

**Wai‘alaie Elementary Public Charter School
Governing School Board Meeting Minutes
March 22rd, 2022 at 6:00pm**

I. Opening

A. Present

1. GSB: Chair Lianna Lam, Susan Serrano, Bernard K. Nunies, Troy W. Ballard, Keopu Reelitz, Kristen Brummel, Vice Chair Leon Geschwind, Interim CEO Jodie Cheff
2. Guests: Jordana Ferreira, Mel Ching

B. Meeting Call to Order

1. Chair Lam calls meeting to order at 6:02pm

C. Guests/Public Comments:

1. N/A

D. Review/Acceptance of Draft Minutes from February

1. Troy W. Ballard motions to approve February minutes, Bernard K. Nunies seconds, unanimously approved

E. Opening M&V Activity

1. Chair Lam asked in breakout groups a time when your had to act as a creative problem solver during “lean times”

II. School Report

A. School Highlights

1. N/A

B. CEO Report

1. Academic - WASC Results
 - a) No update provided at this time from WASC, however, Interim CEO Jodie Cheff reported that WASC met with all stakeholders at WSC from faculty. Students, administrators, GSB, etc.
 - b) Bernard K. Nunies, Troy W. Ballard, and Vice Chair Leon Geschwind provided GSB updates on WASC meeting, noting that WASC called out same issues 10-years ago as this year, so indication from WASC that things get moving forward including on:
 - (1) CEO Retention
 - (2) Balanced Budget

- (3) Data-Minded Instruction and Decision Making
- (4) Faculty/Staff Morale

2. Financial - Budget Proposal

- a) Interim CEO Jodie Cheff, ASHOS Mel Ching and Sue Deuber conducted a shared presentation on two possible SY22-23 budgets and reviewed:
 - (1) Financial history of WCS by enrollment, expenses, etc.
 - (2) Teacher feedback on budget proposals
 - (a) Classroom funds should not be reduced
 - (b) Reduce number of full-time personnel
 - (c) Reduce professional development funds
 - (3) Noted that financial performance considered as part of charter contract and must keep at least 60-days operating expenses (must have ~\$722K minimum account balance)
 - (a) W+ pays for self each year
 - (b) Church that rented space may not be returning
 - (4) Reviewed V1 budget breakdown by projected ~\$4.9M revenue, expenses, etc. (~\$367K shortfall)
 - (a) Category #1 - Salaries (SEE PPT)
 - (b) Category #2 - Administration (SEE PPT)
 - (c) Category #3 - Instructional Services (SEE PPT)
 - (d) Category #4 - Per Pupil Services
 - (e) Category #5 - Maintenance
 - (5) Reviewed V2 budget breakdown by projected ~\$4.9M revenue, expenses, etc. (~\$119K shortfall)
 - (a) Category #1 - Salaries (SEE PPT)
 - (b) Category #2 - Administration (SEE PPT)
 - (c) Category #3 - Instructional Services (SEE PPT)
 - (d) Category #4 - Per Pupil Services
 - (e) Category #5 - Maintenance
- b) Chair Lam inquired as to degree that incoming CEO Mary Wenstrom has been consulted with on updated SY22-23 budget
 - (1) ASHOS Mel Ching reported that Mary Wenstrom has not been consulted at this time

- c) ASHOS Mel Ching request that GSB approved V1 budget and provide carry-over funds because:
 - (1) Three consecutive years that WCS has ended significantly under budget demonstrating strong fiscal management
 - (2) Neither provided budget includes any possible additional federal funding (CARES Act) which may or may not be provided during SY22-23
 - (3) V2 budget is NOT recommended because it requires significant salary decreases and would eliminate positions, which leads to concerns and possible negative impact on culture and climate
- d) Troy W. Ballard inquired as to RIF procedures and what would occur if V2 budget is selected to current faculty/staff
 - (1) ASHOS Mel Ching said that RIF is based on seniority and most recent person would have position terminated
- e) Bernard K. Nunies stated that he would like to gather more information on reserve budget (last check was around \$1M) and stated bigger concern is long-term in what will happen and change in next few years to balance the budget whether that be enrollment drive or grants/other forms of funding, etc.
 - (1) ASHOS Mel Ching responded by saying she agrees with Bernard's assessment and that intentional long-term planning is key
 - (2) Chair Lam cautioned that due to changes in circumstances in enrollment and continued uncertainty across world, being under-budget may no longer be status quo and revenue and enrollment may not go back to where they were
 - (3) Sue Deuber shared that three-five year fiscal planning is critical and that GSB should look beyond this year when thinking of long-term

