

**Ho'okako'o Corporation (HC)
 HC Board MEETING MINUTES
 Thursday, January 9, 2014
 1360 S Beretania St., #202, Honolulu, Hawaii 96814**

Members Present: Pauline Lo Bailey, Guy Kaulukukui, Robert (Bob) Peters, Joe Uno, Barbara Kalipi, Don Young
 Staff Present: Megann McCorriston, David Gibson, Julie Upton, Chris Kono, Aja Siu

AGENDA	DISCUSSION	DECISION MAKING	ACTION
I. Welcome	The meeting was called to order at 12:02pm		
II. Action Items A. Approval of Meeting Minutes		Moved and seconded to approve the minutes for the October 17, 2013 board meeting (D.Young /B.Kalipi).	Motion carries with a unanimous vote.
III. 2012-15 Strategic Plan (M.McCorriston) Update on School Plans & Budgets (SY14-15)	M.McCorriston wanted to start off by sharing positive updates: <ul style="list-style-type: none"> • KS MOA (SY13-14) has been signed and executed; 60% of the funds will be available to our schools soon • Met recently with our new KS contact, Brandon Bunag, to review the SY14-15 proposal • Signed supplemental agreement with HSTA; first charter school organization to receive a signed agreement. In the process of scheduling site-based agreement soon (HC schools') Leadership teams met earlier this morning for management training. Critical issue that is being discussed right now is funding and how to restructure current programs significantly at our schools. HC staff has been working hard to meet with each of its schools to lay the ground work and create a plan over the next three years. KS funding is guaranteed for SY13-14, but not yet confirmed for SY14-15.		

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<p>Kamaile Academy</p>	<p>Various stages in talking with the schools regarding budgeting: most work with KUU because of the urgency; work has also been done with KA because of the leadership transition plan; no work has been done with WMS just yet.</p> <p>Discussion of priorities at the school included: recruitment and retention plan at Kamaile; possible restructuring of the leadership team; and the need to build a pipeline for strong teacher leaders, which would lend itself to retention of high quality teachers and administrators. Discussion to possibly have one administrator oversee the Navigator's Center, counseling and SpEd to facilitate the integration of these programs.</p> <p>Funding Priorities & Proposed Budget Changes HC staff looked at each of the schools funds and performed an exercise to see what the budget would look like without certain programs and expenses; focusing at the priorities at the school level and making the necessary reductions.</p> <ul style="list-style-type: none"> • Losing 1.4 million in SIG funds (year 3 of 3) • Some reserves to carry over into next year • Review items that are particularly funded by SIG (focus on building sustainability and increasing professional development over 		
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<p>Kualapu`u School</p>	<p>the three years): potentially cutting salaries; looking at fundraising to fund intercessions so programs can continue; determine critical programs</p> <ul style="list-style-type: none"> • Remove or preserve P4P by fundraising or changing priority list • Restructuring Navigator's Center? • Note: reducing costs does not mean items are not going away entirely; just a plan to restructure and principals to be mindful • Reducing staffing in the high school due to enrollment number; reduce number of conferences/training; question of sustaining the Envisions high school program after the 3 years? <p>Principal L. Trinidad issued a letter to her faculty and staff informing them of the current financial situation and budget reductions.</p> <ul style="list-style-type: none"> • Develop and maintain a short term and long term Resource and Development Plan • Increase school level efforts to identify grants and partnerships for school programs; fundraise for ELT • Reduce expenditures for SY14-15 via saving and reducing staff • Did budget exercises with staff for input and to prioritize items based on need; worked with HC staff on a "working" detailed list • Account for decrease in enrollment; look at making changes in positions 		
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<p>Waimea Middle School</p> <p>ACTION: Approve HC Policy Handbook</p>	<p>M. McCorrison is scheduled to meet with principal M. Horne on Monday, January 13 to look and discuss action plan.</p>	<p>Moved and seconded to approve the HR, Compliance and Conflict of Interest related policies (D.Young / P.Bailey). Policies pertaining to ELT and preschool will need to be discussed and evaluated at a later time.</p>	<p>Motion carries with a unanimous vote.</p>
<p>IV. Development Director Report (D.Gibson)</p> <p>A. HC Funding Priorities</p>	<p>D. Gibson provided a development and fundraising plan which outlines HC's funding priorities.</p> <ul style="list-style-type: none"> • Looking at the organization's needs, operational capabilities, work on sustainable business model • Compile and look at data that defines/substantiates/validates HC's role • Funding priority: \$3mil through a three-year campaign (2014-16). Campaign includes school-specific/school-level efforts; focus all relevant development and fundraising strategies on attaining campaign goals • Development Model/Fundraising Pyramid - Establish networks; identify possible prospects, discover and cultivate relationships; engagement and giving • Incorporate board involvement – demonstrates HC and board commitment • Fundraising networks: brainstorm and identify 		

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<p>V. Executive Committee (P. Lo Bailey)</p>	<p>P. Bailey provided a brief Nominating & Governance Committee update:</p> <ul style="list-style-type: none"> • Disband Nominating & Governance Committee and make it Executive Committee • At a critical point to recruit new board members/create a new board; need to create connections - in a focused manner - to fulfill ambitious agenda (aligned with fundraising goals and strategy). Create a plan of action; match interests with board assignments. <p>Suggested Individuals:</p> <ul style="list-style-type: none"> • Alana Kobayashi • Judy/Noel Pietsch • James Koshiba • Billy Piper • Paul Tominari • Paul Kosasa • David Hulihee • Andrew Aoki • Debbie Berger • Richard Wacker <p>M.McCorriston and D.Gibson will create a list and board will review and evaluate.</p>		
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VI. Education Committee (D.Young)	D. Young would like to request the commitment of a minimum of 3 board members to meet with the accreditation teams/committees at the upcoming visits at Kamaile Academy (March 9-12) and Waimea Middle (March 30-April 2).		
VII. Budget Committee (J.Uno)	The Budget & Finance Committee reviewed the SY12-13 audits prior to submission to the Commission. The Committee recommends formal acceptance of these audits.	Moved and seconded to approve Kamaile, Kualapu`u and Waimea Middle School audits (P.Bailey / D.Young).	Motion carries with a unanimous vote.
VIII. Executive Session	<i>The board did not go into Executive Session during this meeting.</i>		
IX. Adjourn/Close	The meeting was adjourned at 2:11pm		There will be a special board meeting scheduled on Thursday, March 6, 2014.