

**Kihei Charter School
Board of Education Meeting
Tuesday, July 10, 2007
Minutes**

Meeting called to order at 4:10 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Mark Christiano, Richard Kehoe, Diane Parrella, Maria Quinn, Phill Schmidt, Gene Zarro

Absent : Jori Spencer, Maria Quinn, Jill Walsh,
Guest: Cheryl Zarro

Treasurer's Report

The May financials were presented and we are under budget.

ED Report

Facilities - The STEM Academy is moving forward, construction continues and we are waiting for the Certificate of Occupancy.

We are working with the Kihei Youth Center for our Hybrid Academy enrichment classes.

Enrollment - The STEM Academy has 48 students with 18 on the waiting list.

The High School Academy has 156 enrolled students with a waiting list of 10.

The Board should approve an annual enrollment policy for each Academy.

Five Year Plan

We need a comprehensive, strategic, and fiscal five year plan and will ask David Fisher to help us develop our first one.

Motions

The Board moved to accept the revised by laws DIR 0707 001. The motion was made by Mark, seconded by Kathy and passed unanimously.

The Board moved to accept the revised policies COM 0708 001. The motion was made by Diane, seconded by Phill and passed unanimously.

The Board moved to approve the annual budget DIR 0708 002. The motion was made by Mark, seconded by Kathy and passed unanimously.

The Board moved to approve the first batch of 2007/08 employment contracts DIR 0708 003. The motion was made by Mark, seconded by Kathy and passed unanimously.

Academy Committees

The Board moved to establish the formation of Academy committees and their subsequent chairs BC 0707 001. The motion was made by Gene, seconded by Diane and passed unanimously.

It was decided that a Board Member will chair each Academy committee and the Lead Facilitator will be a member of that committee.

The Board moved to nominate Richard as chair of the STEM Academy committee. The motion was made by Gene, seconded by Diane and passed unanimously.

There will be a meeting on July 13, at 11:AM to consider establishing a Performing Arts Academy.

The next meeting is scheduled for Tuesday, August 7, at 4:PM.

Meeting adjourned at 5:50.

Diane Parrella
Secretary

Kihei Charter School

Board of Education Meeting

Tuesday, August 7, 2007

Minutes

Meeting called to order at 4:45 PM by Gene Zarro, Chair

Board members present: Mark Christiano, Richard Kehoe, Diane Parrella, Maria Quinn, Phill Schmidt, Jori Spencer, Jill Walsh, Gene Zarro

Absent: Kathy Arbour

Guests: Adrienne Fries, Christine Mauck, Cheryl Zarro

Parent Concerns

The parents expressed the following needs: to make instructions clearer, an informational meeting, open house and to keep parents informed.

The Board moved to accept the minutes of the July 10 meeting as amended. The motion was made by Phill, seconded by Richard and passed unanimously.

The Board moved to accept the minutes of the July 10 executive session meeting. The motion was made by Jill, seconded by Diane and passed unanimously.

The Board moved to accept the minutes of the July 26 executive session meeting. The motion was made by Jill, seconded by Mark and passed unanimously.

We need a policy committee meeting to discuss fund raising.

Executive Director's Report

Enrollment - We have 171 students enrolled in the High School, 48 in the STEM Academy and Hybrid Academy is going well.

Facilities - STEM Academy should get its certificate of occupancy this week.

High School improvements were made.

Logo Wear - Lead Facilitators will require logo wear for STEM Academy students. Hybrid Academy students will

wear same for outside activities.

Agenda Items

The Board moved to approve the second batch of employment agreements DIR 0707 004. The motion was made by Mark, seconded by Maria and passed unanimously.

The Board moved to approve the partnership resolution of KCS with the Kihei-Wailea Rotary and the Kihei Sunrise Club DIR 0708 005. The motion was made by Mark, seconded by Maria and passed unanimously.

The Board moved to approve the MOU detailing the partnership between the Kihei Youth Center and the Hybrid Academy DIR 0708 006. The motion was made by Mark, seconded by Jill and passed unanimously.

The Board moved to approve financial practice policy 1-13 and its subsections on board accounts, transfer of funds, and monthly board reporting requirements DIR 0708 007. The motion was made by Maria, seconded by Jill and passed unanimously.

The Board moved to continue Mark Christiano as executive director BC 0708 002. The motion was made by Gene, seconded by Diane and passed unanimously.

The Board moved to approve the MOU between SMLO and KCS regarding the leasing to KCS of all space located at 300 Ohuaki Rd and 590 Lipoa Parkway BC 0708 003. The motion was made by Diane, seconded by Maria and passed unanimously.

