

Kihei Charter School
Board of Governance
meeting minutes
January 17, 2024

Meeting called to order at 4:02pm

Present: Board members Mike Sweeney, Todd Lawson, Richard Kehoe, Steve Perkins, Gene Zarro
Excused: Brandy Cajudoy

Also present: Michael Stubbs, Cheryl Zarro, Leslie Baldrige, Pomai Pruett

The **minutes** from our previous October 18, 2023 approved.

The **motion** was made by Gene second by Todd, unanimous.

Public Testimony: No public testimony

Financial: Cheryl had distributed the current P&L, Balance Sheet by email to the board. Federal Impact Aid came in at \$176k, a little more than expected.

Cheryl mentioned that interest will be coming in regularly on the interest bearing savings account at BOH.

Head of School, Michael, reported:

Head of School Report

Current enrollment

SY 2024-2025 Projected enrollment

Addition of K, 1, and 2 classes

Student attendance rate for Semester 1

Initiatives to hit standards and boost state exam scores

VoTech Program Success - 3 KCS graduates completed program

Upcoming Events

Gene mentioned that the two projects are moving forward. The pavilion and the awnings.

The projects were awarded to Central Pacific Construction.

Meeting adjourned at 5:17pm

Minutes by Gene

Executive session was held

The board evaluated the Head of School and gave him a raise.

Kihei Charter School
Board of Governance
meeting minutes
April 17, 2024

Meeting called to order at 4:02pm

Present: Board members Mike Sweeney, Todd Lawson - online, Richard Kehoe, Gene Zarro, Brandy Cajudoy
Excused: Steve Perkins

Also present: Michael Stubbs, Cheryl Zarro, Leslie Baldrige, Pomai Pruett, Ellen Federoff

The **minutes** from our previous January 17, 2024, approval.
The **motion** was made by Gene second by Richard, unanimous.

Public Testimony: No public testimony

Financial: Cheryl had distributed the current P&L, Balance Sheet by email to the board. Federal Impact Aid came in at

The draft of the budget went to mike. got a lump sum fund of federal dollars, will cost a little more money. suggested putting some funds into reserve. classified as federal impact funds must still report. doing well with the budget to actual. construction getting started on campus. The board can send Cheryl anything into the budget to place in the draft. The budget right now is set at 9500 per student.

Head of School, Michael, reported:
Head of School Report

Parents were fearful of the safety of the child. The teachers and admin were able to diffuse the situation. A follow up is being made. Looking forward to having a child back in school.

SY 2024 – 2025 Projected Enrollment

Staffing update:
School Report/Safety Plan
Graduation, Senior Dinner, Sports Banquet

First lottery

K – 44	6 - 72
1 – 29 (15)	7 - 72
2 – 40 (4)	8 - 72
3 – 40 (4)	9 - 72
4 – 48	10 – 67 (5)
5 – 48	11 – 72
	12 – 59 (13) - suggested advertising to bring in more.
K-5 (249)	
6-8 (216)	
9-12 (270)	
Total: 735	

Student Attendance

93% (KCS K-12)

90% (National Average)

Notable Items

Commission - meeting with Ed meeting went well. visited last week. Makalapua and Ed admin took them to all classrooms, looking for mission line instruction, asked what they needed and answered with needing more affirmation. Law students had proposed more support for Charter Schools, and it passed.

Pavilion - broke ground during spring break. Hold up for now to address the easement. Using SMLO attorneys to clear up the easement. making changes to move things around to make it work.

Middle School Science Fair - first time participating in this we sent top three from each grade level. got a few students - 4 students are moving on to the state fair and went to Honolulu for three days 2nd place in state engineer project. 3rd place engineer materials. a 6th grade science teacher accompanied them to O'ahu. very student driven

Community Partners - Pacific whale foundation K-5 went out. They came to campus with a display. Motto clinics come in and do health lessons. Maui Health talks about vaping. Iao theater students will be acting and singing. The school talent show will happen soon.

Athletic Program - K-12 MIL -

Lu'au Fundraiser - 7th year in row. Ellen \$16,000.00 Elementary and Middle school parents are getting involved.

Deck Flooring Installation - went well and looks amazing. Student project.

Steered Straight Program - Bring in virtual assembly 8-12 on Tuesday covers everything from vaping to pills and so much more. We have a new SRO.

