

**Friends of VSAS
Board Meeting Minutes
February 18, 2016
4:00-6:00 PM
Keakealani Campus**

Call to order: The meeting was called to order by the Board Chairperson Amalie Dorn at 4:00 PM.

Board members present: Mara Saltzman, Stephany Cecil, Lisa Canale, Amalie Dorn, Ted Pirsig, David Goodman, Ian Cole, Kalima Cayir, and Lynn Morrison.

Board member absent: Joel Kelley

Guests: Seth Warner, Boone Morrison, and Satoshi Yabuki

Previous Minutes: Mara Saltzman presented the minutes from January 21, 2016. Clarification for amendment to the 1/21/16 minutes were made: Ted Pirsig stated his understanding that both GIA grants are CIP types of GIA. Typographical errors were noted for correction. The length of the Pacific Growth Associates contract was clarified: 36 month contract in scope of services is for the New Market Tax Credit while the contract for Pacific Growth Associates (PGA) is for 24 months of services, during which time Friends has 24 months to initiate new market tax credit services through PGA. **Ted Pirsig motioned to accept the minutes as amended; Lisa Canale seconded; vote was unanimous, (one late arriving member was absent), none opposed.**

Ho'okupa'a/Pacific Growth Associates (PGA) Services Report: PGA is working on an extension for the \$618,000 GIA. The extension would be until June 30, 2017. The Charter School Commission forwarded the paperwork to The Office of the Attorney General and the extension will be approved as long as the Attorney General signs off on it. PGA is also working on the GIA for the community kitchen. The representatives at PGA are liaisons and are able to track correspondence and changes. No one from Friends, besides the selected point of contact, should contact the Charter School Commission about GIA progress.

1.6 Million Dollar GIA Application for Multipurpose Building: Amalie Dorn and Kalima Cayir met with a legislator regarding the status of this GIA application. Amalie Dorn and Kalima Cayir were advised to gather a list of other funding sources to complete the multipurpose building before the GIA will be further considered. The legislator offered to keep in touch about the GIA. The FVSAS grants subcommittee will further explore this avenue.

Solar Options: GEMs Green Energy Market by State of Hawaii provides no-money-down energy loans. These are quick to pay off because of money saved on utilities. Friends of VSAS has the application in hand, however the program is not accepting applications at this point in time.

New Market Tax Credit (NMTC) Workshop: PGA is offering to lead a NMTC workshop on March 3-4 at Volcano School. There is a possibility of opening up the workshop to the Governing Board and school associates. Discussion covered time of day; question about cost; and the format of a larger group and small groups and tours on the second day. The workshop on March 3 will be at 5:00 PM. Lisa Canale will gather information about these discussion points and email the Friends Board. **Lisa Canale motioned to host the New Market Tax Credit Training at Volcano School on third of March in the evening with possible cost up \$500 on the training; Amalie Dorn seconded the motion; vote was unanimous, (one later arriving member was absent); none opposed.**

Ho'okupa'a/PGA Services Report (continued): Lisa Canale asked PGA to change the GE tax: they sent the request to their CPA and are waiting for approval. Ho'okupa'a/PGA have been working for FVSAS in good faith and the service plan timeline dates are true dates. PGA will subtract out completed work from the \$3,000 retainer. **Lisa Canale motioned to accept Ho'okupa'a/PGA service contract as written; Ted Pirsig seconded; vote was unanimous; (one later arriving member was absent); none opposed.**

Boone Morrison's Update on The Forensic Project Review: Boone Morrison reported that Amalie Dorn had shared the report with Friends from Boone Morrison's office. The Environmental Impact Statement is incomplete, it was redrafted and resubmitted and now requires follow up. Boone Morrison identified some needs for the new campus: a lot of small buildings is not necessary, more open space than provided in the Paul Morgan schematics is necessary, overall footprints can be similar to the Morgan schematics, changes in walkways should be proposed to ease grass cutting and provide more economical covering for walkways, and getting the bus unloading and parking off the road is an immediate need. With a GIA extension, there is ample time to complete designs and plans. There was discussion about making Keakealani a historical building concurrently with planning as opposed to waiting. Boone Morrison said it can be done in any order because the building is eligible for the state registry. A question was raised about designating it a historical landmark now so that funds can be raised get the plumbing and electrical improved. Boone Morrison explained that the Federal Registry is more difficult because it first has to be building importance to community, with important events or personage, or unique architectural style; the State Registry affects only the exterior (not the interior) but the Federal Registry affects every nail, etc.

Architectural Phase 1 RFP: A project manager keeps the project organized and is a liaison between friends and any construction firm. There is a need for forming a joint committee with the Governing Board to hire an architect. Right now, the Architect Request for Proposal (RFP)

is for the first phase, which requires an architect to get the project to ground breaking with plans/permits. Friends of VSAS has to build a hiring rubric so applicants can be evaluated based on their qualifications to meet design criteria from the RFP. Recommendations for changes to the Architect RFP draft were discussed. Recruitment/distribution of the RFP will be made via the VSAS and FVSAS websites, newspapers, contacting architects directly, and Infoflo. FVSAS' procurement policy does not call for FVSAS to hire the lowest bidder, if there is a rationale for not hiring the lowest bidder.

Needs Assessment: Lynn Morrison presented that prior needs assessment data (charts/posters) did not indicate the names of participants or dates. Lynn Morrison's current proposal is to give our current students voices in focus groups, even the youngest students. Teachers will be asked to prioritize the needs that they list through a survey. Prioritizing is needed due to funding and time constraints. Data will then need to be tabulated and quantified in percentages of how many people want an element and what is most important so it is not loose brainstorming. FVSAS will need to investigate the data and incorporate school construction research (literature review) during the process so that the right questions are asked. Discussion included allowing for parent voice and holding another Town Hall meeting. Architectural sketches will be needed for the Town Hall Meeting. **Lisa Canale motioned that we hire Lynn Morrison's crew to do 40-50 hours of work with literature review and focus groups with students up to \$2500 and report back to Friends of VSAS; Amalie Dorn seconded the motion; 7 in favor; 1 abstain.**

FVSAS Treasurer's Report: David Goodman, Treasurer of VSAS, shared FVSAS' financials via email. **Ted Pirsig motioned to accept the Treasurer's report; David Goodman seconded the motion; vote was unanimous; none opposed.**

Building Relocation/Old Volcano Road (OVR) Lease: This is currently being worked on. We may need to replace the building to be moved by building from scratch.

Co-signed Loan from 2015: Kalima Cayir and Amalie Dorn have some contact information and will follow up.

FVSAS Sub-committees: **David Goodman motioned to form subcommittees for the planning tasks; Lisa Canale seconded; vote was unanimous; none opposed.**

Cooper Center Representation: Ted Pirsig volunteered to represent FVSAS at the Cooper Center.

Other Agenda Items: The other agenda items were tabled.

Motion to Adjourn: **Ted Pirsig motioned to adjourn at 6:03 PM; Lisa Canale seconded; vote was unanimous; none opposed.**

Respectfully submitted,
Mara Saltzman
FVSAS Secretary