The Board moved to approve the leasing by SMLO to KCS of two 15 passenger vans, both 1997 Dodge vans, for use as the school sees fit BC 0708 004. The motion was made by Diane, seconded by Phill and passed unanimously.

The next meeting is scheduled for Tuesday, September 4, at 4:00.

Meeting adjourned at 7:10.

Diane Parrella
Secretary

**Kihei Charter School
Board of Education Meeting
Tuesday, September 4, 2007
Minutes**

Meeting called to order at 4:10 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Mark Christiano, Richard Kehoe, Diane Parrella, Maria Quinn, Phill Schmidt, Jori Spencer, Jill Walsh, Gene Zarro

Guests: Cheryl Zarro, Tom Blackburn-Rodriguez

The Board moved to accept the minutes of August 7. The motion was made by Gene, seconded by Richard and passed unanimously.

ED Report

Mark spoke to Jim Konanz about spreading Jim's K-12 program. He wants to come here and talk to us about his program.

Our enrollment is at 100% and still growing in some areas. We need to hire more teachers and more support staff.

The Board moved to adopt a partnership with MAPA DIR 0708 008. The motion was made by Jill, seconded by Jori and passed unanimously.

The Board moved to approve a review of our DIP DIR 0708 009. The motion was made by Mark, seconded by Kathy and passed unanimously.

The Board moved to approve a KCS Costo Credit Card, with appropriate oversight DIR 0708 010. The motion was made by Mark, seconded by Maria and passed unanimously.

The Board moved to approve a transfer of funds plan DIR 0708 011. The motion was made by Mark, seconded by Richard and passed unanimously.

The Board moved to appoint Diane as Election Officer BC 0708 005. The motion was made Mark, seconded by Maria and passed unanimously. The by laws need to be amended and election schedules examined.

Public Relations

The Board discussed the poor publicity regarding the opening of the STEM school.

Tom promised to have a mock up of our brochure ready by September 19.

Committee update

We need Board members to chair the Hybrid and High School Committees. The lead facilitator of each academy will be a member of their respective committees.

Business Plan

David Fisher of SBDC will assist us with both our long term and short term business plan.

MAPA

We are working to create an Arts Academy for the next school year. A meeting will be held on Thursday, September 13, from 11-1 to discuss this.

Building Purchase

The Board moved to allow Gene to seek out for consideration to hire a lawyer, a commercial title company and a commercial realtor to represent us in the purchase of our building. The motion was made by Jill, seconded by Maria and passed unanimously.

The next meeting is scheduled for October 2, at 4:PM.

Meeting adjourned at 6:30.

Diane Parrella-Secretary

Kihei Charter School Board of Education Meeting Tuesday, October 2, 2007 Minutes

Meeting called to order at 4:20 PM by Gene Zarro, Chair

Board members present: Mark Christiano, Richard Kehoe, Diane Parrella , Jori Spencer, Gene Zarro

Absent: Maria Quinn, Phill Schmidt, Kathy Arbour, Jill Walsh

Guests: Tom Blackburn-Rodriguez, Gail Weaver

The Board moved to accept the minutes of September 4. The motion was made by Mark, seconded by Jori and passed unanimously.

ED Report

At this time we have 326 students. 160 in the High School, 48 in the STEM, and 118 in the Hybrid Academy.

The Board moved to approve the annual report DR 0708 012. The motion was made by Mark, seconded by Diane and passed unanimously.

The Board moved to approve the hiring of Rose Valle, Keoni Baldwin, and Kelly Duell DR 0708 013. The motion was made by Mark, seconded by Richard and passed unanimously.

The Board moved to approve the uniform logo wear for the STEM Academy as presented RK 0708 001. The motion was made by Diane, seconded by Richard and passed unanimously.

Jim Konantz is planning to visit the school on November 8 or 15. He wants to discuss school expansion and we will invite him to a special meeting.

On Saturday, October 13, the new movie, "Maui Boyz," will premiere in the High School Auditorium.

Bill Gresham has accepted an offer from SMLO to represent SMLO in the acquisition of property.

We are meeting with MAPA and making progress planning our Arts Program expansion.

Elections

The Board moved to accept the following election schedule BC 0708 004. The motion was made by Diane, seconded by Richard and passed unanimously.

Wed. Oct. 24	Nominations accepted by Stakeholder group
Wed. Oct. 31	Nominations reviewed and qualified by Stakeholder group
Wed. Nov. 14	Last day for elections to be held, if needed.
Mon. Nov. 19	Certified election results submitted to the Board

The next meeting is scheduled for Thursday, November 1, at 4:PM.