*Awnings - structural engineer to tell us how to install and then will send it to Permit.

*Commission Visit #3 - coming back in June about compliance with Cheryl. More to come. Ethical training done from a website.

Upcoming Events

4/24 – Senior Exhibition -

5/8 – Grades 9-11 Exhibition -

5/16-5/17 – Senior Graduation Defense - participate in these are great. Seniors. Email Ellen to come because they want more community people. Board encourages to attend.

5/17 - Elementary Talent Show -

5/21 – Athletic Banquet -

5/24 – Middle School Exhibition -

5/29 – Elementary School Exhibition -

5/29 – Senior Banquet -

5/30 – 8th Grade Promotion -

5/31 – Graduation Ceremony -

Moving money to savings. \$3 Million Richard to make a motion and Gene second that. Motions stand.

Meeting adjourned at 5:10pm

Minutes by Brandy



Meeting called to order at 4:05pm

Present: Board members - Steve Perkins, Richard Kehoe, Todd Lawson, Mike Sweeney, Gene Zarro, and Brandy Cajudoy

Also present: Ellen Federoff, Leslie Baldrige, Pomai Pruett, Tyler Robbes Michael Stubbs, Cheryl Zarro

The **minutes** from our previous April 17, 2024, approval.

The **motion** was made to accept the minutes as stated by Gene second by Richard, unanimous. no discussion took place.

Public Testimony: no one

Charter School Commission: No one here - PJ is the deputy director now.

Financial:

Documents Shared are the following:

23-24 Balance Sheets

23-24 Budget vs Actual

23-24 PL

24-25 Budget DRAFT PL-

- has a carry over. asked the CPA if we should continue to carry over. Telephone needs to go higher salaries are in the works. a finance committee meeting is being requested.
- The first payment will be in two payments instead of one this year, not normal, unlike the past. believes due to the State adjusting the budget at their level.
- working with the per student \$9,200.00 as our number, was used for the budget. may not get projected enrollment 720
- working on budget and hiring new staff.

Head of School,

Enrollment Updates: projected enrollment is at 798 New high school students may come back. We did an ad in the newspaper and radio. Updated numbers from below 21 elementary school 0 middle school 55-65 highschool.

SY 2024 – 2025 Projected Enrollment

K – 44	7 - 72
1 – 34 (10)	8 - 72
2 – 40 (4)	9 – 48 (24)
3 – 41 (3)	10 – 65 (7)
4 – 48	11 – 63 (9)
5 – 48	12 – 60 (12)
6 - 72	
K-5 (255)	Total: 707
6-8 (216)	
9-12 (236)	

SY 2023-2024 Student Attendance

92% across the board

91% (ES) - a couple of students not coming to school

93% (MS)

92% (HS)

Notable Items

- **Commission Meeting & Visit** - Gene Cheryl and Mike and Phi are going. New ex-director, Ed Noh. The commission has a statewide meeting for charter schools. set the agenda to move forward. Hawaii Charter Schools Network. Transition commission to move forward for Charter Schools. Gene is the head of this Network. Better vibes with this commission. July 23rd coming to Cheryl for frameworks
- **AI Summit** - 7/26th state educators O'ahu - student panel Ai in leadership, how to use creativity. PB Learning. Convenience center
- **Staff Orientation** - 7/29 and 7/30
- **August 8th Anniversary** - Ellen - stay open - talk about having a moment of silence. Kumu will come in the lead. Anthony will come to perform. The idea is standing together and being strong.
- **Cell Phone Policy** - no cell phones at all. took away in the beginning in middle school. high school will be given a device to put inside. the front office will have an unlock. parents can call the front office. high school parents can call Ellen email/text/call.
- **New Tech/Network/Cyber Security** - Phil Smit we always send out a newsletter. 85" interactive Smart TV. touch screen work with google classroom. six people can interact. install WiFi 6e. caughting people on campus. Friday interview.
- **K-8 Sports Coordinator** - adding one person. Sports can change a life.
- **EL coordinator** - added to support with language
- **Middle School Dean** - Ina Cowan. replacing old- from GCU - collaborating with Pomai in middle school.
- **VoTech Program** - KCS and SMOL tradewide vocational academy round two of the trades school 6 currently.

