

# Kihei Charter School

## Board of Education Meeting

### Tuesday, January 16, 2007

### Minutes

Meeting called to order at 3:40pm by Gene Zarro, Chair

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

Guest: Cheryl Zarro

The Board moved to accept the minutes of December 11. Motion made by Kathy, seconded by Richard and passed unanimously.

#### **ED Report**

John Lockheed resigned as of January 3 because of health reasons. The resignation was accepted. *The Board moved to provide four months of COBRA to John as a loan with terms to be negotiated by Gene. The monies to be paid directly to COBRA. The motion was made by Mark, seconded by Diane and passed unanimously.*

*The Board moved to the contract to Aaron Goldstein, Special Ed. teacher, through June 30, 2007. The motion was made by Mark, seconded by Diane and passed unanimously.*

February 8 will be Ruby's night for KCS.

The school is being used after hours by many community groups.

#### **Financial Report**

Financials were presented by the treasurer, Richard, who advised us that best practices are being observed.

A finance committee meeting is scheduled for Thursday, January 25, at 4:30 at the high school. SMLO members are invited to attend.

#### **Negotiations**

A letter has gone out to all staff members regarding labor negotiations. The Board will establish a Labor Committee.

#### **Enrollment**

*The Board moved to close all new enrollments for the school year 2006-2007 as of January 26, 2007. Motion made by Maria, seconded by Kathy and passed unanimously.*

#### **Admissions Procedure**

*The Board moved to accept the new high school admissions policy as attached. Motion was made by Diane, seconded by Maria and passed unanimously.*

#### **Community Seat Elections**

*The Board moved to reschedule the community nominations to Wednesday, February 27 from 8:AM to 6:PM. An advertisement to that effect will be placed in the newspaper and nominations will be accepted until Monday, February 5. The motion was made by Jill, seconded by Phill and passed unanimously.*

#### **Hawaii Charter School Network**

Gene reported that we pay 2% of our student allocation budget to the HCSN. *The Board moved to pay .05% of the student allocation to HCSN to help hire Jim Shon as their executive director. The motion was made by Kathy, seconded by Maria and passed unanimously.*

#### **Board Policy Changes**

*The Board moved to delete policy #15 regarding student-teacher ratios. Motion was made by Diane, seconded by Kathy and passed unanimously.*

*The Board moved to amend policy #6 regarding attendance-lateness to add provisions for K-8 students. Motion made by Diane, seconded by Maria and passed unanimously.*

*The Board moved to amend policy #9 regarding student liabilities to add provisions for K-8 students. Motion made by Diane, seconded by Kathy and passed unanimously.*

*The Board moved to amend policy #14 regarding discipline to add a behavioral support plan. Motion made by Diane, seconded by Kathy and passed unanimously.*

*The Board moved to amend policy #20 regarding goal development plans to add a section dealing with liability. The motion was made by Kathy, seconded by Jori and passed unanimously.*

*The Board moved to add a new policy, #26 regarding grades and credit for all K-12 students. Motion was made by Diane, seconded by Jori and passed unanimously.*

#### **Capital Campaign**

We need a plan to get capital for a down payment to build our new school. We have asked Tom Blackburn- Rodriguez to meet with us on Friday, January 26 to discuss hiring him as campaign manager for us.

The next meeting is scheduled for Thursday, February 15, at 4:PM.  
Meeting adjourned at 6:20.

Diane Parrella  
Secretary

# **Kihei Charter School**

## **Board of Education Meeting**

### **Tuesday, February 6, 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

Absent: Veronica Tuepker (excused)

Guests: Lance Collins (Attorney), Gail Weaver, Dan Kuhar

The sole agenda of this public meeting is to hear student/parents concerns about the status of Roger Krehl.

A petition to support Roger was presented to the Board.

Gene explained that we were in the midst of a legally designated procedure to deal with this issue.

Public testimony from students and parents was heard by the Board.

The school attorney advised the audience of the rights of students and school personnel to privacy.

Gene thanked the audience for coming and giving testimony and said the Board would take the matter under advisement.

Meeting adjourned at 5:30.

Diane Parrella  
Secretary

# Kihei Charter School

## Board of Education Meeting Thursday, February 15 2007 Minutes

Meeting called to order at 4:05pm by Gene Zarro, Chair

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

Guests: Beth King, Gail Weaver, Cheryl Zarro, Ed Alexander, Kathleen Oldag, Melanie

The Board moved to accept the minutes of January 16 and February 6. Motion made by Kathy, seconded by Richard and passed unanimously.