Meeting adjourned at 6:55.

Diane Parrella
Secretary

**Kihei Charter School
Board of Education Meeting
Thursday, November 1, 2007
Minutes**

Meeting called to order at 4:15 PM by Gene Zarro, Chair

Board members present: Mark Christiano, Richard Kehoe, Diane Parrella , Maria Quinn, Phill Schmidt, Jill Walsh,, Gene Zarro

Absent: Kathy Arbour, Jori Spencer

Guests: Tom Blackburn-Rodriguez, Gail Weaver, Tsebay Quinn, Evelyn Goo, Kimo Goo, Nasre Manasrach, Fatma Manasrach, Vivian FrancoBernacchi

The Board moved to accept the minutes of October 2. The motion was made by Richard, seconded by Maria and passed unanimously.

Public Testimony

Evelyn Goo requested that Nasre Manashrach be granted an exception to the wait-list rule and be permitted to attend the school. The Board will send a letter to his mother stating that we are abiding by school policy.

ED Report

The Board moved to approve a fund raising policy DIR 0708 014 that provides for all fund raising activities be approved in advance by the administration. The motion was made by Mark, seconded by Maria and passed unanimously.

The Board moved to approve the plan to transfer funds between the school's checking and savings accounts DIR 0708 015. The motion was made by Mark, seconded by Jill and passed unanimously.

The date of Jim Konantz's visit will be Friday, November 30.

Mark recommends not paying for the auxillary services charged by the DOE because we do not receive any of these services.

Mark commended Cheryl Zarro for her efforts with the audit.

We need an inventory-finance policy.

Capital Campaign

Tom reported that the plans for Rotary Club luncheon here on Wednesday, November 7 are just about complete.

Elections

The Board moved to establish an election committee to be chaired by Diane. The motion was made by Mark, seconded by Maria and passed with one dissenting vote. Diane declined the appointment and Jill and Kathy were appointed.

The schedule set for nominations and elections of the parent, support staff, and teacher representatives to the Board did not take place on the dates scheduled. The support staff and teachers created a process which they will carry out on November 9.

1. compulsory meeting on school time
2. certification of members of stakeholder group
3. nominations called for
4. a Board member will create a ballot, distribute said ballots, and collect them
5. the Board member will certify the winner and if there is a tie, a run off election will be held

The Board moved to define stake holder group membership to be defined by the KCS teacher pay grid. If you are on that pay grid you are a teacher and if not, you are considered support staff. The motion was made by Diane, seconded by Jill and passed unanimously SEC 0708 001

The Board moved to accept the by law provision as presented. SEC 0708 002. The motion was made by Diane, seconded by Jill and passed unanimously.

Article III

Section 4. Qualifications

As per Hawaiian Public Law 302B-7, the Board shall be composed of *not less than one specially elected representatives* from each stakeholder group: *instructional staff, support staff, parent or guardian of a current Kihei Charter School student, community-at-large, founders group, student body representative, and administrator.*

The Board will expand its capacities by a super majority to include at least three persons of value.

The Board may expand its membership further by a super majority.

All members shall serve for a two year term starting on January 1, of the new year and ending on December 31, with staggered terms as per these bylaws.

The administrator and student representative shall each serve a one year term from July 1 to June 31 with election procedures determined by the Board or its representative.

The next meeting is scheduled for Friday, November 30.

Meeting adjourned at 6:50.

Diane Parrella
Secretary

**Kihei Charter School
Board of Education Meeting
Friday, November 30, 2007
Minutes**

Meeting called to order at 4:20 PM by Gene Zarro, Chair

Board members present: Mark Christiano, Richard Kehoe, Diane Parrella , Maria Quinn, Jill Walsh,, Gene Zarro

Absent: Kathy Arbour, Jori Spencer, Phill Schmidt,

Guests: Tom Blackburn-Rodriguez, Jim Konantz, Cheryl Zarro, Gail Weaver, Kathleen Oldag

The Board moved to accept the minutes of November 1. The motion was made by Richard, seconded by Jill and passed unanimously.

Chair Report

Gene presented a settlement agreement. A motion was made by Jill and seconded by Diane to approve the previously agreed upon payment of \$25,000 to HSTA via the AG office. This motion was passed unanimously.

The election results are as follows: Support Staff Representative to the Board is Kathleen Oldag. The Instructional Staff Representative is Paula Satterthwaite. Both positions officially start on January 1, 2008. The election followed established procedure.

The elections for Parent Representative will be held on December 12.

Mark asked that the election committee follow up with the Parent nominees and qualify them.

