

Lanikai Elementary PCS

Minutes of Board Meeting, April 17, 2013

Board Members present:

Phil Whitesell
Ed Noh - School Director
Judy Pao
Todd Cullison
Tim Dietrich
Espie Chapman

Community members present:

Nara McDonald
Cj Baehr
Marnie Ackerman
Deborah McDonald
Kristin Cleveland
Eddie McDonald

1. Call to Order and Approval of Minutes of February 20, 2013

- Meeting was called to order at 6:34.
- Approval of February minutes was moved by Dr. Whitesell and seconded by Mrs. Pao. Motion approved unanimously.

2. Community input - none

3. Student Council Report: Eddie McDonald, Student Council Vice President, reporting:

- Student Council completed its 3rd annual Pennies for Patients fundraising drive for leukemia patients as part of its community service goal for the year, raising about \$2,100.00. Mrs. Pao's 4th grade, which raised the most funds, will receive a pizza party and a gold pennant. Silver pennants will go to A-23 and LC-2, which each raised over \$200. Seven other classes raised over \$100 each.
- This week the Council will begin the election process for officers for SY 2013-14.
- The Council met with Mrs. Chapman and members of the Green Team to generate ideas for a float for the 4th of July Parade.
- Student Council is working on bringing greater awareness to the Boxtops for Education campaign with a new collection box and new forms.

4. Director's Report: Ed Noh, Director

- On Saturday, April 6, the LS Ohana and Kokua Hawaii Foundation came together to build the garden designed by our Green Team in the form of a sunburst. Each grade level will care for a plot and implement the Foundation's Aina in the Schools curriculum.
- HSA - Round 2: Based on positive Round 2 scores, we expect that rates of "proficient" will be achieved by 94% of students in reading and by 92% in math. Current support strategies include on-line reading intervention, classroom monitoring and intervention, after school tutoring, small-group instruction with Curriculum Coordinator, and "double-dose" reading and math for 5th/6th grades.
- WASC 3rd-year visit: In 2010 the school was awarded a 3-year accreditation by the Western Association of Schools and Colleges (WASC), which requires a visit from a WASC team in the final year to determine future accreditation. That team will be on campus next

week for three days starting on Monday the 22nd and will meet with LS Ohana and Governing Board members on Monday at 1:30. They will meet with staff members and make classroom visits on Tuesday and Wednesday and conclude with a report to staff regarding their findings on Wednesday at 2:30.

- Strategic Planning: Committee has met to consider strategies for building a multi-purpose area. A community meeting will be held with neighborhood families on April 25. The committee will focus in two areas; one is the new structure, the other is overall goals for program development.

5. Lanikai School Ohana Report: Marnie Ackerman, President LSO

- The State Department of Commerce and Consumer Affairs has signed off on the official incorporation of the Lanikai School Ohana (LSO) as a domestic non-profit corporation. By-laws have been approved by the membership and an agreement finalizing the fiscal sponsorship of the LSO by the school has been submitted to the Governing Board for review and approval.
- Math Night was a great success. Calculating/performing the Egg Drop was outstanding.
- Teacher Appreciation Week seems to have been a success with the staff.
- A Beach Clean-up is planned for next Saturday, 4/20/13.
- Concert in the Garden will be held on Saturday, 4/27/13.
- The LSO has increased Passive Fundraising opportunities to include Amazon Rewards and eScript. Both will be heavily promoted next year. (Click on the Amazon link on school website before shopping to generate an eScript donation.)
- Aware that the greatest factor for success in top schools is parent participation, the LSO plans to develop expectations for family participation/volunteering. Initially officers will plan in advance and take the long, comprehensive view when determining needs and estimating possibilities for volunteers. To enroll new participants as early as possible, the LSO will develop a folder for the opening of the next school year listing needs and volunteer sign-up opportunities.