- (4) Bernard K. Nunies inquired as to whether CIPs or expansion project is included within either proposed budget
 - (a) ASHOS Mel Ching responded that neither CIP or expansion project has been included in either V1 or V2 budget
- f) Chair Lam recommended that GSB members over the next month prior to SY22-23 budget approval in April reach out to WCS for any specific information needed to inform and reach decision
 - (1) Bernard K. Nunies recommended that incoming CEO Mary Wenstrom is sent both V1/V2 budget for review, even if she does not have input on GSB approval but to build buy-in and understanding
- g) Kristen Brummel inquired about number of teachers who are applying for fundraising efforts such as Donor's Choose and how the GSB can support in getting supplies to teachers through alternative means
 - (1) ASHOS Mel Ching responded by saying that a small handful of teachers (5-6) have taken part in Donor's Choose and in past other teachers have done workshops on how to write applications
 - (a) Also reported that FWS has previously supplemented classroom supply budgets(?)
- h) Vice Chair Geschwind inquired about installation of P/V and whether that would reduce electricity budget
 - (1) ASHOS Mel Ching responded by saying that WCS must pay to use P/V but is unclear as to why except that contract language states so
 - (2) Bernard K. Nunies clarified that we get credits for P/V and input, but monthly cost is due to provider for installation costs

3. Operation/Cultural - Charter Contract Amendment and Extension + Others

- a) Interim CEO Jodie Cheff shared that charter contract extended until conclusion of SY 2023, standard amendment sent to all charter schools within the state

- b) School Town Hall being hosted on Thursday (3/24)
- c) ASHOS Mel Ching shares that Grease Trap will require additional plumbing and floor work and must be fixed by state as a state facility

4. COVID Task Force

- a) No update provided.

III. GSB Committee Updates and Discussion

A. Governance Committee

1. Faculty/Staff/Parent Service on GSB

- a) Chair Ballard shared the Governance Committee's recommendation for faculty/staff/parent service on GSB: all groups should serve with full voting rights and faculty should be re-appointed.
- b) Chair Ballard reviewed Governance's decision making process and factors considered including:
 - (1) Feedback received from AG, Ethics Commission, Tom Hutton, faculty/staff, etc.
 - (2) Recommendation has M&V alignment including being self-confident risk takers, creative problem solvers, and collaborative individuals
 - (3) Rebuilds bridges with faculty/staff at time of tension with GSB, sign of good faith, and there are currently two viable candidates on Education Committee that could
- c) Chair Lam inquired as to the list of required COI recusals as determined by GSB - Governance Committee will develop, Bernard K. Nunies agreed
 - (1) Sue Deuber shared that COI is anytime a stakeholder is uncomfortable sharing opinion because of other stakeholders at table and what is "perceived COIs" before faculty/staff are re-appointed to GSB
 - (a) Suggested that clear expectations be set and established before faculty/staff join GSB in form of "guardrails"

- (2) Bernard K. Nunies agreed with Sue Deuber and noted that perceived COIs can be major problem and should be clarified prior to faculty/staff service on GSB
- (3) Chair Lam requested that COI for recusals also be developed for parents serving on GSB = Governance Committee will develop
- (4) Vice Chair Geschwind inquired as to other charter schools which have faculty/staff service and what COI recusals they have established

2. Recruitment/Succession - Planning and Timeline Updates

- a) Chair Ballard updated GSB and provided assignments to each Committee Chair with the following for succession planning:
 - (1) Three candidates per committee in identified areas of: CPA, Higher Ed/Primary Ed Administrator, Business/Non-Profit Expert, Others as Recommended
 - (2) Goal to have folks IDed and onboarded no later than June/July/August

B. Education Committee

- 1. Vice Chair Geschwind reported that final WASC Report has been posted and that Ed Committee will be conducting a deeper dive moving forward

C. Operations Committee

1. Financial Report

- a) Chair Nunies reviewed the updated WCS budget and inquired as to whether WCS would like to change auditors (previously only three approved on-island) and stated best practice is to change auditors every 3-5 years
 - (1) Noted that consideration is current auditor is likely substantially cheaper than other option

2. WASC Callouts

- a) Discussed above under CEO Report.

3. Capital Improvement Projects (CIPs)

- a) Chair Nunies updated electricity cost increases as a result of renovations and improvements and suggested master plan be developed for CIPs over next several years
- b) Chair Lam noted that GSB recommended that Expansion Task Force hire consultant to help guide development of Master Plan

IV. Executive Session

- A. Chair Lam moved to Executive Session at 7:46pm
- B. Chair Lam reported no updates on HSTA or West at this time
- C. Bernard K. Nunies reported that Bishop & Co. will be providing a complete digital file of CEO recruitment process and stated that it would be wise to create an onboarding schedule for Mary Wenstrom ASAP
 - 1. Chair Lam reported that interim CEO Jodie Cheff will be conducting majority of onboarding and scheduling for Mary Wenstrom
- D. Kristen Brummel shared the link for Mary Wesntrom's GSB welcome gathering
- E. Vice Chair Geschwind noted urgency in replacing AHOS position before June.

V. Closing

- A. Chair Lam motioned for the meeting to close at 8:05pm, Troy W. Ballard seconded, unanimously approved