

# WHEA Governing Board

## Minutes

November 18<sup>th</sup>, 2015 2:30 PM at Campus

Call to order at 2:33 PM, quorum established

Olins proxy to Pawasarat-Losalio

Cotten proxy to Leanio

Community: John Edwards, Chris Wickersham

University: Nina Buchanan

Parent: Andi Pawasarat-Losalio (HS) Laury Scott (MS)

Staff: Ben Duke (HS)

Student: Teagen Travalino

Support Staff: Kanani Leanio

Ex official: Heather Nakakura

Others/Guests: Yuki Agoot & Mel Gross, Explorations Foundation

Announcements: None

Announcements from Related Organizations: PTO Meeting Nov. 19<sup>th</sup> @ 5:30 in wet lab. Foundation meeting January 13?

Approval of October 21, 2015 minutes deferred until December 16th meeting.

Treasurer and financial reports. Presented by Laury Scott, Treasurer with comments from Director Nakakura.

1. Action Scott moved, Leanio second to accept financials as presented. Passed unanimously.
2. Nakakura clarified that the vans were purchased with USDA loan and may not be shown on the Balance Sheet. When reflected in the balance, the amount will count as cash on hand. The regular checking account cannot count as cash on hand but operating funds can. WHEA needs to maintain \$300,000 in order to meet the cash in hand requirement. The extra \$12,400 for the two students beyond the 280 projected enrollment is a buffer.
3. Discussion/Action Treasurer recommendations:

- One of the WHEA accounts only requires one signature. Scott moved, Buchanan second that we will have two authorized two signers on each account.
  - Scott moved, Edwards second that we keep approximately \$250,000 in any one bank at a time so that the funds are covered by FDIC.
  - Nakakura suggested that we pay our rent to the Foundation in a lump sum at the beginning of the year. A benefit is that there will be one less account with which to deal. This also would support the Foundation and make it more viable. The auditors have raised a question about the viability of the Foundation so this cash up front would be helpful to demonstrate viability. Nakakura clarified that the Commission must dispense the money in July and November. Scott will check with the auditor to see if this would be considered acceptable.
  - Scott reported that it is unclear whether the GB should purchase additional insurance. Errors & Omissions and General Liability are covered by the state. There is no recommendation at this time because price quotes have not arrived.
4. Exploration Foundation update: The president of the Foundation has threatened to resign. Can the members of the Foundation board members be given special consideration in the WHEA admission process? Nakakura clarified that this is not allowed at this time and would require a waiver from the Commission.

The Foundation board recommended that applications for the WHEA GB serve on the Foundation before joining the GB.

There are several ways to give to the Foundation. People can now give through PayPal. In the future, maybe WHEA should publicize Foundation in letters that are sent home to parents or a letter from the Foundation could be included with report cards. Families can't afford to give might be asked to donate time. They could make phone calls soliciting donations. WHEA staff representatives pointed out that care should be taken not to solicit gifts from the same donors that support the Hoolaulea and Community Fair. Leanio will compile a list and share it with the Foundation. Who had application to become a member of the GB. The next Foundation meeting will be January 13th here at WHEA Campus. Pawasarat-

Losalio will contact the prospective GB members to see if they are interested in serving on the Foundation Board.

#### 5. Discussion/Action on GB Committee Structure and Composition:

After reviewing the document prepared by former GB member Valerie Delahaye the following committees were established:

PR & Fundraising: Chris Wickersham, Ben Duke

Governance Committee: Buchanan, Pawasarat-Losalio

Finance Committee: Scott, Olins

#### Old Business

1. & 4 Director Evaluation: The Governance Committee will create a director description and bring it to the next meeting as the first step in Director Evaluation.
2. Board member applications: invite to committees
3. Dress Code: The GB at an earlier meeting decided that the WHEA office would no longer provide shirts for students who don't dress appropriately. However, last month the teacher rep presented the decision in a staff meeting and was told that the teachers didn't agree with that decision. The dress code is only effective if the staff buy in and consistently apply the code. Shellese or Heather will go up to the student and logs the behavior. Who will call the parent? Office staff or student? No decision was needed as staff will follow the dress code policy.
4. Charter Renewal will be discussed in the Governance Committee

#### 6. Discussion/Action Teacher Supplemental Contract

HSTA is meeting with teachers this next week. The evaluation procedure may be problematic because the HSTA wants to be sure that teachers don't give rights away. The staff doesn't want tenure because they maintain high standards but the HSTA may not agree.

## New Business

### 1. Director Report (See written report distributed via e-mail)

- a. Staff update
- b. Academic Performance Data sent STRIVEHI

### 2. Recommendations from the board training will be addressed in the new committees.

### 3. Board members are encouraged to attend the PTO meetings (fundraise for student projects) Thursdays following GB Wednesday meetings.

Scott will attend Foundation meeting.

### 4. Edwards moved, Scott second to confirm email votes: 1) approved van purchase 2) approved audit report. Unanimously approved.

### 5. Nakakura sent the GB copies of the latest Strive-Hi scores.

### 6. The Commission has requested time on a GB meeting agenda to discuss board roles and responsibilities and WHEAs current standing in POPA. Pawasarat-Losalio will follow up with the Commission and find out how much time they need and attempt to include them on the agenda on Jan 20. December meeting retreat?

### 7. The GB meeting on December 16th will be devoted as much as possible to relationship building on the GB. Pawasarat-Losalio will appoint one GB member to find an informal off campus place for the board to meet.

### 8. Sick leave policy, staff job description: The teacher was coming in the morning and then leaving. If you come to work and leave sick, you are still counted as sick. It is now happening a lot. Abused by teachers. The issue will be referred to teachers for their comments before the GB acts.

### 9. Student Representative Report: The student representative reported that the Leadership class is going fine. Polling in coming freshman to see how things are going. We are going to have HS dance. Traveling then asked about the number of core classes and projects that might be reasonable for students who graduate early. Nakakura redirected her to Ms. Burns and her teachers to discuss the issue.

Next Meeting: December 16 place TBA

Executive Session: Buchanan moved, Edwards second to go into Executive Session at 4:26 pm.

Kanani moved to come out of Executive Session @ 5:00, John seconded, Passed unanimously.

No Votes were recorded.

John moved to adjourn the meeting, Kanani seconded, passed unanimously.

Meeting Adjourned: 5:03 p.m.