

**Kihei High School
Board of Education Meeting
Wednesday, November 3, 2004
Minutes**

Meeting called to order at 3:30PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Absent: Ralph Dent

Guests: Ray Hart

A motion was made by Gail, seconded by Kathy and passed unanimously to accept the minutes of September 7, 2004.

Election Results for Community Seats

In an election held on Thursday, October 28 (from 3-6PM) Kathy Arbour was elected to a two year term on the Board, and Cecelia Camp to a one year term.

Education Director's Report

Ralph has hired a bookkeeper, Paul Hutchenson.

The official student count is 157, including 20 MAVAs students.

The Department of Education will reimburse us for SPED EA's we hired over the past two years.

Regarding Title I, Gail and Mark made the revisions needed and submitted them. We should get the money before the end of the year.

MAVA has officially begun with 19 students, as one student withdrew.

Staff Development

The staff met on October 11 & 12 and will present their goals and plans at the retreat.

Cecelia and Kathy were appointed as our Public Relations committee.

Student Report

Marina reported that the students have set up Newsletter and Yearbook Committees. We must plan a highway cleanup.

Retreat

The retreat will be held at the Renaissance on Friday, November 5, from noon to 5:PM and Saturday, November 6, from 9:AM to 5:PM. James Konanz will be our facilitator and the purpose of the retreat is to develop our community program and create an action plan.

The next Board meeting is scheduled for Tuesday, November 30, at 3:15.

Meeting adjourned at 4:50.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, November 30, 2004
Minutes**

Meeting called to order at 3:20PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Absent: Ralph Dent

Guests: Ray Hart, Phil Schmidt

A motion was made by Cecelia, seconded by Kathy and passed unanimously to accept the minutes of November 3, 2004.

Board Elections

Diane Parrella was elected by the SMLO to the founder's seat on the board for a two year term expiring on January 1, 2007.

Elections for Board of Education officers will take place at our next (January) meeting.

Executive Director's Report

Mark handed out copies of four possible mission statements compiled by Jim Konanz for our selection.

We have 15 students piloting Carnegie Math Computer Based Instruction.

Student Report

The students are adjusting well to increased instruction in Math and English.

We saw the school's web page.

We are sending two students to the Student Conference on Oahu.

Community Report

The parent workshop on homework went very well. Kathy suggested that workshops should be continued, but students should not be allowed to attend.

The phone tree is working well but still needs updating.

Our highway cleanup was discussed.

The Public Relations committee was established with Cecelia, Kathy, Jeannie, and Marina as its members.

Job shadowing as a prelude to internships was discussed.

School Name Change

A motion was made by Jeannie, and seconded by Cecelia to change the name of the school organization from Kihei High School to Kihei Public Charter School. Motion passed with four ayes, two nays, and one abstention.

Executive Director's Contract

A motion was made by Kathy, seconded by Jeannie, and passed unanimously to extend, without change,

Mark's contract as interim executive director.

Meeting adjourned at 5:10PM.

Next meeting scheduled for Tuesday, January 4.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, January 11, 2005
Minutes**

Meeting called to order at 3:25PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Guests: Ray Hart, Cheryl Zarro

A motion was made by Cecelia, seconded by Kathy and passed unanimously to accept the minutes of the November 30 meeting.

Finance

A motion was made by Ralph, seconded by Diane and passed unanimously stating that the check for \$49,000 received by the high school as reimbursement for past funding of special education assistance be transferred to the SMLO building fund.

The SMLO accepted the donation of the Cadillac.

The Budget for the Board of Education will be dealt with by the Finance Committee.

Thursday, January 20 will be Charter School Day at the State Legislature. There will be a luncheon for legislators and Mark, Marina, Ralph, Cheryl, Gene, and Kathy will attend.

Election of Officers

By a unanimous vote the following officers were elected for 2005:

Gene - Chair, Cecelia - Vice Chair, Diane - Secretary, Jeannie - Treasurer

Committees

The establishment of an Education Committee was tabled.

A motion was made by Gail, seconded by Kathy and passed unanimously to establish an Accreditation Committee, with the members to be named later.

A motion was made by Cecelia, seconded by Mark and passed unanimously to establish a Finance Committee. The purpose of this committee is to examine and recommend board and school budgets, handle the financial assets school and oversee the savings account entrusted to the SMLO. The board treasurer will be the Chair.

