

**Kua O Ka Lā Public Charter School  
Governing Board Meeting  
08/28/2015**

**Attendance**

**Governing Board**

- Ka‘imi Kaupiko, President
- Harald Barkhoff, Vice Chair
- Myles De Coito, Co-Secretary
- Maile Nihipali, Co-Secretary
- Violet Makuakāne, Member
- Susie Osborne, Member

**Agenda**

<b>10:00 a.m.</b>	<b>Opening</b>	
<b>10:05 a.m. - 10:10 a.m.</b>	<b>Agenda and Minutes Approval</b>	
<b>10:10 a.m. - 10:25 a.m.</b>	<b>Financial Review and Approval</b>	<b>Vote</b>
<b>10:25 a.m. - 10:35 a.m.</b>	<b>Check Signing Authority Credit Card Authorization</b>	<b>Vote</b>
<b>10:35 a.m. - 10:45 a.m.</b>	<b>Committees Governance Structures</b>	<b>Vote</b>
<b>10:45 a.m. - 11:00 a.m.</b>	<b>Performance Contract</b>	<b>Vote</b>
<b>11:00 a.m. - 11:10 a.m.</b>	<b>Policies</b>	<b>Vote</b>
<b>11:10 a.m. - 11:25 a.m.</b>	<b>Complaints</b>	<b>Note</b>
<b>11:25 a.m. - 11:30 a.m.</b>	<b>Announcements, Meeting Schedule</b>	<b>Note</b>

- **Closing**
- **Mahalo**
- **Executive Session**

## Minutes

### **10:10 a.m. Call to Order**

### **Opening: Violet Makuakāne**

### **Agenda Approval**

- S. Osborne motions to review and approve agenda.
- M. Nihipali seconds.
- Unanimously approved with addition of executive session at end.

### **Financial Review and Approval**

- H. Barkhoff motions to approve year-end financial report (year ending June 30, 2015).
- V. Makuakāne seconds.
- Fiscal year report approved unanimously.

### **Credit Card Authorization & Check Signer Proposals**

(see attachments, "Credit Card Authorization" and "Check Signer")

- K. Kaupiko motions to revise proposal to replace "credit card authorization" with **debit** card authorization with \$5,000 daily limit, and approve Po‘o Kumu (Principal) Monica Pilimai Traub as authorized check signer for Kua O Ka Lā PCS.
- M. Nihipali seconds.
- Motion approved unanimously.

### **Review and Determination of Governance Structures: Committees**

Discussion of existing committees.

- S. Osborne motions to approve with one change: K. Kaupiko moves from *Financial & Organizational* to *Academic* for school year 2015-16.
- M. Nihipali seconds.
- Committees for academic year 2015-16 unanimously approved.

### Academic

- Pilimai Traub, Committee Chair
- Harald Barkhoff
- Ka‘imi Kaupiko
- Maile Nihipali
- Myles De Coito
- Maile Nihipali

### Financial & Organizational

- Susie Osborne, Committee Chair
- Glen Calvert
- Violet Makuakāne
- Kelly Roberts

### **Review and Confirmation of Governing Board Meeting Dates for Academic Year 2015-16**

- August 28, 2015, 10:00am - 12:00pm at Pū'ala'a
- September 18, 2015, 10:00am - 12:00pm at Pū'ala'a (with Committee meetings)
- October 16, 2015, 10:00am - 12:00pm at Pū'ala'a
- November 20, 2015, 10:00am - 1:00pm at Miloli'i
- December 11, 2015, 10:00am - 12:00pm at Pū'ala'a (with Committee meetings)
- January 22, 2016, 10:00am - 12:00pm at Pū'ala'a
- February 19, 2016, 10:00am - 12:00pm at Pū'ala'a
- March 11, 2016, 10:00am - 12:00pm at Pū'ala'a (with Committee meetings)
- April 15, 2016, 10:00am - 12:00pm at Pū'ala'a
- May 13, 2016, 10:00am - 12:00pm at Pū'ala'a (with Committee meetings)
- May 20, 2016 1:00pm - 3:00pm at Pū'ala'a (graduation ceremony 9:00am - 12:00pm)

- S. Osborne motions to approve GB meeting schedule.
- M. Nihipali seconds.
- Unanimously approved.

