



KULA AUPUNI NIIHAU A KAHELELANI ALOHA (KANAKA)

Governance Board

P.O. Box 610

8315 Kekaha Road, Suite L

Kekaha, Hawaii 96752

Phone No. (808) 337-2022

**Minutes
Meeting 18 Ianuali 2020**

Attendance (attached):

Lauae Kanahahele

Hedy Sullivan

Lance Halemano

Kia Kaohelauii-Matias

Steven Sullivan

Josh (PCS Commission)

9:34 AM Pule (Lauae Kanahahele)

9:35AM Old Business

- **Strategic Plan Updates**
- **Community Cooking Workshop Series**
No update at this time because Cristeta is not here due to a pre-discussed excused absence.
- **Financial Literacy Lessons**
On 102219 Kekaha FCU did a presentation at KANAKA.
The secondary students did a tour of the Kekaha FCU.
Kekaha FCU asked to do a presentation to the parents of the secondary students at any of the parent events. Hedy said maybe they would consider inviting the Kekaha FCU to the parents' Valentine lunch.
- **Marketing Initiatives**
Hedy proposed that every Friday for one hour during the teachers' PD (Professional Development), they would work on developing the webpage.
Steven voiced his concern to get KANAKA PCS back from Neil. Neil is hosting the webpage but should not own the name KANAKA PCS.
KANAKA bumper and window stickers were not on the table for discussion. Board must decide if we are no longer interested in doing this.
- **Tasks and Roles**
No updates at this time. We will get updates whenever it is provided.



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- **Olelo Hawaii Books**

Lance confirmed that the KANAKA logo given to us for the books and the one used by the school is correct. Hedy explained that the “A” in Kula Aupuni Niihau “A” Kahelelani Aloha is represented in the honu.

Books in the first series of 5 have the correct KANAKA logo.

Keola Wong is named on the five books for his role as co-ordinator.

The illustration for “ie wana” is correct in the current book for publication.

When given the ‘go ahead’ to order books, Steven suggested 100 of each book. Hedy plans to order 50 of each book.

Hedy’s was concerned about who “owned” the printing right. KANAKA will have a PDF of the exact PDF used for the printing thru Halepili to Amazon. Hedy may use it to print anywhere she wants to print. One copy of the PDF will be held in reserve at Halepili in case Hedy or someone at KANAKA wants to order thru Halepili again.

The Book Production Proposal (BPP) dated 011620 by Halepili for the second and third set of books (four books and five books) was presented. The second set of four books would run from 030120 to 100921 (83 weeks). The third set of five books would run from 110121 to 093023 (102 weeks). This was not acceptable by Hedy.

The BPP proposed the second set of four books would cost \$600. per book to produce and the third set of five books would cost \$900. per book to produce. This was not acceptable by Hedy.

Hedy’s concern was the timeline and the budget. After some discussion, she realized she could possibly budget for the future since it will take time for the books to be produced. She asked Lance to use this current budget and negotiate to work on a shortened timeline. Lance informed Hedy he will connect with his team of Ipo Wong and Keola Wong and all three will do their best to negotiate with Halepili to get these books completed in a timely manner.



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Lance did point out to Hedy that Halepili is sought after and is booked with lots of work and they fit us in their already tight schedule because they felt a pono connection with Ipo, Keola and Lance.

(Lauae motioned to accept all updates and discussion for the strategic plan updates. Kia second. Board voted a unanimous yes.)

- **Concerns**

No concerns brought to the table at this time.

(Lauae motioned to move forward as no concerns to old business to discuss. Kia second. Board voted a unanimous yes.)

10:27 AM New Business

- **Finances**

Hedy submitted Management Report for the period ended 011820.

(Lance 1st motion to approve budget report. Kia 2nd. Board voted unanimously to approve.)

- **Student numbers**

Hedy discussed possible increase of 5 possible new students for next school year.

- **School Calendar (see attached)**

(Lauae 1st motion to approve school calendar. Kia 2nd. Board voted unanimously to approve.)

- **Executive**

- DHS Update**

- Case is closed**

Harold Vidinha unable to do July 4th celebration at the Kekaha Ball Park (Faye). He is asking KANAKA to take over so he does not lose his deposit or his spot for future events. The booth is selling chili, doritos, flying saucers and more. They require 5 people to set up and 5 people to breakdown.