Regarding other committees, it was decided to wait until we review the final report of James Konanz to see what other committees we want and what their tasks should be.

Education Director's Report

Students now rotate five periods a day.

The school has instituted teacher-facilitated project based learning in Language Arts. The Carnegie math program which is self-paced has been expanded.

Student Report

The students are happy with the changes.

The next meeting is scheduled for Tuesday, February 1.

Meeting adjourned at 6:10PM.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, February 1, 2005
Minutes**

Meeting called to order at 3:20PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, Diane Parrella, Marina, Satoaifaiga, Gail Weaver, Gene Zarro

Absent: Jeannie Wenger

Guests: Jeff Dagan, Dan Kuhar, Marcus Mahoney, Kathleen Olday, Maria Quinn, Cheryl Zarro

A motion was made by Gail, seconded by Kathy and passed unanimously to accept the minutes of the January 11th meeting.

Educational Director's Report

Mark distributed a copy of the latest school newsletter.

He advised us that we have a current enrollment of 124 including our MAVA students.

He also presented us with the proposed Kihei High School schedule for 2005/06.

A motion was made by Mark, and seconded by Gail to accept the academic plan for 2005/06 as presented by the Educational Director and the faculty. Motion passed with seven yes votes and one no vote.

Budget

Mark presented a proposed budget for the next school year.

Faculty Report

The new schedule is working well.

Teams to go to the EAST conference have been chosen.

Teachers have started their VHS training.

Staff is beginning to review their annual contract.

Mission Statement

Gene stated that our mission statement remains the same until a replacement is officially voted on.

It is, "The mission of Kihei High School and its Board of Education is to provide, using all resources and technology available, a quality education for the 21st century, that will result in our students becoming independent thinkers and lifelong learners who are personally responsible, have good moral character, and are productive members of society."

Meeting adjourned at 5:05PM.

Next meeting scheduled for Thursday, February 3, at 3:00PM.

Diane Parrella - Secretary

**Kihei High School
Board of Education Meeting
Thursday, February 3, 2005
Minutes**

Meeting called to order at 3:15 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Gene Zarro
Absent: Ralph Dent, Jeannie Wenger
Guests: Leila and Dan Kuhar

A motion was made by Cecelia, seconded by Kathy and passed unanimously to accept the minutes of the February 1 meeting, as amended.

Public Relations Committee

This committee will be headed by Kathy and include Cecelia and Diane as members. The recommendation was made that one communication per quarter go out to the parents. This could be included in the newsletter.

Student Report

There is a continuing need for a bus system. Roberts will be asked to do what Akina did for \$20.00 a month.

The students have concerns about next year's school schedule. They need to meet with the ED.

The students have asked for an update on physical education.

The prom committee is beginning their plans.

A motion was made by Mark, seconded by Gail, and passed unanimously to accept the Final Report submitted by James Konanz regarding the Kihei High School Retreat of November 2004.

A motion was made by Kathy, seconded by Gail and passed unanimously stating that Jeannie, Ralph, Mark and Gene should be signers of the high school checking account. Two signatures are required, one of which must be either Mark or Ralph.

A motion was made by Gail, seconded by Kathy and passed unanimously to transfer the school credit card from Rick to Mark.

High School Enrollment for 2005/6 school year

A motion was made by Cecelia, seconded by Mark and passed unanimously to open the first registration period from March 1 to March 31.

MAVA

A motion was made by Mark, seconded by Cecelia and passed unanimously to start promoting and marketing MAVA on April 15 and opening enrollment on May 1.

Finance Committee

A motion was made by Diane, seconded by Cecelia and passed unanimously to have the Board finance, out of its budget, a professional financial audit of the school.

A motion was made by Diane, seconded by Cecelia and passed unanimously stating that the task of conducting this financial audit be given to the Finance Committee and completed by July 15.

Graduation

Graduation will be Saturday, June 4 in the late afternoon. About eleven students are expected to graduate.

Parents are planing to sue the DOE for money owed to the school. Gene will be joining the suit as a parents and encourages other parents to do so, as well.