### **Governance Structure**

- H. Barkhoff motions to open discussion on whether KOKL Governing Board will have direct oversight over Po'o Kumu (Principal) position.
- V. Makuakāne seconds.
- GB unanimously approves that KOKL Organization Chart will be revised to reflect that Governing Board has direct oversight over school's Po'o Kumu (Principal) position.

### **Review of Performance Contract**

(see attachment, "Formal request from Board for 3-year contract extension to Commission staff")

S. Osborne proposes GB draft letter to Charter School Commission requesting 3-year contract extension on the basis of:

*Lack of compliance with Charter Law concerning Federal funds and the impact of this from RTTT 70 million grant. Zone of Innovation Districts received huge infusion of funds and support designed to close the achievement gap in high poverty areas including Puna. No offer of support provided to KOKL.*

*Impacts on school from 2 natural disasters last year. Direct hit from hurricane and then lava. Loss of school days impacting academic scores and financial impact resulting in 5/10 financial compliance measures being met as opposed to 10/10 last year. Data not sufficient.*

*Priority and Focus Schools receiving 2 years of support. KOKL in continuous improvement with Strive HI. Request a written review of funds and services provided to schools including Title 1 Supplemental funds.*

*Concerns over legality of Commission making their own measures that are “problematic’ according to DOE when DOE has to get any changes of measures approved by Federal government.*

- H. Barkhoff motions to task GB with writing proposal to Commission for 3-year contract extension.
- V. Makuakāne seconds.
- Motion unanimously approved.

### **Address of Complaint by Parent on Issue of KOKL Protocol**

S. Osborne informs GB of ongoing process to address parent complaint regarding school protocol (*oli* and *mele*). School is addressing complaint by adopting “Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees Policy.” (see attachment)

Additionally, school is implementing programs and procedures to address harassment and bullying. School will also be revising instructional materials and practices regarding school protocols (*oli* and *mele*).

- S. Osborne motions to adopt the policy.
- H. Barkhoff seconds.
- Unanimously approved.

### **Announcements**

- S. Osborne to attend WASC accreditation presentation on O‘ahu September 28.
- KOKL receiving *Hiki Nō* (PBS Hawai‘i) awards for student video projects during SY 2014-15.

**Adjournment: 11:40am**

### **Attachments:**

- A. Credit card authorization
- B. Check Signer
- C. Formal request from Board for 3-year contract extension to Commission staff.
- D. ANTI-HARASSMENT, ANTI-BULLYING, AND ANTI-DISCRIMINATION AGAINST STUDENT(S) BY EMPLOYEES POLICY

**TO: Kua O Ka Lā Public CHARTER SCHOOL  
GOVERNING BOARD**

**BOARD REPORT August 28, 2015  
Action Items**

**Credit card authorization**

**PROPOSAL:**

It is proposed the Governing Board of Kua O Ka Lā Charter School approve Monica Pilimai Traub to have a credit card for purchases with \$5,000.00 daily limit.

**BACKGROUND:**

In an effort to ensure that supplies and curriculum are purchased and in an effort to support budget process, it is important for Pilimai to have this authority. Pua had a school credit card for the past several years.

**SUPPORTING INFORMATION:**

None

**IMPLICATIONS:**

Responsive ordering of curriculum and supplies.

