

## Meeting Minutes, August 29, 2017

### 1. Meeting Opening

**1.1 Call to Order:** The August Governing Board meeting for Ka 'Umeke Kā'eo Public Charter School was called to order at 5:08 P.M. on August 29, 2017, at Pa Hoaka by Board Support Louisa Lee.

**1.2 Attendance:** Board members present included: Leina'ala Thornton, Kelly Osorio, Laura Acasio, Olani Lilly, Kaaka Swain, Lima Naipo, Joel Nathansen, Chris Agpoon (by phone)

**Guests:** Louisa Lee

**1.3 Approval of Agenda:** Approved (*L. Naipo, K. Swain*)

**1.4 Public Comments on Agenda Items:** none

**1.5 Haumāna Report:** none

**1.6 Approve June Minutes:** Approved (*K. Swain, L Acasio*)

**1.7 Financial Report:** June and July Financials were reviewed and filed, the 16-17 Audit is schedule for Sept 6-8 2017.

### 2. Matters For Decision

**2.1 Revised HSTA Supplemental:** Tabled

**2.2 Revised Org Chart:** Approved (*K. Swain, L. Thornton*) The board approved a new org chart which includes two new position that fall under the direct supervision of the Po'okumu: 1) Director of Operations this positions oversees operations and the work of Mālama Kula, Mālama Limahana, SFS Clerk, Mālama Hale Kula, Ka'a 'Ohua, Kahu Ma'I Kula, Family Engagement, IT, and Registrar; 2) Instructional Coach/SSC this position will support kumu coaching work

**2.3 Amendments to Huaka'i Policy: Amendment 1 Transporting Students Via Private Vehicle** Approved, **Amendment 2 Participation of Spouses/Children of Ka 'Umeke Kumu/staff** Failed (*L. Thornton, K. Swain*)

The governing board voted to amend the Huaka'i Policy to read:

Students may be transported via private vehicles when it is impractical due to availability or economic factors to use the Ka 'Umeke school bus, charter a bus, and or use another school vehicle. Ka 'Umeke's bus should be used as the primary form of transportation. If the bus is not available, Ka 'Umeke will consider chartering a bus to transport students. Finally, if a chartered bus is impractical, private vehicles may be used to transport students, pursuant to BOE Policy 302-1.

- Obtain general approval from the Governing Board for the authorized use of private vehicles to transport students. For purposes of liability and the State's insurance policy, the Governing Board must determine annually whether private vehicles will be permitted to transport Ka 'Umeke students. If the Board authorizes the use of private vehicles to transport students, then it is up to the school administrator to oversee individual trips.
- Obtain specific approval from the Po'okumu for each trip. All trips must be approved by the Po'okumu, so each application must be reviewed on a case by case basis. The Po'okumu will be tasked with, among other things, overseeing the qualifications of the drivers and that all required information and requirements are met before a driver is approved.
- All standard transportation requirements for private vehicles apply when transporting students (e.g. wearing seat belt, no student under the age of 12 should ride in the passenger seat, Hawaii's child passenger safety law requires children ages four through seven to ride in a child safety seat or a booster seat when riding in a motor vehicle, no children in the bed of a truck at anytime).
- All potential drivers will be required to complete and comply with policies on the *Application For Use of Private Vehicle to Transport Students*, and to submit a copy of their drivers license, insurance card, and a driving abstract not more than 12 months old. The Po'okumu will review documents and vet all drivers. Anyone with a moving violation on their driving abstract will not be permitted to transport students. (see attached form).
- Pursuance to HRS 286-181, Parent/Legal Guardian Authorization for each student to ride in a private vehicle is required in writing waiving the State's liability.

Because of the nature of this change the governing board also voted to amend the *Transporting Students in Private Vehicle* policy to read as above.

**2.4 Amendment to Retention Policy:** Approved (*K. Swain, L. Thornton*) The following language was added to the retention policy:

No. 2 regarding student support: Kumu will document intervention strategies and instruction used and all contact with the 'ohana regarding support strategies and services.

No. 5 regarding procedures and parent notification: Parents will be notified of risk for retention no later than the end of the second quarter in a face to face meeting with kumu Po'okumu and/or designee. If retention is confirmed communication of the retention will be confirmed via certified mail by the end of the third quarter.

**2.5 Exec Board Election:** Approved (*K. Osorio, K. Swain*) Lima Naipo Chair/Treasurer, Kaaka Swain Vice Chair, Leinaala Thornton Secretary

**2.6 Approve 2017-2020 Accreditation Action Plan:** Tabled

### **3. Matters For Discussion**

**3.1 Facilities Update:** Po'okumu Olani Lilly provided an update regarding the special use permit at Kuawa st. we are working with EPI (engineers) and the department of water supply on water usage calculations to ensure current use is within capacity for that site.

### **4. Reports:**

The reports section of the board meetings will be modified to align with our strategic priorities to better keep the board knowledgeable and informed. Reports will now include: Leadership, Financial, Strategic, and Facilities

### **5. Adjournment:**

Meeting was adjourned at 6:23 P.M. by the Board Support Louisa Lee. Next meeting scheduled for September 26, 2017.

Minutes submitted by:

Board Support, Louisa A. Lee