

**Connections Public Charter School**  
**LSB Minutes, October 20, 2015**  
**Kress Building, Cafeteria**

**Call to Order:** Dr. Oshiyama called the meeting to order at 3:32pm

**Members Present:** Heather McDaniel, Libby Oshiyama, John Thatcher, William Thorpe, and Alvina Kaho'onei and Amanda Uowolo

**Members Absent:** Tierney McClary and JoNelle Fukushima

**Other Attendees:** Sandy Kelley as recorder

**Guests Present:** none

**Approval of Agenda:**

*A motion was made by Mr. Thatcher to approve the agenda. The motion was seconded by Ms. Kaho'onei and passed with consensus.*

**Approval of Minutes for September 14, 2015 Meeting:**

*A motion was made by Mr. Thorpe to accept the minutes from the September 14, 2015 meeting with corrections. The motion was seconded by Mrs. McDaniel and approved with consensus.*

**Public Input:** none

**Correspondence & Communication:** none

**Operations Report**

**Financial Officer's Report:**

**The Financial Officer came twice since the last board meeting. The school credit card used mostly for Title I expenditures and some travel to meetings. The bank statement, petty cash (used mostly for repair and maintenance) and purchase orders were reviewed. No irregularities were found.**

**Approval of Financial Statements:**

*A motion was made by Mrs. McDaniel to accept the September 2015 Operations statement. The motion was seconded by Mr. Thatcher and passed with consensus.*

**Business Manager's Report:**

**The Business Manager provided the copies of the Epicenter tasks submitted to the Commission for review by board members. Epicenter tasks submitted since last meeting were Unaudited Financial Statement for Fiscal Year 2014-2015, Schedule of Expenditure of Federal Awards, Copy of Non-HQT Parent Notification Letter and the Student Enrollment Count.**

**The draft audit was discussed.**

*A motion was made by Ms. Kaho'onei to approve the draft audit, with corrections, prepared by Carbonaro CPA and Associates. The motion was second by Mr. Thorpe and passed with consensus.*

**The Board was informed that the account clerk will work from home as she recovers from a medical procedure.**

## Administrators Report:

- **Current enrollment: 358**
- **Student Achievement: All scores went down for all the schools since testing was the first year for the Smarter Balanced test. Our secondary students in math have been out performing the elementary students in their growth as measured by the test scores.**

### **Title I**

- **Status of Title I Plans SY 2015-2016 and SY 2016-2017 . Changes to current year plan need to be done by end of December . Mr. Thatcher was asked to attend the Title I conference in Jan 2016 in Houston, Texas. Title I funds can be used for travel.**

### Old Business

- **Kaumana Lease Assignment: the paper work to add CBESS to the Kaumana property lease is being prepared by land agent to submit to the Board of Land and Natural Resources, as early as Nov. 13, 2015.**
- **SY 2016-2017 Calendar – discussion of options and solicit input from staff and parents.**

### New Business:

- **Seat New Officers SY 15-16**
- *A motion was made by Mr. Thatcher to seat Mrs. McClary as President, Dr. Oshiyama as Vice President and Fiscal Officer and Mrs. McDaniel Heather as Secretary. The motion was seconded by Ms. Kaho'onei and passed with consensus.*
- **HSCSC Request for Information – Mrs. McClary received a letter from Commission Chair Catherine Payne and Executive Director Thomas Hutton asking her to respond to questions regarding the outcome of an Ethics Commission complaint from 2008.**  
*A motion was made by Mr. Thatcher to have the Board Secretary draft a response letter as discussed by the Board. The motion was seconded by Mrs. Uowolo and passed with consensus.*
- **Vice Principal Job Description: The Vice Principal Job Description was reviewed.**  
*A motion was made by Mrs. McDaniel to accept the Vice Principal Job Description. The motion was seconded by Dr. Oshiyama and passed with consensus.*
- **Educational Officers' Duties and Responsibilities: The Educational Officers Duties and Responsibilities were reviewed.**  
*A motion was made by Mrs. Uowolo to accept the Educational Officers Duties and Responsibilities job description. The motion was seconded by Ms. Kaho'onei and passed with consensus*
- **Kress Building Lease June 2016 – Administration looked at the possible Kress Building lease space now leased by Wallace Theaters and sub leased by Hilo Sure Foundation.**
- **Approval of New Substitute Teacher(s):**  
*A motion was made by Mr Thorpe to add one new substitute to our preferred substitute list. The motion was seconded by Ms. Kaho'onei and passed with consensus.*  
*A motion was made by Mr Thatcher to take one sub off our preferred substitute list. The motion was seconded by Ms. Kaho'onei and passed with consensus.*

Next Meeting: November 16, 2015

Adjournment: 4:57pm

Respectfully submitted by Sandra Kelley, *Connections Governing Board Recorder*