

Ka 'Umeke Kā'eo Governing Board Minutes

September 1, 2020

1. Meeting Opening

1.1 Call to Order: The Governing Board meeting for Ka 'Umeke Kā'eo Public Charter School was called to order at 5:13 P.M. on September 1, 2020, via Zoom by Director of Operations Louisa Lee.

1.2 Attendance: Board members present included: Lima Naipo, Kelly Osorio, Kaaka Swain, Pohai Kyota, Nohea Nahale-a, Laura Acasio, Liliha Fredrick, Halealoha Ayau, Manaiakalani Kalua and Louisa Lee as board support.

1.3 Approval of Agenda: Approved

1.4 Public Comments on Agenda and Non Agenda Items: None

1.5 Haumāna Report: None

1.6 Approve Minutes: *L. Naipo moved, P. Kyota second*)

a) July 23, 2020 Minutes: **Approved** (*L. Naipo moved, P. Kyota second*)

<https://docs.google.com/document/d/1554WpMYTZzqQRm7YcG7hUGVB1BKnvIQVvY03MJUFLA/edit?usp=sharing>

b) August 12, 2020 Emergency Meeting Minutes (*H. Ayau moved, L. Acasio second*)

<https://docs.google.com/document/d/10sTEAISOkKgts0piKUtVGX1TPISLJfiedpLXTD49NEo/edit?usp=sharing>

1.7 Financials July 2020 were reviewed and filed:

a) July 2020 Balance Sheet:

https://drive.google.com/file/d/1ZIn1PSoXDsoGdGH1FxFWpt_oGeFetqjh/view?usp=sharing

b) July 2020 Profit and Loss:

<https://drive.google.com/file/d/1h2CuQ22esPnarWNn5JDk83IjjuoMPCch/view?usp=sharing>

c) July 2020 Budget Status:

https://drive.google.com/file/d/1jjrfOAByh_HxB3C0tpVMMJf-6ZeEpjDD/view?usp=sharing

2. Matters For Decision

2.1 Approve a budget amendment to postpone moving all 12 month non-essential employees to 10 month employees until the second semester (January 2021) **Approved** (*L. Naipo moved, P. Kyota second*). Admin suggested looking at the accumulation of leave for all 12 month employees and create a use it or lose it policy so that leave pay-outs in the event we have to downsize are not a huge liability for Ka 'Umeke. Board members questioned the legality of such a policy, admin recognized that this requires some investigation on behalf of HR.

3. Matters for Discussion

3.1 COVID-19 Cluster Update: Po'okumu Nohea Nahale-a reported that of the total 8 employees at Ka 'Umeke Kā'eo that tested positive for COVID-19 as of Saturday 8/29/20 there were no active cases everyone had been released from quarantine. As of Monday 8/31/20 all employees identified as close contacts had been released from quarantine.

3.2 Telework for Quarter 1: Po'okumu Nohea Nahale-a announced that she had approved Telework for all kumu for the remaining part of Quarter 1. The board was informed that as of Tuesday 9/1 limahana would be allowed back on school sites during regular business hours 7:30-3:00 but that all employees would be required to schedule the time they would be on campus so that Admin and maintenance staff can insure that all spaces being used are sanitized and disinfected appropriately. The offices of each site would also be re-opening with operations staff rotating to provide coverage most likely at a 3 days onsite and 2 days Telework schedule (for operations staff). Admin is starting discussions and watching the Covid-19 situation on the Big Island and will determine whether online learning should (with Board approval) continue for the second quarter in the next couple of weeks.

3.3 Malia Puka O Kalani Lease: Director of Operations Louisa Lee informed the board that the lease with Malia Puka O Kalani Church where our PreK program is currently located has been expired since July 2019 and that efforts to renew the lease with terms that meet state of Hawaii and AG review has been challenging as the Catholic Diocese and the state are both unwilling to budget on objectionable provisions in the now expired lease. Admin is unsure how to move forward but will continue to seek advise from the AG and reach out to the Catholic Diocese to reach a resolution. Admin has been working closely with local church management and has an informal verbal agreement in places for current use.

4. Reports

4.1 Po'okumu reported that online learning was going well, with the exception of some expected hiccups. Also that 'ohana have been expressing gratitude for the program being provided by Ka

‘Umeke, despite some internet challenges for about 1 dozen ‘ohana. Admin is working to get internet access to these ‘ohana.

4.2 Director of Operations reported that looming budget cuts in the 20-21 SY and 21-22 SY are a major area of concern and that we have to look at ways we may be able to save money especially in regards to facilities. Current PPA is approximately \$7200, however this amount may decrease and the Commission has withheld 10% of the 60% of our total PPA that we receive in August just in case. More concerning is the budget for next school year.

5. Meeting Closing

5.1 Announcements: None

5.2 Next Meeting: Next monthly meeting scheduled for September 25, 2020.

5.3 Adjournment: Meeting was adjourned at 6:17 P.M. by Board Support Louisa Lee.

Minutes submitted by: Board Support, Louisa A. Lee