Special Guest

Jim Konantz is now vice-president of K12 Western region and presented to the Board the idea of KCS branching out in a joint venture with K12 to reach out to the other islands in Hawaii. The Board discussed a statewide DIP change and listened to Jim's proposal.

The next meeting is scheduled for Thursday, December 13.

Meeting adjourned at 6:10.

Respectfully submitted,
Jill Walsh
Community Representative

**Kihei Charter School
Board of Education Meeting
Thursday, December 13, 2007
Minutes**

Meeting called to order at 4:15PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Mark Christiano, Richard Kehoe, Diane Parrella , Maria Quinn, Jill Walsh,, Gene Zarro

Absent: Jori Spencer, Phill Schmidt

Guests: Carolyn Wright (MAPA, Director of Programs), David Johnson (MAPA, Executive & Artistic Director), Cheryl Zarro, Gail Weaver, Kathleen Oldag, Tom Blackburn-Rodriguez.

The minutes of the November 30 meeting were approved unanimously.

Election Results

The Board accepted the election of Diane Parrella (Community), David Archer (Parent) and Richard Kehoe (Community member - person of value). All positions were filled according to the procedures established in the by laws.

The Board recognized the distinguished service of retiring Board members: Kathy Arbour, Maria Quinn, Phill Schmidt, Jori Spencer and Jill Walsh.

Employee Contracts

The Board moved to approve two additional employee contracts DIR 0708 016. The motion was made by Mark, seconded by Maria and approved unanimously.

Performing Arts Academy

The Board moved to approve the implementation of the Middle School Performing Arts Academy, for the school year 2008-2009 DIR 0708 017. The motion was made by Mark, seconded by Maria and passed unanimously.

The next meeting is scheduled for Tuesday, Jan 8, 2008 at 4PM at the STEM Academy, located at the Maui Research and Technology Center, 590 Lipoa Parkway.

Meeting adjourned 5:PM.

Kathy Arbour
Acting Secretary

**Kihei Charter School
Board of Education Meeting
Friday, January 11, 2008
Minutes**

Meeting called to order at 4:15PM by Gene Zarro, Chair

Board members present: David Archer, Mark Christiano, Richard Kehoe, Kathleen Oldag, Diane Parrella, Paula Satterthwaite, Gene Zarro

Guests: Gail, Cheryl

The Board moved to accept the minutes of the December 13 meeting. The motion was made by Mark, seconded by Kathleen and passed unanimously.

Board Officers

The Board moved to select the following to serve as Officers in 2008. BC 0708 006.

The Board moved to select Gene Zarro as Board Chair. The motion was made by Diane, seconded by Paula and passed unanimously.

The Board moved to select David Archer as Vice Chair. The motion was made by Paula, seconded by Diane and passed unanimously.

The Board moved to select Richard Kehoe as Treasurer. The motion was made by Mark, seconded by Kathleen and passed unanimously.

The Board moved to select Diane Parrella as Secretary. The motion was made by Kathleen, seconded by Paula and passed unanimously.

Enrollment Procedures

We are expecting about 424 in enrollment for the next school year.

The Board moved to accept a motion that the ED establish and carry out the enrollment procedures for 2008-9 DIR 0708 018. The motion was made by Mark, seconded by Richard and passed unanimously.

ED Report

Mark presented the proposed calendar for 2008-9.

Graduation will be May 31.

We need to revisit our graduation requirements. It should include the requirement that the students must take and pass at least one virtual course.

Arts Academy - We are working on the MOU.

Financial Report

Our finances are in good shape.

We need an ad hoc committee on the Capital Campaign.

The next meeting will be held Tuesday, February 5, at the STEM academy.

Meeting adjourned 5:30.

Diane Parrella
Secretary

**Kihei Charter School
Board of Education Meeting
Tuesday, March 4, 2008
Minutes**

Meeting called to order at 4:15PM by Gene Zarro, Chair at the STEM school.

Board members present: David Archer, Mark Christiano, Richard Kehoe, Diane Parrella ,Paula Satterthwaite, Gene Zarro

Absent: Kathleen Oldag, Paula Satterthwaite,

Guests: Cindy Barber, senior auditor, John Carbonaro, CPO, Gail, Cheryl

The Board moved to accept the minutes of the January 11, 2008 meeting. The motion was made by David, seconded by Mark and passed unanimously.

Finances

The annual audit is in the DIP and must be done each year.

Director's Report

The Board discussed a depreciation policy and David will research it.

We will recognize the fifth anniversary of our full time employees.

Next year we will have four lead facilitators, one assistant director and one director.