The nest meting is scheduled for Tuesday, February 15, at 3:00 PM.
Meeting adjourned at 5:00 PM.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Thursday, February 22, 2005
Minutes**

Meeting called to order at 3:15 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Guests: Rob Clay, Cheryl Zarro

A motion was made by Cecelia, seconded by Kathy and passed unanimously to accept the minutes of the February 3, meeting.

Student Report

The prom is scheduled for April 29 at the Maui Tropical Plantation

Executive Director's Report

Mark reported that the recruiting drive at Lokelani has been done and many students showed interest in our school.

Hawaiian Standards testing will be done on March 9 & 10 , and April 20 & 21 for a one half day each.

MAVA meetings are scheduled for two weeks starting the week of April 17.

James Sparks informed him that we are sponsoring the Track & Field meet on Friday, March 4.

A motion was made by Mark, seconded by Cecelia and passed unanimously that the 2003/2004 Kihei High School Year End Report be accepted and sent to the Charter School Administrative Office by February 25.

Committees

FACILITIES A Facilities committee was set up with Ralph as Chair and members: Jeannie, Gene, Cheryl, Kathy, Mark & Gail. This committee will examine where our school will be in 2005/2006, and report back to the board by April 5.

FINANCE A Finance committee was set up. It will be Chaired by Jeannie and include members; Ralph, Gene, & Mark. The committee will conduct a financial audit of the school (to be paid out of the Board budget) and completed by July 15.

ACCREDITATION The Accreditation committee is tasked with supervising the accreditation process for the school. Gail is its Chair and the members include: Diane, Cecelia, and Kathy.

PUBLIC RELATIONS This committee Chaired by Kathy and members Diane and Cecelia will deal with communicating with the parents and the community at large. It is recommended that one communication go out each quarter to the parents via the newsletter.

GOVERNANCE This committee is charged with reviewing documents such as the By-Laws and school policies, and supervising board elections. The Chair is Gene, and the members include: Kathy, Cecelia, Ralph, Diane, and Marina.

A motion was made by Cecelia and seconded by Gail to accept the establishment of these committees. Motion passed unanimously.

A motion was made by Cecelia, seconded by Diane to establish an Education Committee. Motion did not pass.

A motion was made by Diane, seconded by Kathy and passed unanimously to evaluate our Executive Director by March 30. The next meeting is scheduled for Tuesday, March 1.

Meeting adjourned 5:10.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, March 1, 2005
Minutes**

Meeting called to order at 3:25 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Absent: Ralph Dent

Guests: Ray Hart, Cindy Pachiano, Cheryl Zarro

A motion was made by Kathy, seconded by Gail and passed unanimously to accept the minutes of the February 22, meeting, as amended.

Treasurer's Report

Work is in progress for establishing procedures for the budget.

Executive Director's Report

Graduation is scheduled for June 4.

Faculty Report

A pilot outdoor science program has started and is going well.

Parent Report

There is concern that all policy changes must come through the Board.

Student Transcripts

A motion was made by Cecelia, and seconded by Kathy stating that the school will accept exchange student transcripts as completely fulfilling the requirements for the level of the year of their exchange. Motion referred to the Governance committee.

A motion was made by Cecelia, and seconded by Kathy stating that students who are enrolled at Maui Community College full term be reimbursed for tuition (15 credits - \$675.00) upon successful completion of their courses and be loaned a laptop computer for their use while enrolled. Motion defeated by four ayes, four nays, and one abstention.

Foreign Language

The Board discussed how we can have students meet the college requirements for two years of a foreign language.

A motion was made by Diane, seconded by Cecelia, and passed unanimously to permit Gene to attend a conference on Hilo, on March 19 to attend local school board training. School will provide transportation.

The next meeting is scheduled for Wednesday, April 6.

Meeting adjourned 5:30PM.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Wednesday, April 6, 2005
Minutes**

Meeting called to order at 3:10 PM by Gene Zarro, Chair

Board members present:, Cecelia Camp, Ralph Dent, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Absent: Kathy Arbour, Mark Christiano,

A motion was made by Gail, seconded by Cecelia and passed unanimously to accept the minutes of the March 1, meeting, as amended.

Student Applications 2005/2006 school year

A motion was made by Diane, seconded by Ralph and passed unanimously to conditionally accept the students that applied in the March 1-31 registration period.

