

Friends of The Volcano School of Arts & Sciences
Meeting Minutes
July 1, 2021
4:30 PM
Zoom Virtual Meeting
APPROVED MINUTES

Directors Present: David Goodman, Mara Saltzman, Bill Hamilton, Kalima Kinney (ex-officio), Matt Luera, Aubrey Hawk, Jeffrey Mermel, Lorna Larsen-Jeyte, Melissa Fletcher

Directors Absent: Ian Cole (excused)

Guests/Members Present: Lynn Melena, Tamar De Fries, Jessica Rojas

Call to order: Jeffrey Mermel called the meeting to order at 4:31PM.

Welcome/announcements

Minutes from 6/3/2021: **David Goodman motioned to accept minutes as corrected; motion was seconded by Lorna Larsen-Jeyte; in favor (7); one abstention (Mara).**

Financials: Financials consisting of Profit & Loss by Class for July 2020 through May 31, 2021, Balance Sheet, Kitchen GIA Report, and Funds Summary along with the bank statement and Reconciliation Detail were presented by Jessica Rojas.

Insurance was procured for the OVR school site.

There may be checks to void in July because CIP funds have not come in yet: checks for the school (for the work per the contract between FVSAS and FVSAS) using CIP funds were written and were not dispersed yet to the school. This stems from the funding routing issue on the state level. The CIP money is now available. **Tamar DeFries will work with Jessica Rojas to clarify how the reimbursables will be paid by the CIP.**

David Goodman reviewed and approved the 5/31/21 bank statement and bank reconciliation.

David motioned to accept the financial statements presented; Aubrey Hawk seconded; not further discussion; all in favor (8); none opposed.

Construction Committee Report: Kalima Kinney is currently working on getting the portable classroom installed for the high school in August.

Tamar DeFries spoke about the proposed amendments to the EPI contracts and the pricing change for the septic tank materials and shipping in the current phase of construction.

Melissa Fletcher motioned to approve the price increase of \$16,000 (not to exceed \$56,000) to the septic installation materials; this is a locked-in price; receipts will be

provided; and should the price go down the saving will be passed on; Matt Luera seconded the motion; all in favor (8); none opposed.

The portable classroom will likely be moved to the other campus on Monday, July 5.

The school will need to maintain 4,000 gallons of water in the tank at KKL at all times. This needs the Board Chair's signature. **Melissa Fletcher motioned to approve a letter written by Tamar DeFries stating that FVSAS/VSAS will maintain 4,000 gallons in the tank at Keakealani at all times; Matt Luera seconded; all in favor (8); none opposed.**

Lynn Melena and Tamar DeFries will work together on the EPI contract amendment.

Based on the most recent arrangement, CIP money will stay in the Charter School Commission account and will not go directly to FVSAS. The school will distribute the checks for construction, not FVSAS.

Unfinished Business: Completed Board Director survey results were presented. Board Directors shared that they need more time (at least 48 hours) to review documents before the meeting. **Aubrey, Jeffrey, and Kalima will work on putting together packets** (with documents, acronyms) **for new Board Directors**; providing an orientation for new Directors might be helpful. **David Goodman offered to provide a refresher on financial document review for Directors**: Jessica Rojas offered to collaborate on this. **Lynn Melena offered to train Directors on the Teamwork site**. There is a possibility of a half-day retreat in September to address the training needed and to answer Directors' questions identified in the survey. September 25th 10AM-2PM on the KKL campus was suggested: all directors and Tamar were polled and the date of September 25 was penciled-in by everyone.

It was announced that our grant application to the GIFT Foundation for bringing the EnviraPod from New York to Hawaii was not granted.

New Business: A \$5,000 donation came to board from a donor.

Lorna Larsen-Jeyte and Aubrey Hawk will work together to brainstorm about fundraising to bring the EnviraPod to Hawaii.

Next meeting date/time: August 5, 2021 at 4:30PM

Motion to adjourn: Jeffrey Mermel motioned to adjourn at 6:00PM, David Goodman seconded the motion; all in favor (8); none opposed.

Minutes respectfully submitted by
Mara Saltzman,
FVSAS Secretary

July 1, 2021 Draft/unapproved

Approved August 5, 2021

Addendum:

FVSAS/VSAS Board Meeting
Updated Construction Notes (Subject to Change)
June 30, 2021 (for July 1, 2021)

Civil Construction.

Construction Update:

The 4,000 Gallon Septic Tank (includes all the piping and other miscellaneous materials to complete the installation) went up from \$40,000 to \$56,000.

Requesting confirmation to proceed.

On Tuesday, June 29, 2021 @ 5:55PM, Civil Construction communicated about the portable classroom transportation via text, "I'm trying to get them to move on Monday".

Engineering Partners (EPI).

Permit Update:

On Tuesday, June 22, 2021 @ 12:02PM, EPI emailed, "We were able to get the comment from Fire in an advanced copy. Same clerk, different day so we are never sure why. In any case, review of the comment by our civil team seems to indicate that the information requested is already shown on the plan. Again, we are not sure as to why comment was made. We will, however, add notation to the drawings that there is a requirement for owner/school to assure that 4,000 gallons of water are maintained in the tank at all times. It would be good for owner/school to confirm. We will respond to other comments promptly when the rest are issued and plans are released back to EPI."

Requesting consent to draft letter stating that "FVSAS/VSAS will maintain 4,000 gallons of water in the tank at all times" and seek approval/signature from FVSAS President.

On Wednesday, June 30, 2021 @ 4:35PM, EPI emailed, "Checked with plans examiner and he reports that only Building needs to review. As mentioned previously, Fire has a comment but we can provide a simple response directing reviewer to location on plans where information can be found."

Contract Amendment for Portable Classroom: See attached contract "Portable classroom contract with EPI May 3 2018" and proposed revised amendment "P14073-18-01r1 ASR1 Portable Classroom" received on July 1, 2021.

On Tuesday, June 1, 2021 @ 5:29PM, EPI emailed, “Our records show that we only billed \$750 so far to the classroom trailer and therefore has an unspent amount of \$9,250 which we will bill for later after doing an amendment to the contract. For now, we have removed the last billing from our records. If you need a record of that, we can send one, otherwise please just disregard the last invoice.”

Contract Amendment for Mobile Kitchen: See attached contract “Kitchen contract with EPI May 3 2018” and proposed revised amendment “P14073-18-01r2 ASR1 Kitchen” received on July 1, 2021.

Requesting consent to work with Lynn Melena to negotiate amendments with EPI. Upon negotiations seek approval/signature from FVSAS President.

Seth Warner Design LLC. No update.

CIP Release.

On June 15, 2021 @ 2:52PM, Cuyler Otsuka, Specialist, Executive Administrative Assistant, Office of the Governor, emailed Department of Budget and Finance, “Please see the attached documents. Because the original letter to the State Public Charter School Commission was dated April 30, 2021, we changed the date and had Governor wet sign the letter instead (scanned here as part 3).”

On June 15, 2021 @ 4:38PM, Department of Budget and Finance forwarded email from C. Otsuka to Kalima Kinney with the following message, “Attached is an approved CIP request, AA #21-0460, under the State Public Charter School Commission for the Volcano School of Arts and Sciences, Construction of Entire Campus, Hawai‘i, project signed by the Governor.”