

Friends of The Volcano School of Arts & Sciences
Meeting Minutes
June 1, 2023
4:30PM
Zoom Virtual Meeting
APPROVED MINUTES

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

Directors Absent:

Guests/Members Present: Lynn Melena, Tamar DeFries, Jessica Rojas

Call to order: Ian Cole called the meeting to order at 4:33PM.

Minutes from May 4, 2023: Mara Saltzman will paste the public construction minutes for May 2023 in the addendum. **Matt Luera motioned to accept minutes from May 4, 2023; Lorna Larsen-Jeyte seconded the motion; all in favor (7); Aubrey Hawk abstained; none opposed.**

Mara Saltzman brought expired terms to the attention of the board.

Mara Saltzman motioned to renew Matt Luera and Aubrey Hawk as Directors for 2 more years and David Goodman, Ian Cole, Jeffrey Mermel as Officers and Directors in their current roles retroactively from the date when their terms expired; board discussion continued; **Lorna Larsen-Jeyte seconded the motion; all in favor (8); none abstaining; none opposed.**

Jeffrey thanks everyone for their service and Ian for all of his work as Chairperson. **Mara Saltzman will revise the FVSAS Directory with term dates and share it with the Board. Mara Saltzman will monitor the expiration of terms and list them in dated order.** This date list can be linked to the website or included on the monthly agendas.

Financials: Jessica Rojas presented the financials. We discussed adding on the portable building and eventually the kitchen for insurance renewal. Our insurance policy is expiring June 15 and due to Lava Zone 3 location, it will not renew. Current cost is approximately \$7,000. Companies are being researched by Jessica Rojas on behalf of the board and will report back to the board on pricing.

David Goodman reviewed the bank statement and reconciliation for April 2023 and he approved these.

We got the second installation from Atherton for the portable kitchen. Must be spent down by December 2023. The school can be reimbursed for expenses or if there are additional costs for equipment it can be used for the spend down.

Kim Miller has some reimbursables that went to families for Pay it Forward. More EnviraPod donations came in and will go towards the EnviraPod repairs.

Tidal amount held on books was shared by Jessica Rojas.

Ian Cole motioned to accept financials as presented; Melissa Fletcher seconded the motion; no further discussion; all in favor (8); none abstaining; none opposed.

Construction Committee Report: The permit just came out for water tank work. Start date is next Monday. Someone from school needs to meet Civil Construction at KKL campus Monday morning 8:00am. Saving water tank wood for repurposing was discussed; storage of wood was discussed. Matt Luera has offered a rack to store them on and has offered covered storage for the tank wood. The walk through is expected during the week of June 26. HELCO viewing the installation might hold us up. HELCO will turn off the electric for one day after installation: estimated date June 9 to 12. The Construction Committee will meet Friday June 16, possibly on campus: Melissa Fletcher will connect online.

The RFQ RFP process was discussed.

Committee Reports

Fundraising/Funds Development: Kalima suggested reaching out to teachers Manu Goodhue, Kilion Young, and Hoku Keli'ulki regarding fundraising event planning. Ideas were shared to use the school kitchen for Thursday's Volcano Market. Melissa Fletcher, Aubrey, and Lorna Larsen-Jeyte are interested in being on the Fundraising Committee. **Mara Saltzman will organize a subcommittee with FVSAS, GB, and staff (Kim Miller, Chris King-Gates, and teachers listed above, and any others) and will get a meeting date on the calendar.**

Nomination Committee: There is currently one opening on the FVSAS Board for Director. Jeffrey has one parent interested in construction committee involvement, and he has construction experience. We need to actively pursue a Chair. Bill Hamilton is currently on the Construction Committee. Committees are not restricted to Directors.

Principal's Report: Manu Goodhue's title at school will now be Instructional Coach and will take on leadership of curriculum, instruction, and assessment and organizing staff PDs. New office staff for VSAS are being sought.

Diversification beyond the school for FVSAS was discussed. Diversification could prevent FVSAS as being viewed by auditors as a component unit of VSAS/as not autonomous. Putting more energy into developing the Pay It Forward fund and Expanding the Pay It Forward funding beyond the school was discussed. The Portable Community Kitchen could be and should be shared with other non-profit groups, for example. Questions: Does FVSAS want to diversify and if FVSAS wants to diversify, what projects does FVSAS want to work on? Sharing insurance policies with other charter schools was briefly discussed. Diversifying by expanding Paying

Forward Fund into the Volcano community was discussed. Hosting the emotional support dog in the community was discussed. Moving some school partnerships to FVSAS and Partnering with Volcano non-profits was discussed. Bringing the EnviraPod to the larger community was discussed.

Advice on component units and nonprofits will be sought before voting as a board. Jessica Rojas and Kalima Kinney have knowledgeable people to reach out to for advice and the findings will be reported back to board at the next meeting.

The school is transitioning back to some maintenance and special projects to be done by volunteers and contracted companies. There has been a request to build stairs and rails for the EnviraPod. Recent repairs cost approximately \$5,000. **Kalima Kinney will get a quote with materials cost for stairs and rails.**

Old Business: Retreat discussion will be tabled for next meeting.

New Business:

Next Meeting Date/Time: July 6, 2023 4:30PM.

Motion to adjourn: Matt Luera motioned to adjourn at 6:18PM; Melissa Fletcher seconded the motion; all in favor; none opposed.

Minutes respectfully submitted by
Mara Saltzman
FVSAS Secretary

June 1, 2023 Draft/unapproved

July 6, 2023 approved

Addendum:

FVSAS/VSAS Board Meeting
Construction Notes (Subject to Change)
May 2023 (for June 1, 2023 Meeting)

Civil Construction

Permit Update: The permit was issued on 05/18/2023.

Construction Start Date: June 5, 2023 (Monday) has been confirmed by Lance Oliveira (Civil Construction) to mobilize.

Construction Timeline:

June 5: Mobilization at 8:00 am.

June 5 – 9: Water Tank Removal and Electrical Installation.

June 9: Electrical Installation Completed.

June 12: HELCO Turnover Requested. HELCO will require a day in which the power will be shut down on campus. The date in which HELCO will be on campus to complete the electrical is to be determined, including the date in which the power will be shut down.

June 12 – 23: Water Tank Installation and Utility Installation to Kitchen Mount.

June 26 and on: Electrical Inspection (will occur once HELCO completes their work).

Final walk-through will occur after the Electrical is tied to the Kitchen Mount.

Construction Logistics:

Who will be the Point of Contact to meet Lance Oliveira (Civil Construction) on Monday, June 5, 2023 @ 8:00 am to provide mobilization access? Removal of wood from Water Tank. How would you like the wood prepared and where will the wood be stored? Construction Committee Meeting: Friday, June 16, 2023. Time to be determined.

Design-Build Process Updates:

Seth Warner and Tamar deFries spoke at great length (nearly two hours). Seth Warner will be working with Lynn Melena and Tamar deFries to identify the most recently completed plan on Teamworks. If said plan is not on Teamworks, Seth Warner will provide the PDF.

Seth Warner and Tamar deFries will continue to communicate, as he works on sorting through the information and will be sending his thoughts and comments, which will be gathered and packaged concisely for the Friday, June 16, 2023 meeting. The information will also be extremely helpful with completing the RFQ and RFP documents for your review and approval, along with assisting in the RFQ and RFP process.