KANAKA participated in the Christmas Gift Giveaway at Kekaha Park with Harold Vidinha with the Hawaiian Homes Commission of Kekaha

Hedy proposed to start research for the application of the preschool with knowledge needed for the Olelo Hawaii exemption.



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Next meeting 041820.

11:00 AM Pule (Lauae) / Close

Respectfully submitted.



Lance H. Halemano
092220

**Please insert
roll call
sign-in sheet
here.**

KANAKA Public Charter School
2019–2020 Strategic Plan – Quarter Two

Originated September 28, 2019 (9:30a-12:00p)

NEXT MEETING: January 18, 2020

What will we have in place at KANAKA by June 30, 2020?

➤ **What first steps will the Coordinators take?**

These were identified by board members as priority initiatives to address some of the eight Recommendations from the April 2018 WASC Site Visit Committee Report.

- Completed one **Community Cooking Workshop series** to address community involvement and increase in student enrollment (**Cristeta**)
 - Contact Ben Takahashi (Kukui‘ula) and others at the Sheraton
- Completed one semester (Spring 2020) of **Financial Literacy lessons** in partnership with Aloha Pacific FCU to address community involvement (**Hedy**)
 - Respond to Aloha Pacific with the names of the students
- Completed two **Marketing initiatives**, i.e., newspaper articles, stickers, other materials, to address increase in student enrollment (**Lauae**)
 - Research school sticker options
 - Sign contract for a new website
- Defined the **Tasks and Roles** for smooth school operations to address leadership sustainability and succession (**Steven**)
 - List known tasks and define what is required of those tasks, with their durations
- Completed 15 **‘Ōlelo Hawai‘i books** to address Hawaiian language curriculum strengthening (**Lance**)
 - Research other Hawaiian book illustrators who might be good for the project

**Please insert
Steven's
task list
here.**

Book Production Proposal

Date: 1/16/2020

Prepared by: Halepili

Prepared for: Kula Aupuni Niihau A Kahelelani Aloha (KANAKA)

Summary:

We at Halepili are very excited to continue in collaboration with KANAKA to produce books that will benefit the keiki and community of Kauai and Niihau. We have tried to provide you with a realistic proposal with our closest estimate of available time we are able to commit to this project. We also would like to offer you the best pricing model we can at this time.

Our proposal is for Halepili to work with KANAKA to produce three sets of books. The first set will include five books and is estimated to be completed by early 2020. The second set will include four books and the third set will include five books.

The first set of books will have all internal pages printed in black and white. The second and third sets of books will be printed with color illustrations. KANAKA will provide the story text that will be included for each book. Halepili will be responsible for the art (color illustrations), book development and digital publishing. Art (color illustrations), book development and digital publishing will include the following stages:

Art (Color Illustrations)

- Storyboarding
- Sketching of Images and Layouts (Drafting)
- Review, Editing and Approval
- Linework
- Color
- Review, Editing and Approval

Book Development & Digital Publishing

- Book Layout and Configuration (within In Design)
- Cover Design
- Digital Proof Production
- Review, Editing and Approval
- Hard Copy Proof Production
- Review and Approval

Each set of books will be completed in the corresponding sequential phase of this project. It is imperative for KANAKA partners to continue to meet and respond to “review, editing and approval” deadlines in order for this project to be completed on current estimates and timeline projections. If response time is delayed, the estimated time needed to complete the project and timeline projections will increase according to the availability of Halepili. There is a chance that the timeline can be accelerated if illustrations are readily approved with no major changes, but this is not guaranteed.

Estimated Time to Completion

Phase	Duration	Start to End Date
One (5 books)		To be completed early 2020
Two (4 books)	83 weeks	3/1/2020-10/09/2021
Three (5 books)	102 weeks	11/1/2021-9/30/2023

Book Production Costs

Item	Quantity	Cost	Total
Standard Book Commission (including art, book development and digital publishing)	1	\$15,000	\$15,000
Book Set #1 Commission for KANAKA (including art, book development and digital publishing)	5	*\$400/book	\$2000
Book Set #2 Commission for KANAKA (including art, book development and digital publishing)	4	*\$600/book	\$2400
Book Set #3 Commission for KANAKA (including art, book development and digital publishing)	5	*\$900/book	\$4500
*Special rate agreed upon for KANAKA collaboration.			