6. Development Committee: Nara McDonald

- 2012-2013 Fundraising Goal (Non-DOE Funds): \$49,000 (\$205/family; \$143/student)
 - Year-to-date Actuals, Annual Campaign: \$10,139 (\$7,939 from 31 Constituents + \$2,200 Rollover donation from 2011-12 PTSA);
 - Auction Results: \$16,300
 - Misc. LSO approx \$6000, excluding Concert
 - Recommendation to Finance Committee for Special Appeal Funding for 2013-14 Hawaiian Studies (HS) Program

Year-to-date Funds Hawaiian Studies	Current Totals	Percent to Hawaiian Studies	Dollars to Hawaiian Studies
Annual Campaign	\$10,139	60%	\$6,083.40

Special Appeal	\$ 4,700	100%	\$4,700.00
Auction Sales	\$13,208	60%	\$7,924.80
Total to HI Studies			\$18,708.20

- Tara Young (parent) has volunteered to coordinate passive fundraising for 2013-14.
- Following discussion of planning for 50th anniversary events, Mr. Noh moved and Mr. Dietrich seconded that the GB supports establishment of an *ad hoc* 50th Anniversary Committee with Mr. Noh as interim chair. The motion was approved unanimously.

7. Finance Committee: Tim Dietrich

- 2013-14 Financial/Enrollment Reports (SFRS): *“The Commission/CSAO has been working on changes to the financial reports and enrollment reports for the upcoming year, including the year-end 2012-13 financial reports. On Monday, April 15, 2013, these reports will be distributed to charter schools and posted on the CSAO website. The reports have been updated for requirements included in the charter school contracts and financial performance framework. Efforts have been made to keep the reporting forms as consistent with those used in past years as reasonably possible. If there are any questions on the reports, contact Bob Roberts at bob@hcsao.org.”*

At this point in time Callie has received the Enrollment form but none of the reports.

- A Financial Performance Framework has been created to standardize all of the State’s Charter Schools. Lanikai Elementary has been proactive by having already implemented the recommended standards and reports.
- As nominations for 2012 Hawaii Public Charter Schools Network Awards must be submitted online by 4/12/13, Finance Committee requests that the Board investigate and submit some nominations for these awards next year.
- Committee reviewed the Fundraising Matrix and recommends that it needs to fall under the auspices of the Development Committee.
- A review of the YTD Profit/Loss and February and March Financials revealed no significant issues to report. Going forward, a fourth column will be added detailing last year’s performance during the same time frame. The Burn Rate column will be retained.
- The Committee agreed that the purchase of The High Bar’s “CEO Evaluation Tool” was a good idea at \$499 and that the purchase should be made this week.
- The Finance Committee will meet again to review the 1st version of the 2013-14 budget.
- Next meeting agenda points: PayPal procedures; Status of filing 990 or conversion of status; Hawaiian studies funding proposal from Development Committee

8. School Safety Updates: Mr. Noh

- Locking gates have been installed on mauka and makai sides of the playground. During school hours the gates will be opened for drop-off and pick-up, and they will be locked evenings and weekends.

- An unannounced lock-down drill on April 12 revealed several areas that need improvement. A tsunami drill will be held next week.
- Classroom safety kits are currently being updated.
- Members again discussed fears about walking and bike traffic from the school to the corner of Alala and Kawailoa Roads and the entrance to the Boat Ramp parking lot.

9. Director Evaluation Process: Dr. Whitesell

Surveys have been completed. The next step is to create the evaluation committee.

10. Nominating Committee: Espie Chapman

Barb VanDerKamp and Jane Hinrichs will inform all staff on how to nominate Governing Board members and will solicit staff nominations.

11. Adjournment: Members adjourned to closed session at 8:35 PM.

**Next Meeting:
Wednesday, May 22, 6:30 PM, School Library**

Submitted by Cj Baehr, Scribe

Be it resolved that the GB supports establishment of an <i>ad hoc</i> 50 th Anniversary Committee with Mr. Noh as interim chair.