A motion was made by Diane, seconded by Ralph and passed unanimously to establish a new registration period from April 1 - 30 and that we should conditionally accept 10 additional 9th graders and 10 additional 10th graders and wait list any additional applicants.

meeting recessed at 3:50 and resumed at 4:20

Labor Contract

The Board discussed changes in the labor contract. There will be a two year contract for pay and a one year contract for terms.

A motion was made by Ralph, seconded by Jeannie and passed unanimously to accept the 2005/2006-7 contract between Kihei High School Teachers Association and the Local School Board.

The next meeting has been scheduled for Tuesday, May 3, at 3:PM.

Meeting adjourned at 5:PM.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, May 3, 2005
Minutes**

Meeting called to order at 3:15 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Guests: Ray Hart, Katie Paradiso, Larry and Arlene Mischle, Cheryl Zarro

A motion was made by Jeannie, seconded by Diane and passed unanimously to accept the minutes of the March 1, meeting, as amended.

A motion was made by Cecelia, seconded by Kathy and passed unanimously to accept the April 2 minutes.

A motion was made by Kathy, seconded by Gail and passed unanimously to accept the executive session minutes of April 12.

Treasurer's Report

A motion was made by Jeannie, seconded by Cecelia and passed unanimously to accept John Carbenero CPA as our auditor. He will audit the 04/05 school year. Jeannie and Mark are assigned to supervise the auditor.

Employee Contracts

We need to negotiate the contracts of the various groups that work in the school. A meeting will be scheduled.

Culinary Arts

Larry Mischle wants to continue his course. The Board wants to thank him for all he has done for us in the past year.

Graduation

Graduation will be held at the Marriot on June 4th at 4:PM. We have ten graduates and are anticipating about 120 guests.

A motion was made by Diane, seconded by Kathy, and passed unanimously to allocate up to \$1,000.00 for expenses relating to the graduation.

Director's Report

The criteria for valedictorian is the student that has the highest Grade Point Average, as determined by the Director.

The Director's Award is given at the discretion of the Director to the student using all criteria.

Enrollment: We have 19 students in MAVA, and in the high school 95 in the lower classes and 44 in

the upper classes.

A motion was made by Mark, seconded by Jeannie and passed unanimously to conditionally accept all

students who enrolled during the April 1 - 30 period.

A motion was made by Diane, seconded by Cecelia and passed unanimously to open an enrollment period from May 1-31.

A motion was made by Diane, seconded by Kathy and passed unanimously to accept the proposed KHS calendar 2005/2006 - revision B.

Gail reported that six students have enrolled in AP classes in the VHS for the year and she will be the site coordinator.

Student Report

The prom went well.

The Highway cleanup is scheduled for Saturday, May 14 at 8:AM.

Mark thanked Gene for getting 27 Charter Schools unified in signing a letter supporting Charter School legislation.

The Governor has proclaimed this as Charter School Week.

This is Teacher Appreciation Week and the staff will be given lunch and a gift in recognition of all they have done for the school.

The next meeting will be on Thursday, June 2, at 3:PM.

Meeting adjourned at 5:45

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Thursday, June 2, 2005
Minutes**

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

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Jeannie Wenger, Gene Zarro

Guests: Ray Hart, Cheryl Zarro

A motion was made by Cecelia, seconded by Ralph, and passed unanimously to accept the minutes of the May 3 meeting.

Facilitator's Report

PEP's (Personalized Education Plans) for all students are being formulated.

Education Director's Report

A motion was made by Jeannie, seconded by Diane, and passed unanimously to conditionally accept all May applicants.

A motion was made by Jeannie, seconded by Diane, and passed unanimously to start a wait list as of June 1.

A motion was made by Kathy, seconded by Mark, and passed unanimously to continue to review and evaluate the MAVA program.

A motion was made by Kathy, seconded by Mark, and passed unanimously to continue, expand, and refine the MAVA program for the 2005/6 school year.

Title I

The budget proposal for the 2005/6 school year was discussed. Included in this discussion were possible expenditures for Title I funds. Paraprofessionals are needed for targeted assistance.

The next meeting is scheduled for Friday, July 8 at 3:PM.

