

# Kihei Charter School

Governance Board Meeting  
Thursday, January 24, 2013  
Minutes

Meeting called to order at: 10 at the Lipoa Campus

Board members present: Dan Kuhar, Todd Lawson Richard Kehoe, Steve Perkins, Diane Parrella, Gail Weaver, Gene Zarro

Absent: Richard Kehoe, George Wintersheid

Ex officio members present: Megan Edgar

Guests: Cheryl Zarro, Luke Campbell

The Board moved to approve the minutes of November 19, as amended. The motion was made by Steve , seconded by Richard and passed unanimously.

The Board moved to approve the minutes of December 17, 2012. The motion was made by Steve, seconded by Todd and passed unanimously.

The Board moved to approve executive committee minutes of December 17. The motion was made by Todd, seconded by Steve and passed unanimously.

## **Public Testimony**

Luke Campbell, representing the Conservative Coalition, wants to ask the state to institute school vouchers.

## **Directors' Report**

The Directors presented the budget performance of July to December 2012.

The Board moved to accept the Conditional Re-enrollment policy. The motion was made by Gail, seconded by Steve and passed unanimously.

The Board moved to approve the draft calendar for the 2013-2014 school year. The motion was made by Gail, seconded by Todd and passed unanimously.

## **Enrollment**

The first enrollment period will be from February 26 to March 31.

The evaluation committee will meet next week.

We need a backup disaster recovery system.

Our attendance system is moving forward.

The next meeting date is Thursday, February 21, at 4:PM.

The following meeting dates will be: Thursday, March 14, Wednesday, April 17, Wednesday, May 8 and Wednesday, June 5. Graduation will be on Friday, May 24 at 5:PM.

Meeting adjourned at 5:40.

Diane Parrella  
Secretary

# Kihei Charter School

Governance Board Meeting

Thursday, February 21, 2013

## Minutes

Meeting called to order at 4:24 at the Lipoa Campus

Board members present: Dan Kuhar, Todd Lawson, Steve Perkins, Diane Parrella, Gene Zarro

Absent: Richard Kehoe, George Wintersheid, Gail Weaver

Ex officio members present: Megan Edgar, Jen Fordyce

The Board moved to approve the minutes of January 24, as amended. The motion was made by Steve, seconded by Dan and passed unanimously.

### Director's Report

The Board moved to accept the K-8 hybrid school calendar for 2013-2014. The motion was made by Dan, seconded by Todd and passed unanimously.

The Board moved to approve the staffing plan for the 2013-2014 school year. The motion was made by Dan, seconded by Diane and passed unanimously.

The Board moved to approve the truancy policy. The motion was made by Dan, seconded by Diane and passed unanimously.

The Board moved to approve the installation of a scanner to register attendance at lunch, to be purchased by SMLO. The motion was made by Diane, seconded by Todd and passed unanimously.

The next meeting is scheduled for Thursday, March 14, 4:PM at the Lipoa Campus.

Meeting adjourned at 5:35.

Diane Parrella  
Secretary

# Kihei Charter School

Governance Board Meeting

Thursday, March 14, 2013

Minutes

Meeting called to order at:4:24 at the Lipoa Campus

Board members present: Todd Lawson, Steve Perkins, Diane Parrella, Gene Zarro

Absent: Richard Kehoe, George Wintersheid,

Ex officio members present: Megan Edgar, Jen Fordyce, Dan Kuhar, Gail Weaver

The Board moved to approve the minutes of February 21, as amended. The motion was made by Steve, seconded by Todd and passed unanimously.

The Board moved to ratify Gene's action to move both Directors to ex-officio status per Act 130. The motion was made by Steve, seconded by Todd and passed unanimously.

## Breakfast and Lunch Prices

The Board moved to raise the price of school lunches from \$3.00 to \$3.50 and breakfasts from \$1.80 to \$2.00 to take effect for the 2013-2014 school year. The motion was made by Todd, seconded by Steve and passed unanimously.

## Directors' Report

Enrollment going well.

You must be 5 years old by August 15 to enter kindergarten.

The next meeting is scheduled for Wednesday, April 17, 2013.

Meeting adjourned at 4:35.

Diane Parrella  
Secretary

# Kihei Charter School

## Governance Board Meeting

Wednesday, April 17, 2013

### Minutes

Meeting called to order at:4:15 at the Lipoa Campus

Board members present: Steve Perkins, Diane Parrella, Gene Zarro, Richard Kehoe,

Absent: George Wintersheid, Todd Lawson,

Ex officio members present: Megan Edgar, Dan Kuhar, Gail Weaver

The Board moved to approve the minutes of March 14. The motion was made by Steve, seconded by Richard and passed unanimously.

The Board moved to place George Wintersheid to ex-officio status. The motion was made by Steve, seconded by Richard and passed unanimously.

#### **Directors' Report**

Dan reported on enrollments and wait lists.

The Board moved to continue Dan Kuhar's contract through June 30, on a pro rata basis. The motion was made by Steve, seconded by Richard and passed unanimously.

The Board moved to continue Gail Weaver's contract through July 31 on a pro rata basis. The motion was made by Steve, seconded by Richard and passed unanimously.

