



Kua O Ka Lā

New Century Public Charter School

Governing Board Agenda
Wednesday, June 12, 2019
10:00 a.m. to 12:30 a.m.

Attendees:

Kapoula Thompson

Vi Makuakane

David Sing

Susie Osborne

Jannette Pelton

Karina Espinoza

Kenneth Makuakane – will join via zoom – did not join

Glenn Calvert – running late – arrival 10:15am

Bonnie @ Cabonaro – will join via zoom / joined at 10:10 am

Kelly Robertson – will join via zoom / joined at 10:08 am

Absent/Excused: Ku Kahakulau and Marta Ferro-Wayne and Maile Nihipali

Open Pule at 10:06 am by Anake Vi Makuakane

Approval of Agenda & Minutes

Board Reviewed Agenda and Previous Minutes

Approve of June 12 2019 agenda and Minutes of May 13th meeting: David Sing

2nd: Kelly

Concerns/changes:

- David asked if they voted on only 2 items as it seemed like there were more? He felt like there was more in discussions?
- Susie then reviews notes and agenda and confirms that the Agenda for May 8th and Minutes for March 13th meeting were voted on. She also confirms that the Credit card application was approved via vote. She confirmed it doesn't look like anything in committee business required a vote. Except the Attendance policy moved to an emailed vote and only discussion took place at the meeting. DS informed that the minutes should reflect that there was a lengthy discussion. Board members tried to recall points of discussion, then DS decided to table the details regarding May 8th meeting approval because Bonnie was on hold for her time slot and Fiscal business.

Public testimony - NONE

April 2019 Financials

Susie: informs that in the committee meeting detailed notes were handed out and discussed, where Bonnie went in detail but will only recap today.

Bonnie: I will zip through highlights. I will go over how the reports are done, similar to March report; AR is decreasing, liabilities are decreasing. This means we are converting cash quicker, more cash on hand to work with.

Supplemental on page #10: spoke to committee meetings; everyone is aware of big price items i.e. state reimbursement increase; #2 and #3 are related payroll and making sure deductions are on time.

#4 references John's seminar where the numbers come directly to Income Statement as positive or negative. Reflected you will see positive is restricted or deferred funds, \$129,000 where all grant funds need to be spent. Like the Castle foundation amount is for the new bus. Preschool amount is being looked at for 13,300 seems to be a possible coding error because those monies are disbursed via reimbursement. Susie states Jannette will look at this.

Miloli'i program grant is restricted only for their program use. There is no timeline and they have pot of money but needs to be used for a specific purpose.

KS preschool for payroll – restricted Bonnie will look to ensure its all expended

SPED – Jannette need to bill out/allocate

HSDM grant – Jannette will need to look to bill out/allocate

David inquires if monies should all be spent? Susie confirms yes, they are to be allocated and billed out.

OHA – Jannette needs to be allocate/bill out.

Susie states that by next GB meeting we should have everything allocated/billed out.

David then asks to confirm the spending procedure.

Susie confirms that there is a financial part and program part.

Susie states she and Kapoula will oversee the expenditure and get everything on track.

David confirms that there typically is a fiscal reporting that happens with the granting org or agency.

Bonnie: confirms she will include this section every month. Will include pos/neg deferred amounts. She will separate Income Statement by funding source.

Also, Title 1 expenses have to be billed out. Jannette said to she has began that billing out process. Bonnie states will need to confirm the carry over notes: If the report needs to reflect the law. #1 and #2 with law changes: 3 and only 3 auditors by the commission will be available, will confirm if law is effective this year?

Susie will make note to Sione if the law effects this past year and if applied to last year, have they determined what auditors. She told Sione that we booked out CW for next year and Sione didn't give a response.

Will notate this is a revisit note.

Bonnie also informed that Fringe benefit and that we want to pay them out to reduce as much liabilities off our books. Per Susie: she, Jannette, Bonnie will determine by year end. Susie instructs Jannette to contact Kaleo @ Commission. Bonnie states it's not a huge detriment because then assets will be higher but we would like the best number, and getting off books is best.

#3 is resolved: KS funding has been received.

Page #14 to discuss; Summary AR, AP and ARC calculations – blood pressure

80,000 from KS received

FICA typically takes some time, still outstanding

OHA balance usually reimburse after year end. Susie instructs Jannette to look at OHA

Bonnie reiterates the Large amount is fringe and is the biggest liabilities on the books. We want to take care of it because it is 50% of total payables. Commission saying we need to wait to pay.

Bonnie: wants to describe the Financial Blood Pressure – actual cash measure

1.3 million but monies are allotted. As of April 30th there is only 1 million 50 thousand and not restricted.

Look down the road, we will be receiving about 240,000 and payout 1400,000. Looking good our operating cash is increases, reflecting healthy numbers.

Susie: Needs to take us to the end of the year in payroll.

Bonnie: explains cash on hand; how much to operate, at least 60 days into the following year.

Susie said she thinks we need 400,000 to meet that measure. Everything is based on growth measure, if we would like to go down.

Bonnie reconfirms it 700,000 should be sitting in the bank to operate.

Kelly inquires if we can project known expenditures through August, so we know where we stand.

Bonnie: said we could and the best way to present that.

Kelly: reconfirmed if we can just project amount for payroll/salary. Ballpark figure.

Susie: can do through June, looking at budget for next year, will get salary schedule and tomorrow and determine what the budget looks like for next year. Thursday better idea, except for June 30th.

