



**Innovations Governing Board  
Meeting Minutes**  
September 7, 2021 | Location: ZOOM

**Call to Order: 4:00**

**Present:**

Jennifer Hiro, Frank Carpenter, Heather Korotie, Mark Disher, Kim Leuenberger, Cole Arrington, Ali Rabin, Corrine DeSoto, Georgia Goeas, Zarine Dorabji, Catherine Hawkins

**Absent:** Wayne Yamauchi

**Guests:** Lee Nelson, Ann Van Brunt, Pua Kaai

**Secretary:** Kim Leuenberger

**Public Comment:** None

**Minutes**

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**Minutes Approved:** May 4, 2021

Motion to approve: Georgia

Seconded: Cole

**Financial Report:**

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**Director's Report:**

**Financial Updates**

- Classroom teachers applied for Donor Choose Grants which were funded up to \$1,000 by the DOE partnership. Furniture, equipment, curriculum materials were purchased to support in-person learning programs. \$12K

**Facilities**

- AG approved lease has been submitted to the Charter School Commission to be added to one of its meetings and approved for compliance; Pua Kaai will check with the commission about this.

**Governing Board Positions:**

- Our Governing board is now at 13 which is the board number per our bylaws (9 non-staff + 4 staff). Terms are up for the 2021 people, per our bylaws December 31, 2021.
  - Asking Frank, Zarine and Heather to for another 3 years
  - This will align our current by-laws December 31st timeline
  - Bylaws to be amended in the future to move timeline to July.

**Structure:** The Board will be comprised of thirteen (13) members. Four (4) representatives from the school staff and nine (9) other positions composed of non-staff members. Board positions shall meet the skill set needs of a governing board including but not limited to:

- financial – banking
- personnel – human resources
- education – curriculum
- legal – law
- fundraising – budget
- construction – architecture
- technology

### Commission Updates

- Carbonarro CPAs as been approved as an auditor charter schools can use for annual audits - Innovations audit is scheduled for this month
- The Board of Education (the “Board”) is conducting a regular performance evaluation of the State Public Charter School Commission (the “Commission”) in accordance with the Board’s [Hawaii Authorizer Performance Evaluation System](#) (or “HAPES”). Part of the evaluation may require the Board's evaluation team to survey and/or interview representatives from charter schools within the Commission's portfolio of schools. If your school would like to participate in any such surveys or interviews, please complete and submit [this survey](#) by Thursday, September 16, 2021. Please submit only one survey per charter school.
  - In addition to possible surveys or interviews, the Board’s evaluation team will be holding a public forum in October to allow the public to provide input on the Commission’s performance through written or virtual oral testimony. Information about the public forum will be forthcoming.

### Hawaii Charter School Network Updates

- Monthly general membership meetings
- New dues structure under consideration
- Memorandum of Agreement for member schools to support ELL certification needed for all teachers in all schools
- Working groups created to research: Contract 4.0, evaluation of Commission as a charter authorizer and media outreach on behalf of charter school public/leg understanding and awareness

### Curriculum

- COVID contingency plans
  - 10-day learning menu to accommodate students who are put on quarantine or isolation
    - Some online programs included that students are currently using in class
    - Delivered via class Dojo or Google Classroom to support non-contact criteria
  - Teacher quarantine or isolation contingency lesson plans have been developed
    - Tutor will be able to implement and has knowledge of pre-requisite instruction
    - Fully-vaccinated teachers do not need to quarantine
    - These are also in place for teachers that may need to be out for family needs
- Quarantine: individuals who are not fully vaccinated must quarantine for 10 days from last contact with COVID positive individual - this may be as many as 5 days of school, but usually less due to weekends, holidays and 48-hour test notification timelines.
  - Teacher will supply student with missed work
  - Jenn and/or Eli will do call-in, check-in with student as requested during quarantine school days
- Lessons and units of study have focused on building culture: team building, sharing, negotiating, self-awareness, group dynamics and increasing stamina for independent work
- Middle school engaging in inquiry project - designing and building furniture from pallets - in lieu of implementing mentorships due to COVID restrictions
- After Care programs running at full capacity: both elementary and middle school (UpLink funding). Offering enrichment in classes such as nutrition, art, technology and music. A wait list exists for both programs representing the need and interest in after school care.

### Staffing and Positions

- School secretary position has been posted on website. Interviews are underway. Effort to fill position as soon as possible to utilize training by current secretary prior to her departure
- In need of one or two sports instructors: 1 for middle school electives and 1 for after school programs

**Annual Retreat:** group Mosaic. We're all an integral piece of the puzzle - contributing our own talents and edges, to composing the united vision of the organization. Facilitated by Todd Demorest.

### **Hardship Enrollment Exemption:** COVID clause for SY 2021-2022

Innovations offers an in-person, hands-on learning model of curriculum and instruction. Innovations does not have a virtual component and is not responsible for offering a virtual distance model of learning. Given the complex and concerning circumstances of the COVID pandemic, Innovations' hardship enrollment policy will be revised to incorporate

"COVID-related concerns" as an eligible criteria for approving an enrollment, hardship exemption".

Governing Board will accept requests for an enrollment exemption, from currently enrolled student(s), for the purpose of COVID/pandemic concerns. Students will be placed on a enrollment hardship list for

consideration in the fall for re-enrollment in the next grade level. Re-enrollment is not guaranteed. If there are more students than space available in the grade level applying for - a lottery will be held for students on that grade level enrollment hardship list. Students must officially withdraw from Innovations and provide proof of enrollment in another school program for the current school year at their own responsibility. Failure to provide this documentation will result in permanent withdrawal and actions to address violation of "compulsory school attendance". Hardship enrollment exemption is valid for the SY21-22 school year only.

**Approval:** by unanimous vote the COVID hardship enrollment exemption has been approved.

### **Position Updates**

Applicants are currently being reviewed for school secretary position.

We're continuing to look for part-time PE-type positions to teach middle school electives and support the after school enrichment program.

**Next Board Meeting Scheduled:** November 9th 4:00

**Meeting Adjourned: 6:05pm**