The Board moved to give a one-time bonus of \$1,800.00 for each employee, in appreciation for their completion of four consecutive years of service. The bonus will be paid at the end of the school year. The motion was made by Steve, seconded by Richard and passed unanimously.

The Board moved to continue the wellness program. The motion was made by Steve, seconded by Richard and passed unanimously.

#### **Contract**

In light of the fact that no new contract has been brought forward by HSTA, at this time, the Board moves to carry forward the 2012/2013 KCS teachers' contract to 2013/2014, until a new contract is adopted. The motion was made by Steve, seconded by Richard and passed unanimously.

The meeting was suspended at 5:30 PM.

The meeting resumed at 5:55PM.

SMLO is placing the order for scanners.

We need an end of year checklist for all staff to sign before they get their final paycheck.

The next meeting is scheduled for Monday, April 29, at 4:PM.

There will be a reception for George on Tuesday, April 30 at 4:30.

Meeting adjourned at 6:10PM.

Diane Parrella  
Secretary

# Kihei Charter School

## Governance Board Meeting

Monday, April 29, 2013

### Minutes

Meeting called to order by Chair Gene Zarro at:4:00 at the Lipoa Campus

Board members present: Todd Lawson, Steve Perkins, Diane Parrella, Gene Zarro, Richard Kehoe

Ex officio members present: Megan Edgar, Jen Fordyce, Dan Kuhar, Gail Weaver, George Wintersheid,

Guest: Cheryl Zarro

The Board moved to approve the minutes of April 17. The motion was made by Steve, seconded by Todd and passed unanimously.

#### **Directors' Report**

George stated that he appreciates all the efforts and help he has been given by Gail and Dan.

The enrollment lottery will be held on May 6, at 4PM.

May 6-8: Senior exhibitions

May 13-16; grades 9-11 exhibitions

May 18: Prom

May 20: Sports Banquet, 6:PM

May 21: 6<sup>th</sup> grade exhibitions

May 22: Senior Banquet, 6:30 PM

May 24: Graduation, 5PM

May 31: 8<sup>th</sup> grade banquet

The next meeting is scheduled for Thursday, May 9.

Meeting adjourned at 5:05.

Diane Parrella

Secretary

# Kihei Charter School

## Governance Board Meeting

### Thursday May 9, 2013

### Minutes

Meeting called to order by Chair Gene Zarro at 4:05 at the Lipoa Campus

Board members present: Todd Lawson, Steve Perkins, Diane Parrella, Gene Zarro

Absent: Richard Kehoe

Ex officio members present: Megan Edgar, Jen Fordyce, Dan Kuhar, Gail Weaver, George Winterscheid,

The Board moved to approve the minutes of April 29. The motion was made by Todd, seconded by Steve and passed unanimously.

#### **Directors' Report**

Enrollment: There are a few openings in the High School and the Middle School has a huge wait list.

The teachers voted to accept the contract for school year 2013/2014.

The Board moved to extend the HSTA approved stand alone teachers' contract from school year 2012/2013 to go forward in school year 2013/2014 with the newly approved step movements. The motion was made by Todd, seconded by Steve and passed unanimously.

The Board moved to approve the support staff grid for school year 2013/2014. The motion was made by Todd, seconded by Steve and passed unanimously.

The Board moved to extend the support staffs' contract from school year 2012/2013 to go forward in school year 2013/2014 with a 3% increase for returning staff. The motion was made by Todd, seconded by Steve and passed unanimously.

The Executive Director has been getting to meet with the faculty, students and administration.

The Board moved to update the Bank of Hawaii signature card to include:

George Winterscheid, Executive Director

Gene Zarro, Chair

Steve Perkins, Vice Chair

Richard Kehoe, Treasurer

Diane Parrella, Secretary

The motion was made by Todd, seconded by Steve and passed unanimously.

The next meeting is scheduled for June 5.

Meeting adjourned at 5:35.

Diane Parrella  
Secretary

**Kihei Charter School  
Governance Board meeting  
June 5,2013  
4pm Lipoa campus**

**Agenda**

- I. Call to Order
- II. Approval of Minutes
- III. Public Testimony
- IV. Financials
- V. Directors' report
- VI. New Business  
Review of this years P&L  
Staff contracts  
KCS contract with Charter Commission  
Enrollment update, now a first come first served?
- VII. Executive Session  
N/A
- VIII. Old business  
IT back up
- IX. Setting next meeting date
- X. Announcements
- XI. Adjournment

Kihei Charter School

Governance Board Meeting

Wednesday, June 5, 2013

Minutes

Meeting called to order by Chair Gene Zarro at 4:05 at the Lipoa Campus

Board members present: Richard Kehoe, Todd Lawson, Steve Perkins, Diane Parrella, Gene Zarro

Ex officio members present: Megan Edgar, Jen Fordyce, Dan Kuhar, Gail Weaver, George Wintersheid,

Guest: Pam Healy

The Board moved to approve the minutes of May 9. The motion was made by Todd, seconded by Steve and passed unanimously.

Financials

A deficit of \$125,000.00 is projected for the 2013/2014 school year. There will be a budget meeting, Wednesday, June 4.