The Board moved to accept the executive board minutes of January 18 and February 6. Motion made by Kathy, seconded by Jori and passed unanimously.

### Public Testimony

Beth King asked if we could make an exception to permit an exchange student from Kuwait to enroll in our school in the middle of the school year. The Board said that they would consider the request.

Melanie asked if we would allow the random drug testing program in our school. The Board said that they would consider the request.

Ed Alexander told us that the faculty wants a calendar change regarding the spring break to end school on Thursday, March 8. The Board stated that the decision is up to the ED.

### High School Student Enrollment 2007/8

*The Board moved to open our first registration enrollment period for the 9<sup>th</sup> and 10<sup>th</sup> grades from March 1 - 31. All applications are subject to health and transcription records received, reviewed and verified. The motion was made by Mark, seconded by Jill and passed unanimously.*

*The Board moved to adapt the proposed 2007/8 school calendar. The motion was made by Mark, seconded by Kathy and passed unanimously.*

### Middle School Proposal

*The Board moved to continue exploration of a grades 6 & 7 program in a brick and mortar school. The motion was made by Gail, seconded by Richard and passed unanimously.*

### Arts Program

The school arts program is growing and doing very well. *The Board moved to request that the SMLO provide the arts program at the high school. The motion was made by Mark, seconded by Diane and passed unanimously.*

### Building/Condo

Gene attended a meeting regarding the proposed condo status of our building. If we want to purchase it, the cost would be 3.89 million dollars.

*The Board moved to make a proposal to A & B, providing we can get a Certificate of Occupancy, and subject to lease terms and a safety inspection. The motion was made by Diane, seconded by Mark and passed unanimously.*

*The Board moved to request SMLO to provide a proposal for a capacity building program/development office.*

*The motion was made by Kathy, seconded by Mark and passed unanimously.*

### Board Policy Changes

*The Board moved that all school handbooks can contain only school policies that have been approved by the KCS Board of Education. Any policy changes from the preceding handbook must be submitted to the Board no later than June 15 and approved by the Board before they can be included in the handbook. The motion was made by Diane, seconded by Jori and passed unanimously.*

### Elections

The support staff representative was not elected because no one got a majority of the votes. There will be a run off election between Phill and Charyl.

*The Board moved that the election of the two community members be held on March 8 & 9, from 8-5 each day. Nominations will close on March 6. The motion was made by Kathy, seconded by Jill and passed unanimously.*

The next meetings are scheduled for Wednesday, March 7 and Thursday, March 15 at 4:00.

Meeting adjourned at 6:55.

Diane Parrella  
Secretary

# Kihei Charter School

## Board of Education Meeting

Wednesday, March 7, 2007

### Minutes

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

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

Absent: Kathy Arbour, Phill Schmidt, Veronica Tuepker

Guests: Lance Collins, Cheryl Zarro

The Board moved to accept the minutes of the February 15<sup>th</sup> meeting. The motion was made by Jori, seconded by Richard and passed unanimously.

The Board moved to accept the minutes of the executive meeting of February 15<sup>th</sup>. The motion was made by Jill, seconded by Richard and passed unanimously.

#### **Review of election process, by-laws and school policies.**

*The Board moved that the by-laws will be revised before the election for community members is held. Our attorney will submit recommendations for improving the nominating and election procedures, review and clarifying the by-laws and revamping our school policies. The motion was made by Mark, seconded by Jill and passed unanimously.*

*The Board moved that the expenditure for this should not exceed \$2,000 without Board approval. The motion was made by Mark, seconded by Jori and passed unanimously.*

#### **Finance**

The school is in good financial shape.

*The Board moved to place \$350,000 in the Bank of Hawaii Board restricted reserve account for future expansion of the school and faculty needs. The motion was made by Richard, seconded by Jill and passed unanimously.*

#### **MOA**

*The Board moved to provide a capacity building/development MOA as amended. (see attached) The motion was made by Diane, seconded by Jill and passed unanimously.*

*The Board moved to provide after-school programs MOA as amended. (see attached) The motion was made by Mark, seconded by Maria and passed unanimously.*

#### **ED Report**

It is with deep regret that we accept the resignation of Veronica Tuepker and commend her for her valuable contributions to this Board.

Mark reported that Roger Krehl resigned on March 21, 2007.

