

**Wai‘alae Elementary Public Charter School  
Governing School Board Special Meeting  
Minutes of April 26, 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 Lianna Lam, Vice Chair Leon Geschwind, Keopu Reelitz, Kristen Brummel, Bernard. K Nunies

1. Guests: Interim CEO Jodie Cheff, CEO Mary Wenstrom, Assistant Head of School Mel Ching, PJ Foehr (Charter Commission), Juna Dulong (Education Committee), Star Ventura (Governance Committee), Jordana Ferreria (Governance Committee) Dian Hermes, Elisa (unsure last name), Rae Villanueva, Lisa (unsure last name)

C. March 2022 Meeting Minutes

1. Keopu Reelitz moved to approve March 2022 minutes, Kristen Brummel seconds the motion, unanimously approved

D. Public Comments:

1. Elisa (Instructional Coach) - provided testimony on budget and stated that allocation of PD and class funds is critical to innovation and successful classroom learning and encouraged over \$1,200 per classroom as increase from \$500 this year
2. Dian Hermes (Teacher) - provided testimony on budget and echoed Elisa's classroom and discourages further reduction of PD and class funds, stated that more than \$1,000 is needed per year and current amount does not even cover basic needs
3. Juna Dulong (Instructional Coach) - provided testimony on budget and echoed Elisa and Dian's comments, increased PD funds can support with teachers becoming nationally board certified, provided insight into intervention strategies and that reading and math proficiency has been stagnant over last several years and important to consider budget through this lens
4. Rae Villanueva (Teacher) - provided testimony on budget, stated that COVID-19 was rough on community and free meal was incredibly helpful and we do not know full impact as things move forward, attempting to start video journalism program but does not have funds and will be taking own PD over summer that is not paid for by WCS

5. Vice Chair Geschwind and Kristen Brummel - shared and inquired level of grant and Donor's Choose funding in classrooms and possible growth opportunity while acknowledging importance of innovation funds for the classroom

E. M&V Alignment Activity

1. Share-out of one thing that brought you joy today via breakout groups and JamBoard

## II. School Report

A. CEO Report - Interim CEO Jodie Cheff and ASHOS Mel Ching

1. Academic

- a) No updates provided to GSB.

2. Financial

- a) CARES/ESSER Funds

- (1) See below under budget discussion.

- b) Budget Approval

- (1) ASHOS Ching shared two budget proposals based on 450 count enrollment and around \$8K per pupil

- (a) Budget #1 - shortfall of \$368K with no personnel changes

- (b) Budget #2 - shortfall of \$120K with some personnel changes (primarily not filling vacant positions)

- (c) Recommendation to GSB is Budget #1 given level of fiscal responsibility and frequent budget surplus, change in school leadership, timing of personnel is challenge with Budget #2

- (2) Chair Nunies shared updated financial picture, YTD is \$563K budget remaining, essentially two and half months short, but will be receiving \$330K per pupil allocation and \$494K CARES Act funding

- (a) Estimated with \$330K per pupil allocation still leaves a \$122K deficit, but CARES Act funding will be \$494K which would leave a \$4,078 deficit, but can be covered easily by reserve funds

(b) Vice Chair Geschwind inquired if this is final round of CARES Act funding, PJ Foehr stated that it is unknown if additional funding will be provided but WCS will receive approximately the same amount (\$494K) next year as two-year award

(i) Denoted that award is reimbursement only from July 21 to March 23, not a cash release

(c) Chair Lam inquired if CARES Act funding can be used to fund staff positions, Interim CEO Cheff stated it must be directly related to learning loss and would be temporary positions only such as interventionists

(d) Keopu Reelitz expressed concern that GSB could be “kicking the can down the road” and that we should be planning for next year’s budget as well

(i) Chair Nunies stated that he is confident that Operations + CEO Wenstrom will be able to produce a budget that works moving forward and wants to give incoming CEO a chance to better understand school and budget

(3) Chair Nunies motioned to approve the first budget as presented by Interim CEO Cheff and ASHOS Ching, seconded by Kristen Brummel, unanimously approved

### 3. Operational/Cultural

a) No updates provided.

## III. Committee Reports

A. Governance Committee (Keopu Reelitz for Chair Troy W. Ballard)

### 1. Faculty/Staff Service on GSB - Recusal List

a) Shared Governance generated “guardrails” via shared screen, and discussion on when Faculty/Staff/Parents on the GSB should recuse themselves for COI

- b) Sought specific COI feedback from GSB on matters involving faculty and CEO Evaluations, faculty/parents on the budget, and parents on matters “specific to that parent’s child” (W+), faculty/parents on WASC and accreditation, parents on distance learning changes
  - c) Vice Chair Geschwind shared that he was having a hard time imaging where COI recusals could occur in “matters related to the parent’s child”
    - (1) Chair Lam stated that W+ would fall under this if GSb moved forward with COI recusals
    - (2) Afterschool programs were clarified as operational decision and not GSB decision
  - d) Keopu Reelitz flagged for GSB that there were questions as to enforcement of COI recusal policy and additional follow-up was needed either in the form of a bylaw amendment or creation of a “Code of Conduct” to trigger enforcement mechanisms
    - (1) “Code of Conduct” is more malleable than frequent bylaw changes to codify COI and is supported by Chair Lam and Chair Nunies
    - (2) Star Ventura shared that Governance Committee stressed importance of “shared governance” and developing across all stakeholders
  - e) Chair Lam and Vice Chair Geschwind stated that distance learning changes should be COI recusals for both parents and faculty/staff given prior experience during COVID-19
  - f) PJ Foehr stated that GSB should be mindful of quorum rules during recusal COIs and to ensure that there are enough voting members, but stated thoroughness of Governance Committee is appreciated on COI thoughts
2. Board Recruitment/Succession - Planning + Timeline Update
- a) Shared update and reminder for GSB Chairs to update GSB Recruitment Tracker by May’s GSB meeting and shared that outreach will begin in June

(1) Vice Chair Geschwind inquired if names in tracker were already those where outreach has begun or all names from brainstorm, Keopu Reelitz confirmed

B. Education Excellence Committee Report (Chair Leon Geschwind)

1. High Level Overview of Student Assessments
  - a) Ed Committee is in process of discussing best data practices and how best to leverage student assessments

C. Healthy School Operations Committee Report (Chair Bernard K. Nunies)

1. Financial Report
  - a) See above under CEO report.
2. Auditor Selection - Jay Miyaki
  - a) CEO Wenstrom and Operations Committee recommends hiring same auditor as previous years given change in administration
3. Capital Improvement Projects
  - a) Interim CEO Cheff is in process of soliciting bids from electrical contractors, should have updated improvements soon

**IV. Executive Session**

A. Personnel Updates

1. CEO Wenstrom and Interim CEO Cheff provided brief discussion of CEO onboarding and next steps

B. Union Relations + Updates

1. No updates provided to GSB.

**V. Closing**

- A. 7:46 PM: Governing School Board meeting adjourned.