Book Order Rates

Item	Quantity	Cost Per Book
Standard Book Order (for black and white pages)	10-49	\$15*
	50-99	\$10*
	100+	\$8*
Book Order for KANAKA (for black and white pages)	10-49 (minimum order of 10)	\$10*
	50+	\$6.50* \$1625.
Standard Book Order (for colored pages)	10-49 (minimum order of 10)	\$20*
	50-99	\$18*
	100+	\$15*
Book Order for KANAKA (for colored pages)	10-49 (minimum order of 10)	\$15*
	50+	\$8*
*plus sales tax		

Timeline Projection

Phase Two		
Book #	Stage	Due Date
# 1, 2, 3 & 4	Storyboarding, Sketching of Images and Layouts (Drafting)	5/30/2020
# 1, 2, 3 & 4	Review and Approval	6/13/2020
# 1, 2, 3 & 4	Editing	6/27/2020
# 1, 2, 3 & 4	Review and Approval	7/4/2020
# 1, 2, 3 & 4	Editing	7/18/2020
#1	Linework and Color	8/22/2020
	Review, Editing and Approval	8/29/2020
	Book Layout and Configuration (within In Design) Cover Design Digital Proof Production	9/26/2020
	Review, Editing and Approval	10/3/2020
	Hard Copy Proof Production	10/31/2020
	Review and Approval	11/7/2020
	#2	Linework and Color
Review, Editing and Approval		12/19/2020
Book Layout and Configuration (within In Design) Cover Design Digital Proof Production		1/16/2021
Review, Editing and Approval		1/23/2021

	Hard Copy Proof Production	2/20/2021
	Review and Approval	2/27/2021
#3	Linework and Color	4/3/2021
	Review, Editing and Approval	4/10/2021
	Book Layout and Configuration (within In Design) Cover Design Digital Proof Production	5/8/2021
	Review, Editing and Approval	5/15/2021
	Hard Copy Proof Production	6/12/2021
	Review and Approval	6/19/2021
	#4	Linework and Color
Review, Editing and Approval		7/31/2021
Book Layout and Configuration (within In Design) Cover Design Digital Proof Production		8/28/2021
Review, Editing and Approval		9/4/2021
Hard Copy Proof Production		10/2/2021
Review and Approval		10/9/2020 2021

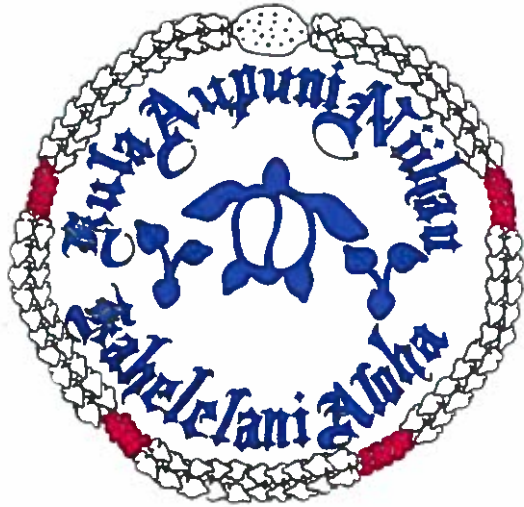
Phase Three		
Book #	Stage	Due Date
# 1, 2, 3, 4 & 5	Storyboarding, Sketching of Images and Layouts (Drafting)	1/29/2022
# 1, 2, 3, 4 & 5	Review and Approval	2/12/2022
# 1, 2, 3, 4 & 5	Editing	2/26/2022
# 1, 2, 3, 4 & 5	Review and Approval	3/5/2022
# 1, 2, 3, 4 & 5	Editing	3/19/2022
#1	Linework and Color	4/23/2022
	Review, Editing and Approval	4/30/2022
	Book Layout and Configuration (within In Design) Cover Design Digital Proof Production	5/28/2022
	Review, Editing and Approval	6/4/2022
	Hard Copy Proof Production	7/2/2022
	Review and Approval	7/9/2022
	#2	Linework and Color
Review, Editing and Approval		8/20/2022
Book Layout and Configuration (within In Design) Cover Design Digital Proof Production		9/17/2022