The labor committee will meet Friday, March 9 at 3PM.

The next Board meeting will be held on Wednesday, April 4 at 4PM.

Meeting adjourned at 6:10.

# Kihei Charter School

## Board of Education Meeting

Wednesday, April 4, 2007

### Minutes

Meeting called to order at 4:05 PM by Gene Zarro, Chair

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

Absent : Jill Walsh

Guests: Nancy Mitterness, Brandy Cajudoy, Jenny MacDougall, Michael MacDougall, Ton Blackburn-Rodriguez, Cheryl Zarro

The Board moved to accept the minutes of the March 7 meeting. The motion was made by Mark, seconded by Maria and passed unanimously.

#### **Public Testimony**

Jenny and Michael MacDougall are asking the school to admit their son into the eleventh grade. The Board will consider the matter.

#### **Finance**

We are on track with the budget.

#### **Education Director's Report**

We have conditionally accepted 31 ninth graders for a total of 46 for next year. We already have a waitlist for tenth graders.

*The Board moved to open our second registration enrollment period for the 9<sup>th</sup> and 10<sup>th</sup> grades from April 1-30. This will culminate in a lottery for the waitlist.. All applications are subject to health and transcription records received, reviewed and verified. The motion was made by Mark , seconded by Jori and passed unanimously.*

*The Board moved to conditionally accept the March Freshman applicants. The motion was made by Mark, seconded by Kathy and passed unanimously.*

*The board moved to approve the contract of Special Education teacher Corey Holm-Green for the last quarter of the year. The Motion was made by Mark, seconded by Kathy and passed unanimously.*

Mark met with Alton Watanabe on April 4, regarding the school's relationship with HGEA and the collection of dues.

*The Board moved to buy a digital sign for the school at a cost of about \$1,600. The motion was made by Jori, seconded by Richard and passed unanimously.*

#### **EAST**

Two teachers and four students attended the EAST conference in Arkansas

A school lunch committee headed by Jori was formed.

#### **Facility**

We put in a request for a lease at the Maui Research Technical Center, for additional facilities for the school.

Gail Weaver has been nominated to the Hawaii Teachers Standards Board in her role as a teacher.

Mark, Gene, and Diane will work on the by-laws and policy committee, meeting on Thursday, April 12.

Jori will handle Teacher Appreciation Week.

Graduation will be Saturday, May 26.

Next meetings scheduled for Tuesday ,May 1, at 4:PM and Wednesday May 16 at 4:PM.

Meeting adjourned 6:PM.

Diane Parrella  
Secretary

# Kihei Charter School

## Board of Education Meeting

Tuesday, May 1, 2007

### Minutes

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

Board members present: Mark Christiano, Richard Kehoe, Maria Quinn (by phone), Phill Schmidt, Jori Spencer, Jill Walsh, Gene Zarro

Absent: Kathy Arbour, Diane Parrella

#### **Financial Report**

Financials were presented by the treasurer, Richard, who advised us that best practices are being observed.

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

Maria joined in a conference call and explained that the teachers had created a document satisfying requirements except HSTA's draft. As things stand now, there are a: Board contract, HSTA contract and a Discrepancy document.

*The Board moved to accept the teacher's contract that they had presented. Motion was made by Maria, seconded by Richard and passed unanimously.*

*The Board also moved to acknowledge that there are four outstanding areas that may need to be resolved may or may not affect the existing contract. The Board also acknowledged that these issues need to be resolved by July 1, 2007. The motion was made by Jill, seconded by Jori and passed unanimously.*

*The Board moved to accept Mark's the idea of reimbursing the HGEA dues 2005-2006 and 2006-2007 to be paid back to the employees that were collected from the end of the 2006-2007 school year, with 3% simple interest. The motion was made by Mark, seconded by Richard and passed unanimously. The five HGEA employees will be dealt with in the same manner as last year, unless negotiated separately.*

#### **Graduation**

This year's graduation will be on May 26 and held at the Wailea Marriott at 5:30 PM. Twenty students will be walking and this year's valedictorian is Dida Jedeno.

Of the 34 accepted freshmen for the upcoming school year, 29 have responded with intent to attend.

*The Board moved to create a policy stating that the school will pursue a per grade gender balance. When the waiting list provides KCHS an opportunity to create gender balance, every effort will be made to do so. The motion was made by Mark, seconded by Richard and passed unanimously.*

A nominating committee of Gene, Jill and Jori will be meeting and screening applicants.

