

Agenda Item VII.A, Board Action on findings and recommendations of investigative committee (a permitted interaction group pursuant to Hawaii Revised Statutes Section 92-2.5(b)(1)), concerning nomination of an individual to serve as a member of the State Public Charter School Commission (“Commission”): appointment of Matthew Kodama to the Commission

General Business Meeting

January 16, 2020

Pursuant to Hawaii Revised Statutes (“HRS”) Section 302D-3(c),¹ entitled “[s]tate public charter school commission establishment; appointment,” the Board of Education (“Board”) appoints the members of the State Public Charter School Commission (“Commission”). The section further states that the Board shall “consider the combination of abilities, breadth of experiences, and characteristics of the commission, including but not limited to reflecting the diversity of the student population, geographical representation, and a broad representation of education-related stakeholders.” Section 302D-3(d), HRS, further requires each nominee to the Commission to meet minimum qualifications. These minimum qualifications are:

1. Commitment to education. Each nominee's record should demonstrate a deep and abiding interest in education, and a dedication to the social, academic, and character development of young people through the administration of a high performing charter schoolsystem;
2. Record of integrity, civic virtue, and high ethical standards. Each nominee shall demonstrate integrity, civic virtue, and high ethical standards and be willing to hold fellow commission members to the same;
3. Availability for constructive engagement. Each nominee shall commit to being a conscientious and attentive commission member; and
4. Knowledge of best practices. Each nominee shall have an understanding of best practices in charter school educational governance or shall be willing to be trained in such.

Section 302D-3(e), HRS, provides that nominees shall also ideally meet the following recommended qualifications:

1. Experience governing complex organizations. Each nominee should possess experience with complex organizations, including but not limited to performance contract management, and a proven ability to function productively within them; and

¹Section 302D-3(c), HRS, provides:

“The commission shall consist of nine members to be appointed by the board. The board shall appoint members who will be tasked with authorizing public charter schools that serve the unique and diverse needs of public school students. The chair of the commission shall be designated by the members of the commission for each school year beginning July 1, and whenever there is a vacancy. The board shall consider the combination of abilities, breadth of experiences, and characteristics of the commission, including but not limited to reflecting the diversity of the student population, geographical representation, and a broad representation of education-related stakeholders. The commission shall be exempt from sections 26-34 and 26-36.”

2. Collaborative leadership ability. Each nominee should have substantial leadership experience that ideally illustrates the nominee's ability to function among diverse colleagues as an effective team member, with the ability to articulate, understand, and help shape consensus surrounding commission policies.

At its December 5, 2019 general business meeting, the investigative committee that the Board tasked with nominating individuals to serve as members on the Commission for the Board to consider for appointment nominated Matthew Kodama for appointment to the Commission. Pursuant to Sunshine Law, the Board did not deliberate or act on the investigative committee's nominations at the same meeting at which the committee reported its findings and recommendations. The Board may appoint this nominee to fill the current vacancy on the Commission, left by the resignation of Commissioner Greg S. "Kalehua" Krug on September 23, 2019, to the remaining term effective immediately and ending June 30, 2022.

The resume of the nominee, as well as his cover letter, is attached as **Exhibit A**.

November 19, 2019

Board of Education
State of Hawaii
P.O. Box 2360
Honolulu, Hawaii 96804

RE: Letter of Interest from Matthew Kodama to Serve as a Member on the State Public Charter School Commission

Aloha mai kakou,

I am writing to express my interest to serve as a member of the State Public Charter School Commission (Commission). I believe I have a diverse background and strong commitment to our keiki's education and development and can provide valuable input and perspective to the Commission leadership.

As a husband and father to two young daughters (ages 4 & 6) I am currently experiencing the value and importance of early child education and development. The amount of growth I've seen in the preschool and kindergarten has truly been amazing. I've quickly learned that teachers are the key to unlocking our keiki's potential and to provide them with the tools they need to succeed at the next level.

Over the past three years, my wife and I were very active with Central Union Preschool's (CUPS) programming and PTO board. I served as a vice chair of the 2017, 2018 and 2019 Dazzle (CUPS' annual fundraiser) where we were tasked with auction item coordination and table sales. We also served as classroom representatives. My wife served on the PTO board for 2017-2018 school year.

My educational and professional background is in finance and real estate asset management and I believe my skillset will benefit the Commission as I can provide quality financial analysis and opinions with regards to the Commission's financial performance or future projects and initiatives.

While at Univ. of Hawaii at Manoa studying for my MBA, the curriculum had a focus on organizational leadership and behavior. In extracurricular studies and through my work at Bank of Hawaii, I've experienced excellent corporate leadership and have an understanding of how to lead effectively and practice sound decision making. One of my biggest strengths is the ability to learn quickly and adapt to new environments. I also have experience as a project manager.