**RECOMMENDATIONS:**

It is recommended the Governing Board:

1. Approve Monica Pilimai Traub to have a school credit card with a \$5,000.00 daily purchasing limit.

**RESPECTFULLY SUBMITTED:**

Susie Osborne  
Administrator

**PREPARED BY:**

Susie Osborne

**PRESENTED BY:**

Kaimi Kaupiko

**TO: Kua O Ka Lā Public CHARTER SCHOOL  
GOVERNING BOARD**

**BOARD REPORT August 28, 2015  
Action Items**

**Check Signer**

**PROPOSAL:**

It is proposed the Governing Board of Kua O Ka Lā Charter School approve Monica Pilimai Traub to be an authorized check signer for Kua o ka La Charter School

**BACKGROUND:**

We need two check signers for every check as standard procedure. Last year, Richard had signing authority. Pilimai will replace Richard and this will help her begin to have a stronger understanding of budget and operations.

**SUPPORTING INFORMATION:**

None

**IMPLICATIONS:**

Responsive payment of bills and re-imburements when we have people available and accessible to sign.

**RECOMMENDATIONS:**

It is recommended the Governing Board:

1. Approve Monica Pilimai Traub as an authorized check signer.

**RESPECTFULLY SUBMITTED:**

Susie Osborne  
Administrator

**PREPARED BY:**

Susie Osborne

**PRESENTED BY:**

Kaimi Kaupiko

**TO: Kua O Ka Lā Public CHARTER SCHOOL**  
***GOVERNING BOARD***

**BOARD REPORT August 28, 2015**  
Action Items

**Formal request from Board for 3-year contract extension to Commission staff.**

**PROPOSAL:**

It is proposed the Governing Board of Kua O Ka Lā Charter School submit a letter requesting a three-year contract extension and a written response from Commission staff (cc Commission Board).

**BACKGROUND:**

Lack of compliance with Charter Law concerning Federal funds and the impact of this from RTTT 70 million grant. Zone of Innovation Districts received huge infusion of funds and support designed to close the achievement gap in high poverty areas including Puna. No offer of support provided to KOKL.

Impacts on school from 2 natural disasters last year. Direct hit from hurricane and then lava. Loss of school days impacting academic scores and financial impact resulting in 5/10 financial compliance measures being met as opposed to 10/10 last year. Data not sufficient.

Priority and Focus Schools receiving 2 years of support. KOKL in continuous improvement with Strive HI. Request a written review of funds and services provided to schools including Title 1 Supplemental funds.

Concerns over legality of Commission making their own measures that are “problematic” according to DOE when DOE has to get any changes of measures approved by Federal government.

**SUPPORTING INFORMATION:**

Commission ranking of schools for SY 2013-2014

**IMPLICATIONS:**

Being placed on Academic monitoring this year, and then probation with a possible closure the following year.

**RECOMMENDATIONS:**

It is recommended the Governing Board:

- Approve the submittal of a letter of request from the Board to the Commission staff for a 3-year extension of performance contract.

**ANTI-HARASSMENT, ANTI-BULLYING,  
AND ANTI-DISCRIMINATION AGAINST  
STUDENT(S) BY EMPLOYEES POLICY**



Date Adopted: August 28, 2015

Date Revised:

Related Documents: Align with BOE Policy 305.1

Kua o Ka La NCPCS strictly prohibits discrimination, including harassment, by any employee against a student based on the following protected classes: race, color, national origin, sex, physical or mental disability, and/or religion.

In addition to the above protected, Kua o Ka La NCPCS strictly prohibits any form of harassment and/or bullying based on the following: gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation. A student shall not be excluded from participation in, be denied the benefits of, or otherwise be subjected to harassment, bullying, or discrimination under, any program, services, or activity of Kua O Ka La NCPCS.

Kua O Ka La NCPCS expressly prohibits retaliation against anyone engaging in protected activity. Protected activity is defined as anyone who files a complaint of harassment, bullying, or discrimination; participates in complaint or investigation proceedings dealing with harassment, bullying, or discrimination under this policy; inquires about his or her rights under this policy; or otherwise opposes acts covered under this policy.

Kua O Ka La NCPCS shall develop regulations and procedures relating to this policy to include personnel action consequences for anyone who violates this policy.