The Board will be reviewing new policy and bylaws for the next meeting.

The HTDC lease was approved for the new middle school. *The Board moved to open an enrollment period for the month of May. The motion was made by Mark, seconded by Jill and passed unanimously.*

John Carbonaro is working on an audit contract.

Volunteers are needed for the upcoming track meet.

The next Board meeting is scheduled for Wednesday, May 16, at 4 PM.

Meeting adjourned at 6:55PM

Jill Walsh

Community Representative

# Kihei Charter School

## Board of Education Meeting

### Wednesday, May 16, 2007

# Minutes

Meeting called to order at 4:10 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:, Tom Blackburn-Rodriguez, Pam Healy, Nancy Mitterness M.D., Shelly Portos, Dr. Kevin Rankin, Gail Weaver

The Board moved to accept the minutes of the April 4 meeting, as corrected. The motion was made by Phill, seconded Richard and passed unanimously.

The Board moved to accept the minutes of the April 4 executive session. The motion was made by Jill, seconded by Richard and passed unanimously.

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

### **Public Testimony**

Dr. Kevin Rankin expressed his concern about the selection process of the Election Committee, regarding the nominees for the two community slots.

### **K-8 Student Handbook for 2007/8 hybrid/virtual program**

Maria gave an overview of the contents of the handbook.

The Board moved to accept the K-8 handbook as presented. The motion was made by Jill, seconded by Mark and passed unanimously.

A Dinner for the seniors and guests will be held on Thursday, May 24 at 6:30 in the school auditorium.

Graduation will be on Saturday, May 26 at the Marriott, at 5:30.

The State Track Meet will be held on Friday and Saturday, May 18 and 19.

### **Budget**

The Budget needs to be completed by the end of May. The Budget Committee will meet on Wednesday, May 21 from 4-6.

### **Legal Bills**

Regarding an incident that occurred four and a half years ago, we are now in the middle of arbitration. Our legal bills so far are \$1,500.

### **Board Reorganization**

Recognizing that the rapid growth of our school requires a reorganization of the School Board, we have invited Jim Konanz to a Board meeting on Friday, June 22 from 3-8 and Saturday, June 23, from 9-2.

### **STEM Facility Build out**

Mark presented the costs for the new facility

### **Nominating Committee Report**

The Committee selected four candidates for the election of two committee members.

The next Board meeting is scheduled for Tuesday, June 5, at 4:PM.



# Kihei Charter School

## Board of Education Meeting

### Friday, June 22, 2007

# Minutes

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

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

Absent : Jori Spencer, Maria Quinn

Guests: Jim Konanz, Tom Blackburn-Rodriguez, Gail Weaver

The Board reviewed the Local School Board Self Assessment as presented by Jim Konanz.

All that should be contained in our DIP is our mission, beliefs, goals and philosophy.

We compared a sample of California Charter School by laws with our own by laws and made some suggestions as to how to improve our by laws.

We considered the possibility of the Board appointing some of its own members. We called this category, "persons of value."

Meeting recessed at 8:PM.

Meeting called to order at 9:20 AM on Saturday, June 23.

We discussed the following topics and agreed that these were some of the actions that might yield Board actions in the future.

Possible names for the three divisions of the Charter School:

grades K-8 = Hybrid Academy

grades 6- 8 = Stem Academy

grades 9-12 = High School Academy

Possible definitions of our voting terms:

Majority of the Board then in office

Majority of the quorum

Super Majority = 75% of the Board then in office

We discussed creating Committees for each Academy, where one member of the Board would be on each committee and would chair it. It was suggested that each Committee require a quorum and will report back to the Board. The Board would approve all the members of the Committee.

#### **ITEMS THAT MIGHT LIMIT EXISTENCE OF THE ACADEMY ARE BOARD RESPONSIBILITIES**

#### **ITEMS THAT FACILITATE THE OPERATION OF THE ACADEMY ARE COMMITTEE RESPONSIBILITIES**

We discussed some revisions by laws and a number of other items that the Board needs to consider including:

1. Job description for Board Members
2. Process for posting agendas
3. Agenda format - need for templates
4. Long term financial plan
5. Conflict of interest document

We discussed some of the tasks that the Board should undertake, such as:

1. approve new policies and by laws
2. approve the budget
3. appoint Academy Committee members
4. approve election procedure policies

Next meeting scheduled for Tuesday, July 10 at 4:PM.