In my current position as Real Estate Asset Manager at Bank of Hawaii my duties include asset management and lease administration bank's 67 branch portfolio and owned buildings. Additional responsibilities include financial modelling and analysis on upcoming acquisitions or projects. In my prior position as Commercial Property Specialist at the Office of Hawaiian Affairs (OHA), and in addition to asset management and lease administration, my other duties included budget forecasting and presentation. I also attended numerous OHA Board of Trustee (BOT) meetings and made several presentations to the BOT on Kaka'ako Makai. Having spent nearly four years

at OHA, I understand how State level board meetings are formatted and the procedure of the meetings. Although OHA's BOT and administration leadership's relationship were at odds from time to time, I learned how important a healthy professional relationship between the board and the administration is to organizations that serve and improve the daily lives of our fellow citizens. Strong board leadership and productive policy formation are the keys to allow the administration to execute the Commission's mission and achieve its strategic vision.

I will always strive for the highest ethical standards and always use best practices when making decisions or voting on action items. Commission board decisions must align with the strategic vision and plan, must have a positive impact on our keiki, and must challenge administration to raise the bar of the Commission's performance across all performance measures.

While at OHA, I've been trained on State procurement law, HRS 103D, and was tasked with drafting several RFPs projects and was asked to be an evaluator for several others. Our department also participated in State Ethics workshops and presentations to ensure our commercial property management team operated within, and adhered to, State Ethics rules.

I am truly excited with this opportunity to serve in a leadership capacity and to be an exemplary member on the State Public Charter School Commission to positively impact our keiki and their incredibly bright futures.

Aloha and mahalo,

Matthew Kodama, MBA

Work Experience

Bank of Hawaii – Real Estate Asset Manager (December 2017 – Present)

- Asset Management and Lease Administration of Bank of Hawaii's (BOH) branch network and other real estate assets.
- Negotiate and process commercial leases (both Landlord & Tenant sides) and corporate real estate sales.
- Financial modelling and forecasting for BOH projects and asset acquisitions.
- Review & approve recurring Accounts Payable and Receivables.
- Prepare quarterly, annual and 3-year budget forecasts for finance department.
- Coordinate with BOH's Construction & Project Management teams on BOH projects.

Business Strategy Consultant (June 2019 – Present)

- Strategic, financial and project consulting for small businesses in Hawaii.
- Develop project cash flow models and feasibility studies.
- Provide data analysis and statistics for firms

Office of Hawaiian Affairs – Commercial Property Specialist (Aug. 2014 - Dec. 2017)

- Management of OHA's Kaka'ako Makai property portfolio (30 acres), including operations, leasing, budgeting, revenue forecasting and accounting.
- Under my management, Kaka'ako Makai lease revenue grew from \$1.4MM to \$4.2MM
- Negotiating, drafting, and processing commercial leases.
- Develop policies and operating procedures for various aspects of property management for OHA's properties.
- Project management.

Real Estate Agent (Nevada) - Investment Property Specialist (Jan. 2010 - July 2014)

- Experienced in both commercial and residential real estate at ADG Realty in Las Vegas.
- Experience with:
 - Successfully negotiated and closed residential sales and commercial leases.
 - Obtaining, reviewing, and presenting due diligence items to clients.
 - Create an inviting and high level of service for all clients from solicitation to follow-ups after closing.

Professional Golfer (2005-2010)

- Competed on The PGA Tour, Harmon Tour, Gateway Tour, and Golden State Tour
- Qualified for the 2008 Buick Invitational (Currently the Farmers Invitational).

Education

Shidler College of Business – UH Manoa

Graduated with a Masters in Business Administration

- Executive MBA Program Cohort “21”

University of Hawaii at Manoa

(2000-2005)

Graduated with Bachelors of Business Administration - Finance

- Member of Men’s Golf Team
- All WAC 1st Team Selection
- NCAA All American Honorable Mention
- Awarded Dean’s List
- Member of Financial Management Association (FMA)

Mt. Spokane High School (Mead, WA)

(1997-2000)

Graduated with High School Diploma

- Member of National Honor Society

Certifications/Memberships

- Project Management Certification (UH Manoa Outreach College)
- Member of International Council of Shopping Centers (Joined May 2015)
- Member of NAIOP Hawaii Chapter (Joined October 2017)
- Former member of UHM’s Financial Management Association (FMA)
- Nevada State Real Estate Salesperson licensee (2010-2017)

Relevant Skills & Experience

- Financial analysis, modelling and forecasting
- Statistics and data analysis
- Real estate negotiations (sales & leasing; commercial, residential & land)
- Asset and facilities management
- Vice chaired Central Union Preschool’s annual fundraiser (2017, 2018 & 2019)
- Prepare and perform presentations to Board members and executive management
- Advanced level of proficiency with MS Office (Word, Excel, Power Point & Outlook)
- Proficiency with MS Project & MS Access
- Project planning and coordination
- Understanding of State of Hawaii solicitations (HRS 103D)
- Vendor/Contractor Proposal review and evaluations
- Completed facilitation training
- DiSC personality profile training