	Review, Editing and Approval	9/24/2022
	Hard Copy Proof Production	10/22/2022
	Review and Approval	10/29/2022
#3	Linework and Color	12/3/2022
	Review, Editing and Approval	12/10/2022
	Book Layout and Configuration (within In Design) Cover Design Digital Proof Production	1/7/2023
	Review, Editing and Approval	1/14/2023
	Hard Copy Proof Production	2/11/2023
	Review and Approval	2/18/2023
	#4	Linework and Color
Review, Editing and Approval		4/1/2023
Book Layout and Configuration (within In Design) Cover Design Digital Proof Production		4/29/2023
Review, Editing and Approval		5/6/2023
Hard Copy Proof Production		6/3/2023
Review and Approval		6/10/2023
	Linework and Color	7/15/2023

#5	Review, Editing and Approval	7/22/2023
	Book Layout and Configuration (within In Design) Cover Design Digital Proof Production	8/19/2023
	Review, Editing and Approval	8/26/2023
	Hard Copy Proof Production	9/23/2023
	Review and Approval	9/30/2023

Management Report

Kula Aupuni Niihau A Kahelelani Aloha
For the period ended January 18, 2020



Prepared on
January 18, 2020

Profit and Loss

January 1-18, 2020

	Total
INCOME	
Total Income	
GROSS PROFIT	0.00
EXPENSES	
5000 Personnel/Payroll Expenses	
5002 Salary Expenses	891.42
Total 5000 Personnel/Payroll Expenses	891.42
5300 Rent Expense	7,073.24
5302 Communication	
5302.3 Wireless/Celluar/Broad Band	324.00
Total 5302 Communication	324.00
Total 5300 Rent Expense	7,397.24
5500 Student Expenses	
5508 School Misc. Mea Ai	-26.06
Total 5500 Student Expenses	-26.06
Dues and subscription	222.00
Total Expenses	8,484.60
NET OPERATING INCOME	-8,484.60
NET INCOME	\$ -8,484.60

	Total
2001 Accounts payable	187.32
2010 A/P- Accounts Payable	-13,243.92
Total Accounts Payable	-13,056.60
Credit Cards	
5571 Bank of America/Business Card	-52.14
Total Credit Cards	-52.14
Other Current Liabilities	
2100 Payroll Liabilities	63,577.83
2100.5 Other Payroll Liabilities	18,348.46
Total 2100 Payroll Liabilities	81,926.29
Total Other Current Liabilities	81,926.29
Total Current Liabilities	68,817.55
Total Liabilities	68,817.55
Equity	
3000 *Opening Balance Equity	-18,243.38
3001 Unrestricted Funds	-73.50
3002 Restrictd Funds	
3002.2 Reserve- Facility	276,249.75
Total 3002 Restrictd Funds	276,249.75
3010 Unrestrict (retained earnings)	130,524.14
Net Income	122,326.30
Total Equity	510,783.31
TOTAL LIABILITIES AND EQUITY	\$579,600.86



KULA AUPUNI NIIHAU A KAHELELANI ALOHA (KANAKA)

2020-2021 OFFICIAL SCHOOL YEAR CALENDAR

Teacher's Work Year - First Semester July 13, 2020 to December 19, 2020
 Second Semester January 04, 2021 to May 21, 2021 (Total days 190)
Student's Work Year - First Semester July 13, 2020 to December 19, 2020
 Second Semester January 06, 2021 to May 18, 2021 (Total days 180)

GB APPROVED:

Stdnt Wks	Stdnt Days	Tchr Days	2020	S	M	T	W	Th	F	S	
1	0	0	July					1	2	3	4
2	0	0		5	6	7	8	9	10	11	
3	5	5		12	13	14	15	16	17	18	13-17 Jul Kokee -All Students
4	5	1		19	20	21	22	23	24	25	20-24 Jul All Students/Student Testing Haumana (Grades 3-12)
5	0	5	Aug	26	27	28	29	30	31	1	24-31 Jul Teachers Planning/No Students
6	5	5		2	3	4	5	6	7	8	
7	5	5		9	10	11	12	13	14	15	20-Aug Open House/Ohana Night/Pot Luck
8	4	4		16	17	18	19	20	21	22	21-Aug Statehood Day
9	5	5		23	24	25	26	27	28	29	
10	5	5	Sept	30	31	1	2	3	4	5	
11	4	4		6	7	8	9	10	11	12	7-Sep Labor Day
12	5	5		13	14	15	16	17	18	19	23-Sep 1st Quarter Ends
13	3	5	46	20	21	22	23	24	25	26	24-25 Sep Teachers Plan/Report Cards/No Students
14	5	5	Oct	27	28	29	30	1	2	3	1 & 2 Oct Parent/Teacher Conf (Secondary 10/1 & Elem 10/2)
15	5	5		4	5	6	7	8	9	10	
16	5	5		11	12	13	14	15	16	17	
17	5	5		18	19	20	21	22	23	24	
18	4	4	Nov	25	26	27	28	29	30	31	30-Oct Begin Fall Break
19	0	0		1	2	3	4	5	6	7	2-11 Nov Fall Break
20	2	2		8	9	10	11	12	13	14	11-Nov Veterans Day
21	5	5		15	16	17	18	19	20	21	23-Nov Turkey Lunch
22	3	3		22	23	24	25	26	27	28	25-Nov Salvation Army Grades 6-12 & Staff
23	5	5	Dec	29	30	1	2	3	4	5	28-28 Nov Thanksgiving Day & School Holiday
24	5	5		6	7	8	9	10	11	12	18-Dec Hoikeike Kalikimaka
25	6	6	50	13	14	15	16	17	18	19	18-Dec Waimea Parade
26	0	0		20	21	22	23	24	25	26	18 Dec-1 Jan Winter Recess
27	0	0	2021 Jan	27	28	29	30	31	1	2	
28	3	5		3	4	5	6	7	8	9	4-8 Jan 2 nd Semester Teachers Plan/No Students
29	5	5		10	11	12	13	14	15	16	6-Jan 2 nd Semester Students
30	4	4		17	18	19	20	21	22	23	18-Jan Martin Luther King Holiday
31	5	5	Feb	24	25	26	27	28	29	30	
32	5	5		31	1	2	3	4	5	6	
33	5	5		7	8	9	10	11	12	13	15-Feb Presidents' Day Holiday
34	3	4		14	15	16	17	18	19	20	19-Feb Teachers Plan Day/No Students
35	5	5		21	22	23	24	25	26	27	10-Mar 3 rd Quarter Ends
36	4	5	Mar	28	1	2	3	4	5	6	5-Mar Tchr Plan Days-Rpt Cards/No Students
37	5	5	44	7	8	9	10	11	12	13	11 & 12 Mar Parent/Teacher Conf (2 nd 11 th & Elem 12 th)
38	0	0		14	15	16	17	18	19	20	15-19 Mar Spring Break
39	4	4		21	22	23	24	25	26	27	26-Mar Prince Kuhio Kalaniana'ole
40	4	4	Apr	28	29	30	31	1	2	3	22-Mar 4 th Quarter Begins
41	5	5		4	5	6	7	8	9	10	2-Apr Good Friday
42	5	5		11	12	13	14	15	16	17	
43	5	5		18	19	20	21	22	23	24	
44	5	5	May	25	26	27	28	29	30	1	
45	5	5		2	3	4	5	6	7	8	Call 639-1025 Hemokula Pictures Mike Tenuya
46	5	5		9	10	11	12	13	14	15	14-May End of School Year Holke
47	2	5	40	16	17	18	19	20	21	22	20 May - 31 May Report Cards/Tchr Plan Days
0	0	0		23	24	25	26	27	28	29	24-May Memorial Day
0	0	0	June	30	31	1	2	3	4	5	
180	190			6	7	8	9	10	11	12	
				13	14	15	16	17	18	19	
				20	21	22	23	24	25	26	

Observed STATE HOLIDAYS, 2020-2021 SCHOOL YEAR

Statehood Day	August 21, 2020	New Year's Day	January 1, 2021
Labor Day	September 7, 2020	Dr. Martin Luther King Jr. Day	January 18, 2021
Election Day	November 3, 2020	President's Day	February 15, 2021
Veterans Day	November 11, 2020	Prince Jonah Kuhio Kalaniana'ole Day	March 26, 2021
Thanksgiving Day	November 26, 2020	Good Friday	April 2, 2021
Christmas Day	December 25, 2020	Memorial Day	May 31, 2021