered a deficiency in the quality of the data. The school had two adjusting journal entries recommended by C.W. Associates for the audit this year.

The highlight on the report will be finalized once required information is received from the State regarding wording.

Chair Thompson will provide his approval signature along with Principal Oshiro on page 25.

Lease rent is a liability on paper. Once rent is paid the liability will decrease.

Executive Board Member Thomas asked, "What are the internal controls?" C. W. staff and Mr. Deutscher provided examples of internal controls, such as, the review process consists of two reviewers, two signatures on every check, vendor amounts over \$10,000 require GB approval, GB Finance Chair Liao-Troth also reviews financial reports along with Mr. Deutscher, to name a few.

Executive Board Member Thomas asked, "What is the annual tuition per student?" Mr. Deutscher replied the per pupil amount is approximately \$7 to 8K, and funding is provided by the state. It's a state agency; therefore, there is no annual tuition. The pupil amount for this report was 525.

Finance Chair motion to approve the draft audit reports. The report is due November 1, 2023.

Human Resources Chair made a motion to approve the draft and be finalized once the state provides their wording. Boardmember Sumiye seconded. All voting members in attendance voted aye. Motion carried.

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<b>B. MONTHLY FINANCIAL REPORT</b>	<p>B. Mr. Deutscher presented financial reports through September 30, 2023, including Balance Sheet and Profit &amp; Loss (Income Statement).</p> <p>C. Attending monthly banking meetings with Bank of Hawaii provides awareness of what is happening regarding finances, and one of the issues recently discussed was cyber-attack liability. Hacker scenarios were discussed regarding the hacker and the concern is the amount of funds within the checking; therefore, a proposal is being made to move funds from the operations checking to a savings. There are two check systems, elementary and operations. Because it does not require a GB vote because its operational; however, are sharing how administration what and how it is being performed to safe-guard funds. It will be reflected in the financial report. Interests are reported in 4351. Bank billing is a large amount for their services.</p>
<b>VI. OTHER BUSINESS</b> <b>PRINCIPAL'S REPORT</b>	<p>A Principal Oshiro provided an oral report.</p> <p>B. Principal Oshiro recognized Boardmember David's son who is a stellar student, and received the highest SAT test score the school has ever seen, 1580 out of 1600 and recognized as the National Indigenous Award for having the highest PSAT score.</p> <p>C. As the requested by Chair Thompson to meet personnel on Maui to see how MBTA may assist with Lahaina schooling, if any. To be discussed further at a future date.</p>
<b>VII. ADJOURNMENT</b>	Executive Boardmember Simmons motioned to adjourn. Boardmember David seconded. All voting members in attendance voted aye. Motion carried.
<b>VIII. EXECUTIVE SESSION</b>	N/A