

**Wai‘alae Elementary Public Charter School
Governing School Board Special Meeting
Minutes of May 24, 2022 at 6:00pm**

I. Opening

- A. 6:02 PM: Quorum established and a meeting called to order by Chair Lam.
- B. In attendance: Chair Lam, Troy W. Ballard, Bernard K. Nunies, Keopu Reelitz, Kristen Brummel Assistant Head of School Mel Ching
 - 1. Guests: Star Ventura (Governance Committee)
- C. Moment of Silence:
 - 1. For the 20 victims of the Uvalde, Texas school shooting on 05/25/2022.
- D. Public Comments:
 - 1. Chair Lam flagged appropriate arenas for faculty/staff to provide specific line-item feedback in regards to budget requests
- E. April 2022 Meeting Minutes
 - 1. Troy Ballard will send minutes to GSB and e-vote for approval pending.
- F. M&V Alignment Activity
 - 1. Sharing of Building a Beloved Community and Aloha Response (YouTube Video) and break-out groups to share our gifts

II. School Report

- A. CEO Report - Assistant Head of School Mel Ching
 - 1. Academic
 - a) [Charter Contract 4.0](#)
 - (1) Ms. Ching and CEO Mary Wenstrom presented regarding details on Charter Contract renewal and re-application process:
 - (a) School Visit by Commission
 - (b) Commission Report/Feedback to School (Nov)
 - (c) WCS Response and Finalize App. (Dec)
 - (d) WCS Presents to Commission (Jan/Feb)
 - (e) Commission Final Decision (July 2023)
 - (2) Chair Nunies asked how frequently WCS is required to re-apply for new charter contract, Ms. Ching stated it is an every four-years process

(3) Chair Lam inquired if there are available rubrics that have been used previously that determine scoring from Commission, CEO Wenstrom and Ms. Ching stated that the biggest focus is on mission and vision, however, rubrics are not available

2. Financial

a) No financial updates for GSB

3. Operational/Cultural

a) Drain Pipe Repair

(1) Shared that all infrastructure funds must be used by June 1st or will be returned to Legislature, work trying to be scheduled before then

(2) Bidders say all demo-work will be completed at nights or during weekends, however, cafeteria

b) Electrical Upgrade

(1) Pre-bid meeting on May 13th and no prospective bidders attended, however, did submit updated timeline for start of May 2023 and completion May-July of 2024

c) Pre-School Funds

(1) First year that facility funds will be used in many years and can be used for new structures, amount has not been determined by Commission

d) CEO Onboarding

(1) Ms. Ching shared that CEO Wenstrom has been coming in each week including meeting w/Interim CEO Jodie Cheff (roles/responsibilities come June), interviews for vacant Assistant Head of School role is currently ongoing

(2) Interim CEO Cheff suggested a “Leadership Retreat” during June to support with long-term planning and next steps

(3) CEO Wenstrom’s start date is moved to June 1st

- e) Faculty Supplemental Contract
 - (1) Proposed extending supplemental contract for next school year

III. Committee Reports

A. Governance Committee (Chair Ballard)

1. Faculty/Staff Service on GSB - Community Accord

- a) Chair Ballard shared details of Governance Committee suggestion on developing a Community Accord as a result of COI Guardrails discussion
- b) Community Accord's purpose broadly is to develop shared governance norms and set community expectations in regards to professionalism, COI, and clear roles, responsibilities, and chain-of-command
 - (1) Also thought of as a way to codify these norms, perhaps a bylaw revision will be required and research is ongoing
- c) Emphasis placed on community-developed accord across all major GSB stakeholders groups to build culture and community
- d) All Committee Chairs will be receiving a Community Accord Google Form to walk-thru with Committee to solicit feedback and draft language

2. Board Recruitment/Succession - Summer Update

- a) Chair Ballard said mahalo for all Committee suggestions on GSB Recruitment Tracker and shared next steps:
 - (1) "Soft Outreach" from recommender to gauge interest
 - (2) GSB Recruitment Letter (GSB/Committee Chair)
 - (3) Governance/Committee Review Applicants w/Rubric
 - (4) Meeting w/Chair and/or relevant Committee Chair
 - (5) Onboarding to Committee
 - (6) Onboarding to GSB
- b) Timeline for GSB onboarding of new candidates is TBD depending on Committee onboarding and fit, but goal is November/December of 2022
- c) Letters will begin going-out by the end of this week, early next week from GSB GMail account

- d) Chair Nunies motioned for Kristen Brummel to succeed Leon Geschwind as Education Committee Chair, Ms. Serrano seconded, unanimously approved
- e) Chair Lam shared that she will soon be terming off as Chair, and that Chair Ballard will be serving as new GSB Chair in July with a start date in August
- 3. Faculty/Staff GSB Appointments - Onboarding Update
 - a) Chair Leon Geschwind will follow-up with Koalani Lagareta and Juna Dulong to confirm interest in serving on GSB
 - b) Governance will motion for both Ms. Lagareta and Ms. Dulong to be appointed to GSB w/full voting rights in July 2022 GSB meeting
 - (1) Desiderates for GSB Retreat, even if appointment is afterward expressed by Chair Ballard to loop-in above candidates

B. Education Excellence Committee Report (Chair Kristen Brummel)

- 1. No updates for GSB.

C. Healthy School Operations Committee Report (Chair Nunies)

- 1. End of Year Budget
 - a) Chair Nunies provided an update on end-of-year budget, denoting that there is sufficient funding at this time with infusion of CARES Act funds
- 2. Revisit of CEO Goals
 - a) Chair Nunies will be sharing prior CEO Goals w/Committees to guide direction of next school year
 - b) Chair Lam stated that prior CEO Goals were based on Charter Contract and specifically Academic / Cultural / Operational / Financial, but did not see those things within Charter Contract 4.0
 - (1) Ms. Ching stated that she was unsure, but suggested overlapping CEO Goals with WASC priorities
- 3. Cafeteria Renovation and Capital Improvements
 - a) Ongoing, discussed by Ms. Ching during CEO Update

- b) Noted that A/C funding (cost of system and increase in utilities) must be considered as that was the underlying purpose of electrical system upgrade
- c) Expansion Task Force has been placed on hold, and Operations has suggested a long-term master plan before moving forward with portable units

IV. Executive Session

A. Interim CEO Contract End Date

1. Chair Lam inquired about discussions on end date for Interim CEO Jodie Cheff and to clarify GSB role in process

V. Closing

- ##### **A. 7:55 PM: Governing School Board meeting adjourned.**