



GENERAL MEETING MINUTES

Reconstituted Governing Board of Kamalani Academy

Date and Time: Thursday, June 20, 2024 6:00pm HST **Location:** Virtual / School
Physical Meeting Space: Kamalani Academy

1. Call to order at 5:59 p.m.
2. Attendance
 - a. Present: Aumoana Kanakaole, Anita Solmirin-Ganon, Lorna Gomes, Sylvia Hussey
 - b. Absent: Brock Huddleston
3. Approve [Minutes for May 9, 2024](#)
 - a. Moved by Aumoana Kanakaole, seconded by Sylvia Hussey, to approve the minutes for the May 9, 2024 meeting; no further discussion; all approved, no objections or abstentions; motion carried.
4. Proposed Amendments to Agenda
 - a. Chair Aumoana Kanakaole noted additional contracts to add in the fiscal section below.
5. Testimony on agenda items

Each speaker will get 2 minutes. Please state your name and the agenda item you would like to testify towards.

 - a. no testifiers identified themselves.
6. Acknowledgment of Email Motions
 - a. Chair Kanakaole reported there were no e-mail motions/actions since the May 9, 2024 meeting.
7. School update - Director Nakasato reported the following:
 - a. Enrollment update: 117 Confirmed + 6 more possibly; Hui 1 solid, filled 3 positions; Hui 2 solid, filled 3 positions; projected 123 students; approval for grant provided (Native Hawaiian Education Program) - approximately updates, posted Hawaiian Studies curriculum development; July 30th for teachers (Tuesday); August 5th for students (Monday); Hoala School discussion and possibilities;
8. Finance
 - a. 2024-2025 Budget Draft
 - i. Initial budget, with salaries suppressed, concerns regarding projected deficit with only limited data entered; \$650K negative just based on per pupil
 - ii. Negative amount of about \$601K projected for per pupil at this first draft;
 - b. [Audit Engagement Letter](#) for the fiscal year ended 6/30/2024
 - i. Treasurer Sylvia Hussey explained that the last year's audit firm of Carbonara CPAs & Management Company provided the audit engagement letter as included in tonight's agenda. Key elements include: projected range of final fees estimated to be \$32,450 to \$36,450, priority is to close the Kamalani Academy books as of 6/30/2024 as quickly as possible, ensuring payroll information, receipts, and disbursements for the school year are all turned in as quickly as possible—say no later than July 15, 2024; this will enable TFN to close the books, as soon as possible to enable client schedules to be prepared for the audit.
 - ii. **Motion by Aumoana Kanakaole, seconded by Anita Solmirin-Ganon to approve Audit Engagement Letter with Carbonaro & Associates with changes to the dispute location to the State of Hawaii. No further discussion; all approved, no objections or abstentions; Motion carried.**
 - c. [Payables approval](#)
 - i. Table. Aumoana to prep this weekend and forward for approval via email
 - ii. Preparation of this document will be moved over to the office beginning Monday, June 24, 2024
 - d. Contracts
 - i. Rent
 1. We have requested a renegotiation with Kamalani Academy Foundation; plumbing is a major consideration.



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2. Received response [letter from Kamalani Academy Foundation on 06/02/2024](#); Sylvia noted that KA RGB members were contacted by Building Hope and Academica Nevada initially in October 2023 and they provided documents to KA.
 3. Waiting on KA to draft the response letter to the AG and AG to review KA's draft response to the letter dated 6/2/2024; Chair Aumoana Kanakaole will draft and circulate to RGB.
 - ii. Altres Renewal: Need greater clarity re: 7/1 annual renewal; no information is in the budget as there is no operational information; will reach out to Altres for clarity;
 - iii. Les Olson - out of state vendor authorized by previous Board; month to month basis for about \$300/month; Michael to follow up with Les Olsen as to terms;
 - e. [Letter from Commission](#) dated 05/31/2024
 - i. Potential Financial Insolvency from Commission; missing payroll is grounds for charter surrender;
 - ii. Follow up by Michael re: position listing in the Human Resources shared drive and insert into the budget file
 - f. Cash On Hand
 - i. Establish shared folder by month in which the following should be posted: monthly bank statement;
 - g. NHE Update / Review
 - i. Balance is approx 900K
 - ii. Extension request to 08/2025 needs to be submitted ASAP
 - iii. Concerns regarding NHE expenditures and execution of the grant as written
 1. Concerns that staffing capabilities do not meet what what written into the grant
 2. General operational expenses are not expendable to the grant
 - iv. NHE are letting us adjust the logic models
 - v. Need to set a meeting to
 - h. Title I Update
 - i. We do not qualify for Title 1
 - ii. Aumoana needs to sign the letter to Title 1
 - i. Rent Negotiation Update
 - i. executive session
9. Federal Department of Labor Compliance Update
- a. Michael provided an update regarding the process; exempt and non-exempt classification; events; requested items from the investigator run by AG's office by school;
 - b. Back due to 2017 all Personnel Action Forms (PAF) needed for KA;
 - c. BU 5: Offer, Form 5 and PAF; BU 6: Form 5; All other BU: Form 5 only
 - d. FY 23-FY24: bargaining unit increases;
 - e. Give information to her "boss" - unknown who that is;
10. National School Lunch Program (NSLP) discussion
- a. Consideration of continuing in NSLP was a discussion at the beginning of the school year;
 - b. Application is due for NSLP program is Friday, 6/21/2024;
 - c. Not submitting for fresh fruits program (e.g., food, variations); takes a lot of prep;
 - d. Chris Helvey reported that currently in about \$77,000 deficit; reimbursement is not sufficient to cover the cost of food; concerns don't want kids to go hungry; some days will send with food and student will get hot lunch;
 - e. Discussion re: 40 new families and expectations of needing to bring lunch; decision;



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f. Apply by the 6/21/2024 deadline and adjust

11. Po'o Kula Evaluation

12. Executive Session

The board will enter Executive Session to discuss personnel issues or matters of attorney-client privilege. (This agenda item will be completed in a closed session among Board members and invited parties.)

a. Personnel

b. Grievance Updates

c. Rent

d. Po'o Kula Evaluation

13. Next General Board Meeting: Thursday, July 18, 2024 at 6pm

14. Approve 6/20/2024 minutes: Moved by Lorna Gomes, seconded by Aumoana Kanakaole, to approve the minutes for the June 20, 2024 meeting; no further discussion; all approved, no objections or abstentions; motion carried.

15. Adjourn Meeting at 8:03pm