Kelly: wants to confirm if funds that we have to have \$700,000.00 as of June 30th?

Bonnie then confirms June 30th. Does not get through projected July and August based on last year expenses

Kelly: nice to know what we look at and expense amount to projected

Bonnie: Budget to actual is where you will see that pattern.

Susie: refer to page #16 for the commission just gave a new reporting format to include the pre calculated of measure that they will be requesting. So let's see what that is to ensure we cover everything. Embed financial measure, so that would address the BA

Bonnie: Yes and doing it quarterly will give us time to react. Does that help you Kelly?

Kelly: Yes, that would work. What do others think?

Susie: were you there for financial measure, we will send you, that goes over the expenses and cash on hand. It is now mandated for quarterly.

Kelly: should be ok with all that.

Bonnie: will look at making projects and using them quarterly, if its ok, she would like to think about it.

Bonnie: will tweak this report to look more similar to what John presented in training.

Everything is healthy and positive.

Questions: none

Motion to approve April financial: Vi Makuakane

Second: Glenn Calvert

Favor: Unanimous

Board Self Evaluation

Susie: just got the working groups that Kapoula groups involved, develop GB self eval. Just to look at and review and possibly bring back at a later time. Noted item. Develop by the po'o in a working group.

Committee Updates – Susie provided minutes

Finance/Organize Committee met in depth with Bonnie, reviewed statement of assurance to commission. Have a question for Sione. Discussed fire inspect NOC received. Need to rectify that by June 7th, not able to because FC would not inspect BNG. Although a temp BNG does not county compliance to have school. FC issued statement, provided to Sione, no longer there, Sione will add to report. Not sure what but not there.

Finance

5 year budget, for charter renewal. Set up working group, committee, Kapoula, Jannette and Susie due next Dec. and forward instruction: Kalapana Church MOA, response from AG. Copies given out. Meeting with Mike@ Mauna Kea Church that Kapoula give him copy. Secure and execute for next year. Occupancy for NM, working on it. Requesting temp of occupancy, statement was no, went above him to Mayor's assistant, request mayor to apply pressure, so we can continue school so we can complete items, necessary. KT and SO have had meeting around this.

Evaluation based on Hawaiian Charter School took a year, self-evaluation. Discussed and committee meeting discussed. We are to discuss in executive session. Self-evaluation time. No voting, just an updated.

Kapoula what about executive session? Susie voting items. Continue or not, begins July 1.

Academic Committee Meeting: Kapoula DS (notes attached) KT Reviewed notes.

Principal Evaluations

Retaining students and communication procedures

Review rubrics

Look in minutes things were discussed. KT response assess tool to be transparent, performance areas to be strengthened. KT: David brought up academic and organization leader should be

shared? Expectation of each of the leadership roles, WASC roles and duties and responsibilities for each position.

2nd page, list 9, 10, 11, remaining students transition and registrar will have completed up to this point.

Improve not noted: it was difficult getting down to include on line students.

Not agenda but continuation: last part

Expectation for families moving forward – map out and draft what the process could look like and have the board decide how that will look like. Be transparent, and inform parents early on. Info collected, and how to move forward. David states, its move into operations. We should know the timeline; communication in general should be discussed as a board, make it transparent to the public.

KT: what I have drafted so far, do I do a proposal and ask KOKL Board to vote?

Susie said yes we should have board vote.

Share draft, discuss and recommendation for the board to vote on

Back to tabled item:

Agenda and minutes per DS

Susie confirmed Approved march 13th minutes

DS we thought we had more discussion than what was added - there was lengthy discussion.

And emailed vote.

Details: Ku wanted to be stronger, or rigorous communication to parents.

DS lets see if we can capture, in the decision process, that we have had this discussion. We will revisit. And then we can capture the main points, reference points for decision making.

Susie we did say this was a baseline, and we felt like it needed more work, especially the on line. We wanted to make sure what was reflected was actually occurring. To be put on future agenda

DS will approve to continue discussion and incorporate the previous discussion and have future discussion to capture what was previous

Motion: VI

Second: David

Approve May 17th and May 13th

Calendar for meeting dates for 19-20

Susie sent out GB and Committee meeting dates and times., attached.

SO; Added a committee meeting date bc it was missing.

Will redraft and resend with the minor change of August date for GB meeting,.

Motion: Glenn

Second: VI

Unanimous

Executive Session:

Contract Approval 19-20 Pookumu and Pookula

Salary:

DS

Brings up the salary classification, we need to create the commission and have board decide.

Is there a process in the other boards. Other than what was forwarded?

SO: confirms that there is an evaluation. And describes our structure;

DS in terms of process do we have a process.

SO KU was going to work on evaluation. Describes what Pwilhelm did, and how it was divvied up. Now we have moved into having a principal.

DS: two things, measurement tool, a procedure how we are going to come to a point of vote.

At this point, we don't have neither. Will take a vote contingent that we have a measure tool and procedure.

SO: took a year to develop,

DS we have a reference

SO has a process.

DS vote today, but need measure tool and procedure.

Out of executive session

Voted for 1 year

Create specific measure to administrators and set up procedures that leads to the vote.

3rdly to look at the salary and how that is controlled and whether there are variables or changes beyond.

Motion:

Second:

Unanimous

Kelly, vi, David glenn

Meeting adjourned

Motion; David

Vi

Non-ambitious

Meeting closed 1155 am.