Directors' Report

The Board resolved to enter into a contract with the Hawaii Charter School Commission for School Year 2013/2014 and authorized all Board members to sign this resolution. The motion was made by Todd, seconded by Steve and passed unanimously.

The next meeting is scheduled for Wednesday, July 10, at 4PM.

Meeting adjourned at 5 :PM.

Diane Parrella

Secretary

# Kihei Charter School

## Governance Board Meeting

Wednesday, July 10, 2013

### Minutes

Meeting called to order by Chair Gene Zarro at 4:15 at the Lipoa Campus  
Board members present: Todd Lawson, Diane Parrella, Gene Zarro, Richard Kehoe  
Absent: Steve Perkins,  
Ex officio members present: George Wintersheid, Phill Schmidt  
Guest: Cheryl Zarro

The Board moved to approve the minutes of June 5, 2013. The motion was made by Todd, seconded by Richard and passed unanimously.

The Board moved to approve the executive committee meeting minutes of May 9, 2013. The motion was made by Todd, seconded by Richard and passed unanimously.

The Board received the Staffing Plan for school year 2013/14.

The Board received the Financial Budget Overview for July 2013 to June 2014.

The Board moved that the policies in the Student Handbook will supercede any other policies related to students and the policies in the Employee Handbook will supercede any other policies related to employees. The motion was made by Todd, seconded by Richard and passed unanimously.

#### **Executive Director's Report**

The Board moved to approve the revision of the school's wellness policy. The motion was made by Todd, seconded by Richard and passed unanimously.

#### **New Business**

The Board moved to accept the Budget, as presented. The motion was made by Todd, seconded by Richard and passed unanimously.

#### **MOU's**

The Board moved to accept the Facilities MOU with SMLO, for school year 2013/14 as presented. The motion was made by Todd, seconded by Richard and passed unanimously.

The Board moved to approve the Vans MOU with SMLO for school year 2013/14 as presented. The motion was made by Todd, seconded by Richard and passed unanimously.

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

Meeting adjourned at 5:25.

Diane Parrella  
Secretary

# Kihei Charter School

Governance Board Meeting  
Wednesday, August 7, 2013  
Minutes

Meeting called to order by Chair Gene Zarro at:4:00 at the Lipoa Campus

Board members present: Todd Lawson, Diane Parrella, Gene Zarro, Richard Kehoe, Steve Perkins

Ex officio members present: George Wintersheid, Phill Schmidt, Megan Edgar, Jen Fordyce

Guests: Cheryl Zarro, Eileen Ryckewaert, Greg White, Robyn Erlich.

The Board moved to approve the minutes of July 10, 2013. The motion was made by Todd, seconded by Richard and passed unanimously.

## **Educational Director's Report**

George presented his schedule. When he is at Lipoa, he will be using Dan's old office. When he is at the High School, he will occupy Gail's old office.

The opening of the school went smoothly.

George gave the Board an overview of the Employee and Student handbooks.

The Board moved that Steve Perkins will become the Board Chair and Gene Zarro will become the vice Chair effective August 8, 2013. The motion was made by Todd, seconded by Diane and passed unanimously.

The next meeting is scheduled for Wednesday, September 4, at 4PM, at the Lipoa Campus.

Meeting adjourned at 5:25.

Diane Parrella  
Secretary

**Kihei Charter School**  
Governance Board Meeting  
Wednesday, September 4, 2013  
Minutes

Meeting called to order by Chair Steve Perkins at:4:10 at the Lipoa Campus.

Board members present: Diane Parrella, Gene Zarro, Steve Perkins  
Absent Richard Kehoe, Todd Lawson

Ex officio members present: George Wintersheid, Megan Edgar, Jen Fordyce, Cori Friedman  
Guests: Greg White, Robyn Erlich, John Mazur, Dodi Pritchett

The Board moved to approve the minutes of August 7, 2013. The motion was made by Gene, seconded by Diane and passed unanimously.

**Executive Director's Report**

George presented the budget.

The Board moved to approve the amended budget as presented. The motion was made by Gene, seconded by Diane and passed unanimously.

As of this date we have an enrollment of 547. There are still openings in K-8 blended and 9<sup>th</sup> and 10<sup>th</sup> grades.

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

Meeting adjourned at 6:45.

Diane Parrella  
Secretary

**Kihei Charter School**  
Governance Board Meeting  
Wednesday, December 4, 2013  
Minutes

Meeting called to order by Chair Steve Perkins at:4:05 at the Lipoa Campus.

Board members present: Diane Parrella, Gene Zarro, Steve Perkins, Richard Kehoe, Todd Lawson

Ex officio members present: George Wintersheid, Megan Edgar, Phill Schmidt, Cori Freedman.

Guests: Robyn Erlich, Maria Robinson, Dodi Pritchett, Cheryl Zarro, Greg White

The Board moved to accept the minutes of November 6. The motion was made by Gene, seconded by Richard and passed unanimously.

**Director's Report**

George reported on our current enrollment.

The next meeting is scheduled for January 8, 2014.

Meeting adjourned at 5:25.

Diane Parrella  
Secretary