Meeting adjourned at 6:PM.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Thursday, June 9, 2005
Minutes**

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

Board members present: Kathy Arbour, Mark Christiano, Diane Parrella, Marina, Satoafaiga, Gail Weaver, Gene Zarro

Absent: Ralph Dent, Cecelia Camp, Jeannie Wenger

Title I

Discussion for Title I expenditures included:

1. need for improvement in math skills
2. need for tracking assessments
3. looking for diagnostic tests to remediate deficiencies
4. possible diagnostic tool - ETS Pulliam

Meeting adjourned 5:PM.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, June 14, 2005
Minutes**

Meeting called to order at 3:05 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, Diane Parrella, Marina, Satoaifaiga, Jeannie Wenger Gene Zarro

Absent: Gail Weaver

A motion was made by Kathy, seconded by Marina and passed unanimously to accept the minutes of the June 2 meeting.

A motion was made by Diane, seconded by Kathy and passed unanimously to accept the minutes of the June 9 meeting.

A motion was made by Kathy, seconded by Diane and passed unanimously to accept the minutes of the executive session meeting of June 9.

Liability Insurance

A motion was made by Jeannie, seconded by Diane and passed unanimously to purchase a personal liability insurance policy for the Board and the Executive Director. The cost should not exceed \$2,000.

Title I

We need to put a testing/diagnostic program in place. Pulliam is involved with ETS and is recommended as a program that will meet our needs. It will cover Mathematics and Language Arts and should cost about \$20,000 the first year.

Pulliam will provide a demonstration of their program on noon, Monday June 20.

Contracts

A motion was made by Mark, seconded by Diane and passed unanimously to accept Jeff Degan's contract.

A motion was made by Mark, seconded by Diane and passed unanimously to accept Dan Kuhar's contract.

A motion was made by Mark, seconded by Diane and passed unanimously to accept Gail Weaver's contract.

By-Laws

A motion was made by Kathy, seconded by Marina and passed unanimously to accept the changes in the by-laws.

Meeting adjourned at 4:20.

Diane Parrella
Secretary

**Kihei High School
Board of Education Meeting
Tuesday, June 21, 2005
Minutes**

Meeting called to order at 3:05 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Ralph Dent, , Marina, Satoafaiga, Jeannie Wenger, Gail Weaver (via conference call), Gene Zarro

Absent: Diane Parrella

Guest: Maria Quinn

Finances

Financial reports will be presented monthly to the board within one week of the preceding month. This will include:

1. check ledger
2. Budget - approved and actual
3. P&L Quarterly
4. Income/Expenses

The Board will review the CPA report and adopt it at the next meeting.

MAVA

Maria Quinn provided board with the MAVA calendar.

The start date is September 6, 2005.

There are 32 students currently enrolled.

The Board moved that it accepts the MAVA calendar for 2005-2006 as presented.

Motion made by Mark, seconded by Ralph, and carried unanimously.

Meeting adjourned at 3:48PM.

Kathy Arbour
Acting Secretary

**Kihei High School
Board of Education Meeting
Tuesday, June 28, 2005
Minutes**

Meeting called to order at 3:15 PM by Gene Zarro, Chair

Board members present: Kathy Arbour, Cecelia Camp, Mark Christiano, Marina, Satoafaiga, Jeannie Wenger, Gene Zarro

Absent: Ralph Dent, Diane Parrella, Gail Weaver

Guest: Cheryl Zarro

Contracts

A committee has been established to deal with contracts. Jeannie, Mark, and Gene will meet Wednesday, June 30, at 10:AM.

Student Enrollments

The current student count is 147.

The Board moved that the school accept eight new students from our latest enrollment period ending June 30. Motion made by Mark, seconded by Jeannie, and passed unanimously.

The Board moved to open a new enrollment period from July 1 to 14. Motion made by Cecilia, seconded by Mark and passed unanimously.

Online Banking

The Board moved to open an online account with the Bank of Hawaii to access our current accounts. Motion made by Jeannie, seconded by Cecelia, and passed unanimously.

Ceridian

Mark presented a memorandum of Agreement from Ceridian.

Mark requested that copies of all documents be included with Board minutes.

Meeting adjourned at 3:39PM.

Kathy Arbour
Acting Secretary

