

KEKAHA ELEMENTARY SCHOOL  
School Community Council Meeting/Minutes  
Monday, January 24, 2022 at 7:00 p.m.  
Kekaha School

AGENDA

- I. CALL TO ORDER: 7pm
- II. ROLL CALL ([SCC Contact List SY 21-22](#))
  - a. Present (highlighted): Kamalu Swain (student rep), Caitlin Towner (teacher rep), Amy Martin (alternate if needed), Diane Acoba (classified staff rep), Keone Tango (classified staff rep), Beau Acoba (community rep), Uakea Jose (community rep), Trishelle Gandeza (parent rep), Britnee Swain (parent rep), Chelsie Ruiz (administrative rep)
- III. APPROVAL OF THE AGENDA
  - a. Motion to approve agenda: Caitlin Towner
  - b. Second: Trishelle Gandeza
- IV. SECRETARY'S REPORT (SCC Minutes)
  - a. Will have minutes from Meeting #1 to report at Meeting #2
  - b. Minutes to be uploaded to website in a timely manner
- V. COMMITTEE REPORTS  
(Not yet established, will be discussed at Meeting #2)
  - A. Academic Plan - [Kekaha Academic Plan 2021-22](#)
  - B. Financial Plan -
  - C. Parents -
  - D. Community -
  - E. School -
- VI. UNFINISHED BUSINESS
  - A. School Improvements
    - a. Fire retardant curtains
      - i. Current stage has stairs on both left and right and the curtain that they intended to order and install will not work.
      - ii.
    - b. Resurfacing of the basketball court
      - i. Discussed options for court markings: dodgeball, prefer only one side marked for a basketball court
      - ii. SCC would like clarification on what resurfacing will look like.
- VII. NEW BUSINESS
  - A. Officers for SY 21-22 ([Current Bylaws](#): one year term or prefer two-year term)
    - a. Chairperson: Caitlin Towner
      - Preside at all meetings and sign letters, plans, reports and other communications as directed by the KESCC.
      - Prepare an agenda for each meeting.
    - b. Vice-Chairperson: Beau Acoba
      - Assume the duties of the Chairperson during his/her absence.

- Perform such other duties as may be assigned by the Chairperson or by the KESCC.
- c. Secretary: Keone Tango
  - Receive and handle all mail addressed to the KESCC.
  - Keep a current roster of KESCC members including addresses and telephone numbers.
  - Keep the minutes of all meetings including attendance and summary reports.
  - Make available the notices and agendas of meetings at a publicly accessible area in the school's administrative office so as to be available for review during regular business hours and on the school's Internet web site, not less than six calendar days prior to the meeting, unless a waiver is granted by the superintendent in the case of an emergency.
  - Make available the minutes from the meetings on a timely basis in the school's administrative office and on the school's Internet web site.
- B. Calendar of Meetings for SY 21-22
  - First MONDAY of every month
  - Time: 7 pm
- C. Waiver Day Approval (eSignatures via Docusign)
  - KEKAHA ELEM SY22-23 SCC Waiver Day Form
  - All members agreed/approved Waiver Day Form
- D. ESSER Grant funds
  - a. Question from member Caitlin: What is the deadline to expend funding?
  - b. Suggestion from member Caitlin: Google Form for Staff Well-Being Lounge options (i.e., coffee station, lounge furniture, etc.)
- E. Focus for SCC
  - a. Improving Parent Engagement and Involvement
  - b. will decide on other focus areas
- F. Other: Student Representative Suggestions: Gr. 5 Hard Ice Sales (after school hours), Minecraft, Robotics, Makahiki, Sports Tournaments (Intramurals)

## VIII. CONCERNS, QUESTIONS, ANNOUNCEMENTS, and COMMENTS

A. Meeting After Action Review

B. Next Meeting: February 7, 2022 (Monday) @ 7 p.m., Kekaha School

## IX. ADJOURNMENT

Time: 7:36 pm