Upcoming Events

7/29 & 7/30 – Staff Return/Orientation Week

8/1 – Grades 6 & 9 Student Orientation

8/2 – Kindergarten Orientation

8/8 – Wildfire Memorial - 8:45am

8/13 - HS Student/Parent Orientation Night

9/20 – Ice Cream Social

Governing Board Action Items:

- Projects Update – Pavilion and Awnings - it is happening approved by gene architect and structural engineers. They address the sun coming into buildings. Hiccup because of an easement. submitting final drawings. awning should be easier to get approved. No concern with timelines and wages at this moment. Federal money has different requirements. All rules are being followed.
- New Lease – copy to Commission, Frameworks Team - motion to accept new lease from SMLO to KCS by Brandy. The second is Steve. voted on unanimously with Gene excusing himself. discussion: more in favor thanking SMLO. We are just wanting to make sure the date was changed. Yes, the date was changed.
 - When making the motion to approve the lease Gene excused himself from the voting and discussion.
 - SMLO is getting the music room up and running. professional equipment. can be put on the deck.

- Building is now in its 6th year of occupancy. SMLO is just watching and maintaining a good building. preparing for a \$500,000.00 paint job in the next 6 years as an example.
 - looking at a battery project. producing way more than using. Battery store energy.
 - school pays for 66,000 sq ft.
 - SMLO - fire inspection to get here. Everything is tested just waiting on firemen to walk through.
- Audit - letter of engagement. approved to be used by the commission. what to do with the carry over. where to put the project that is still on the books.
 - make a motion to accept the engagement letter by Todd and seconded Richard. all accepted and motion stands.
- 10/9/24 this is during fall break - requesting 10/30/24 to move date.

Meeting adjourned at 5:05pm

Next meeting will be Oct 30, 2024 .

Minutes by Brandy



Meeting called to order at 4:03 pm

Present: Board members - Richard Kehoe, Todd Lawson (online), Mike Sweeney, Gene Zarro, and Brandy Cajudoy

Also present: Ellen Federoff, Pomai Pruett (online), Michael Stubbs, Cheryl Zarro

The **minutes** from our previous July 17, 2024, approval.

The **motion** was made to accept the minutes as stated by Brandy, second by Gene, unanimous. No discussion took place.

Public Testimony: none

Charter School Commission: none

Financial:

Items

1. The annual audit was emailed out for approval. -
 - a. FICA Mcare reimburses quarterly. - A motion made by Richard and seconded by Gene to accept the annual audit
2. Budget approval: the submitted budget is attached -
 - a. Sent to the commission in September. Budget load in September - A motion was made by Richard to approval the Budget that was submitted and seconded by Gene
3. THP -Temporary Hazard Pay was distributed to be reimbursed by the Budget and Finance State of Hawaii. HGEA settlement attached -
 - a. gave 570K as income - this came in 10K, and 5K was a part of the settlement letter. We have not yet received the reimbursement for the 380K. It will be around 190K.
4. Possible budget revision recommendations -
 - a. Cheryl recommends revising it before sending it next time. 800K more because—refer revision approval to the Jan. meeting.
5. Banking paperwork, approvals -

could deduct in March. We are 4th or 5th for enrollment statewide. We got the 1st allocation. We have been told we have to pay 2nd half to employees for March.

6 months is less than 3 months for the CD, which needs to come from a different financial institution.

3-month CD - currently, in accounts 9.8 money market 527K operation account - 5K debit card =

Motion to move \$5M in 3Month CD - Gene motion and Richard second. Motion carried. Discussion took place about what is best when it comes to interests.

The Alteris contract is ending soon; AG sent over a 30k contract over three years. Gene motioned to approve the Alteris contract the AG sent over, and Richard seconded the motion.

The following was from the email on August 27, 2024:

I reviewed the policy recently with the COMMISSION during the visit and let them know we have revisions that the board needs to review and approve before we would post the revised version of the policies to the website.

We would want the process being followed to be in alignment with our procedure and policies. Can the board present and vote on this to be ratified at the next board meeting. It maybe be in earlier minutes to change this as I thought it was requested in writing back when the commission changed their requirements.

