



NOTICE OF GENERAL MEETING

Reconstituted Governing Board of Kamalani Academy

Date and Time: Thursday, February 20, 2025 6:00 pm HST **Location:** Virtual / School
Physical Meeting Space: Kamalani Academy

1. Call to order 6:06 pm
2. Attendance
 - a. Present: Aumoana Kanakaole, Jessica Gellert, Brandee Yuen, Jill Phillips
 - b. Absent: none
3. Proposed Amendments to Agenda
4. Testimony on agenda items
5. Acknowledgment of Email Motions
 - a.  20250220 Minutes Motion for Charter Renewal Appeal.pdf
6. RGB Applications
 - a. Unable to seat Pumehana Nahulu and Salome Wagner because of 302D
 - i. **§302D-12 Charter school governing boards; powers and duties.** (a) No person may serve on the governing board of a charter school if the person is an employee or former employee of any charter school under the jurisdiction of that governing board, a relative of an employee or former employee of any charter school under the jurisdiction of that governing board, or any vendor or contractor providing goods or services to any charter school under the jurisdiction of that governing board, unless:
 - b. Close member applications because we are only open 3 more months
 - i. Close responses on survey
7. Appoint Executive Seats
 - a. Will not change seats. Will keep it as Aumoana Kanakaole as Board Chair and other seats vacant
8. School update - Reina Nahulu
 - a. Kindergarten teacher left, sub in class
 - b. Grades 1 & 2 combo
 - c. Letters sent home regarding the situation
9. Finance
 - a. [2024-2025 Budget](#)
 - b. [Payables approval](#)
 - i. **Motion to approve \$11,341.99 in accounts payable by Jessica Gellert. Second Brandee Yuen. Motion passed.**
 - ii. [TFN complaint](#)
 1.  TFN Contract Approved 1-22-22.pdf
 - a.  TFN Supplemental Contract_AG-005.pdf
 - b.  TFN Special Conditions FC 1-26-22 Revised 10-12-21.pdf
 - c.  TFN S-2 Updated June 2023.docx
 2. Recommendation from AG is to pay the current invoices beginning February 2025 while the complaint goes through its process
 3. **Motion by Jessica Gellert to pay TFN for outstanding invoices up to March 2025, contingent on the NHE drawdown. Second by Jill Phillips. Motion approved.**
 - iii. [Kamalani Foundation payment demand](#)
 1.  Fully Executed Lease_Kamalani 6_30_26.pdf
 2. Would like to consult with the AG regarding possibly paying 2 months of rent contingent on the NHE drawdown coming through. Email to be sent tomorrow.
 - c. Contracts - no update
 - d. Financial Statements
 - i. [January ASB Bank Statement](#)



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- ii. [February Transactions](#)
- iii. Financial Transaction Detail requested from TFN on 02/18/2025 with a deadline of Monday, 02/24/2025
 - 1. Response from TFN
 - a. they began their contract for fiscal services in 2019
 - b. the data request is quite extensive and will need more time than the deadline we are requesting
- e. [Cash On Hand](#)
 - i. Will get through the fiscal year if rent is not paid and NHE drawdown happens
- f. NHE Update / Review
 - i. 2023-2024 reimbursement approximately \$230k. Drawdown to be submitted by 02/28/2025
 - 1. Motion to be completed by email once the exact amount is determined and recorded in next month's minutes
 - ii. 2024-2025 draw down for curriculum approximately \$40K will be submitted separately
- g. QuickBooks Transition
 - i. In progress
- h. HGEA Hazard Pay Update
 - i. Governor has not released the funding for this yet. No anticipated date.
- i. Bank Signature Card Updates
 - i. Signature Card is complete
 - ii. **Motion by Aumoana Kanakaole for an ASB debit card to be issued to Reina Nahulu for school use. Second by Brandee Yuen. Motion carried.**
- 10. [#2024.12.F.2 Fiscal Year 2023-2024 Annual Audit and Fiscal Year 2024-2025 First Quarter Financial Statement](#)
 - a. No updates
- 11. Review of the situation between Kamalani Academy and Kamalani Foundation by Hawaii State Representative Amy Perruso
 - a. AG has given their finding to Rep. Perruso
- 12. Charter Contract Renewal
 - a. [Motion for Charter Renewal Appeal 20250218](#)
 - i. Motion denied
 - b. Letter to go out to employees and families regarding school closure
 - c. Commission will be in contact with the school closure process and timeline
- 13. Inventory
 - a. Kahili
 - i. Received email from Steve Davidson on 02/04/2024 requesting that the kahili be returned to him because his wife made them for the school.
 - ii. Waiting a response from Mr. Davidson
- 14. Policies and Procedures
 - a. Financial Operations Policy - Table
 - b. Procurement Policy - Table
 - c. Federal Procurement Policy - Table
 - d. Financial Code of Conduct Policy - Table
 - e. [Financial Operations Manual Draft](#) - Table
 - f. Need SOP for debit card use
- 15. Executive Session - Not needed



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16. Next General Board Meeting: March 20, 2024, 6:00 pm
- 17. Motion to approve minutes by Jill Phillips. Second by Brandee Yuen. Motion approved.**
18. Adjourn Meeting 7:20 pm