We discussed after-school enrichment concerns.

The community days will be Wednesday, April 16 and Wednesday, May 14, from 8:30 to 3:00.

Contracts

The Board moved to accept the Master Contract for the 2008-2009 school year, DIR 0708 024. The motion was made by Mark, seconded by David and passed unanimously.

The Board moved to accept the Employee Contract for 2007-2008 school year, DIR 0708 025. The motion was made by Mark, seconded by David and passed unanimously.

The next meeting is scheduled for Tuesday, April 1, at 4:PM at the STEM school.

Meeting adjourned 7:05.

Diane Parrella
Secretary

**Kihei Charter School
Board of Education Meeting
Tuesday, April, 1. 2008
Minutes**

Meeting called to order at 4:15PM by Gene Zarro, Chair at the STEM school.

Board members present: David Archer, Mark Christiano, Richard Kehoe, Paula Satterthwaite, Gene Zarro
Absent: Kathleen Oldag, Diane Parrella
Guests: Kim Kaanana, Kalikiano, Gail, Cheryl

At 4:25, the Chair called an Executive Session with the permission of all Board members to discuss a situation with a student.

Meeting recalled to order at 5:23.

Mark reported that there will be a rent increase in the STEM facility from \$2.00 to \$2.10 per square.

The MAPA support building was discussed with plans to bring it on line June 1, 2008. This building will serve as a business office for KCS, a headquarters for our Hybrid Academy, office space for the faculty of the Arts Academy and much needed parking.

Our upcoming "Building for Tomorrow strategy/session meeting was discussed. It will bring together all the staff, interested parents, board members and founders. The goal is to report, get feedback, and consider our facility options and we go forward.

At an award ceremony on April 28, KCS received the Innovative High School in Hawaii award from the AARP. It included a \$10,000 check.

Lottery enrollment data was shared and a lottery meeting was scheduled for Board members to conduct the lottery on April 2, 2008, at 10:15AM at Mark's office.

The MOU between SMLO and KCS for an after school enrichment program was dissolved effective April 1, 2008. It was agreed that the after school program, if brought under the wing of the school offers opportunities for elective credit.

The Board moved to open discussion with the Faculty to address the 2008/09 addendum to the contract (see attached). The motion was made by David, seconded by Richard and passed unanimously.

Meeting adjourned 6:30PM.

Gene Zarro
Recording

**Kihei Charter School
Board of Education Meeting
Tuesday, May 6, 2008
Minutes**

Meeting called to order at 4:10PM by Gene Zarro, Chair at the STEM school.

Board members present: David Archer, Mark Christiano, Richard Kehoe, Diane Parrella Paula Satterthwaite, Gene Zarro

Absent: Kathleen Oldag, (Phill is substituting for her today.)

Guests: Gail, Peggy, Melanie, Cheryl, Phill, STEM school students.

The Board moved to approve the minutes of the March 4 meeting. The motion was made by David, seconded by Mark and passed unanimously.

The Board moved to approve the April 1, Executive Session meeting minutes. The motion was made by Paula, seconded by David and passes unanimously.

The Board moved to accept the minutes of the April 1 meeting. The motion was made by Paula, seconded by David and passed unanimously.

Honu Hero Presentation

Mrs. Temple and several STEM school students showed us their Honu Hero (Turtle) presentation, which they have presented in Honolulu.

ED Report

The Board moved to approve the amendments to the Employee Handbook DIR 0708 027. The motion was made by Mark, seconded by David and passed unanimously.

The Board moved to not use the Weighted Student Formula DIR 0708 027A. The motion was made by Mark, seconded by Paula and passed unanimously.

Enrollment

Mark announced that the projected enrollment for 08/09 is 430 students and for 09/10 it will be 640.

The Board moved to by pass the waiting list for an exchange student from Russia, who will enter the 11th grade and stay here one year. The motion was made by Mark, seconded by Richard and passed unanimously.

Board Members are to read and summarize sections of the Building for Tomorrow DIP by May 30.

The Board supports Staff Appreciation Day and tasks Mark to arrange it.

MAPA

The Board approves the MOU between SMLO and the Gas Station Facility BC 0708 007. They will invoice the Charter school until July 1. The motion was made by David, seconded by Mark and passed unanimously.

The Board moved to approve the addition to the teachers' contract to include a counselor's position, a change to the lead facilitator's position and a continuation of professional development benefits for the school year. The motion was made by Paula, seconded by David and passed unanimously.

The next meeting is scheduled for Tuesday, June 3, at the STEM school at 4:30.

Meeting adjourned 6:10:PM.

Diane Parrella
Secretary