Policy 1-11. Financial Practice – Amended March 2011

1-11.1 Monthly Board Reporting – Each month the Board will be provided with the following documents: **SINCE THE BOARD MEETINGS ARE NOW QUARTERLY AND WE SUBMIT QUARTERLY INSTEAD OF MONTHLY TO THE COMMISSION< NEXT BOARD MEETING WE SHOULD CHANGE THE POLICY TO REFLECT THE METHOD BEING USED, THE BOARD AGREE A WHILE AGO FOR QUARTERLY REPORTING.**

1-11.2 i. A detailed Profit and Loss report of all transactions from the ~~prior month~~ **QUARTER**

ii. A Budget to Actual comparison from the ~~prior month~~ **QUARTER**

1-11.3 iii. A Balance sheet from the prior ~~two months~~ **QUARTER**

iv. Debit card account detail report monthly **TO THE HEAD OF SCHOOL**

These reports will be distributed to all Board members at least 5 days in advance of the Board meeting. All questions and concerns should be addressed in writing through the Director and Treasurer. Financials will be presented at each ~~monthly~~ **QUARTERLY** Board meeting by the Treasurer with a focus of discussion on current year budget analysis.

A motion was made by email on 8/27/24, and We approved by email on Aug 28th quarterly instead of monthly reports to the head of the school

Policies - Gene motioned for the 1.7 board meeting to be scheduled monthly to quarterly. Richard second.

Policies 1.11—All words are to be changed from monthly to quarterly. Gene motioned Policie 1.15 to delete the student representative, and Richard seconded. The motion carried.

**Head of School,
Current Enrollment**

K – 44 1 – 36 (8) 2 – 36 (8) 3 – 47 (1) 4 – 48 5 – 48 6 - 72	7 - 72 8 - 72 9 – 46 (26) 10 – 57 (15) 11 – 53 (19) 12 – 59 (13)	K-5 (259) 6-8 (216) 9-12 (215) Total: 690
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Quarter 1 Student Attendance

94% (ES)	94% (MS) - Middle school is ahead by a tiny point.	92% (HS)
The national average is 90%		

SBAC Results

Measure	Grade Levels	Kihei Charter School	Baldwin-Kekaulike-Kulanihakoi-Maui Complex Area	Maui Complex	Charter Schools
ELA	3 - 8, 11	48%	49%	51%	47%
Math	3 - 8, 11	37%	34%	34%	32%
Science	4, 8 and Biology EOC	39%	35%	37%	36%

Notable Items

Cell Phone Policy - only one parent did not like this and pulled out the child.

Targeted Intervention - going to implement something different from the state.

Elementary—We do STAR and iXL, targeting students around 80% behind when they come to us new. We take individual students who are behind.

Middle school—multi-system of support—implement tools from the HSTA website. It is a great website to help with state tests. We have started to practice tests. The state will grade and send scores for all testing areas. We are grading writing across the board in all classes. In advisors on how to take tests.

Grade 8 Matriculation—We are going to connect the 8th grade to high school. Schedule a swap with them. Remind the 8th grade that we want you here. Another area is getting the sports. Mentorship will build up with the 8th grade.

WASC Mid-Cycle Review—6 years review. We are in our 3-year review. They will check in during the 3-year review in April 2025.

Upcoming Events

Winter Sports Season: Our sports teams are getting better. We are moving forward, and our teams are getting better. The basketball coach wants to win MIL. There is more access to the South Maui gym.

Public school - December 13th MS - 18th EL 1:30pm

Holiday Party (12/20)

WASC Mid-Cycle Review (Spring '25 – TBD)

Governing Board Action Items:

- Projects Update – Pavilion and Awnings
 - awning permit went in June. Sent an email to Wendal to ask where it is.
 - Pavilion to build sent check for materials. made the first payment of \$64K.
 - The gardens are very close to putting food in the ground. Eagle Scouts help with the frame structural work, and John and the Eagle Scouts are working out the water.
- Respond to Contract 4.0 Academic Performance Framework Indicator
 - Meet with John
 - Three points are good based on the state's results; they want to use them, and we should use them because they look good.
- Board vote on changes to KCS Policies - completed above
- Audit Approval - Draft - completed above
- Sign letter for Auditors - completed above
- Formally change monthly to quarterly in policies - completed above
- Paperwork to complete CD's - completed above

Meeting adjourned at 5:17 pm

Next meeting will be Jan. 15, 2025.

Minutes by Brandy