

# Lanikai Elementary PCS

## Minutes of Board Meeting, August 15, 2012

### Board Members present:

Phil Whitesell - Vice-Pres, Community  
G.G. Weisenfeld - Community  
Tim Dietrich - Community  
Ed Noh - School Director  
Vicky Villegas - Teacher (outgoing)  
Ann Pederson - Secretary, Support Staff (outgoing)  
Judy Pao - Teacher (incoming)  
Jeff Mizuno - Staff (incoming)  
Todd Cullison - Parent (incoming)

### Community members present:

Cj Baehr  
Roger McKeague  
Kristin Cleveland  
Marni Ackerman  
Andrea Kellogg  
Gina Hammer  
Eddie McDonald  
Deb McDonald  
Elizabeth Nowinski

Board Members absent: Louis Saint-Cyr - President, Parent (interim)

**1. Call to Order:** Meeting was called to order at 6:34 PM by Dr. Whitesell.

**2. Introduction of new board members:** Jeff Mizuno. elected by support staff, said he had worked on the custodial staff at the school for 18 years. Todd Cullison, elected by parents, has a child in 3<sup>rd</sup> grade. Judy Pao, elected by faculty, sent her three children to Lanikai and is now teaching 4<sup>th</sup> grade.

**3. Appointment of interim parent representative:** Dr. Whitesell explained that though Dr Weisenfeld is no longer a Lanikai School parent, the board has asked her to continue her service as a community representative. Under the current by-laws, we must have two parent representatives. Consequently, Mr. Dietrich moved and Mr. Noh seconded the motion that Mr. Saint-Cyr continue his tenure as one of the parent members until the board reaches agreement about how it will handle the membership changes required by the Charter School Transition law, Act 131. The motion was approved unanimously. Among other changes, Act 131 shifts the criteria for selecting governing boards from representing constituencies to possessing appropriate expertise. Members hope for guidance from the new CS Commission in the process of restructuring the board.

**4. Approval of June Minutes:** Approval of July minutes as posted was moved by Dr. Weisenfeld and seconded by Mr. Dietrich; motion approved unanimously.

**5. Student Council:** Vice-President Eddie McDonald reported.

- Student Council consists of 17 members.
- Officers have been elected: President: Meghan Edghill-Pearson; Vice-President: Eddie McDonald; Secretary: Cella Sawyer; Treasurer: Max Saint-Cyr; Historian: Declan Gallagher
- Other representatives are:

- 4<sup>th</sup> grade representatives: Darvin Duffield, Justin Young, Lila Quitt, Malia Johnson
- 5<sup>th</sup> grade representatives: Luke Antipala, Mazie Distad, Grace Blaskowski, Somy Madeoy
- 6<sup>th</sup> grade representatives: Emma Mosher, Kalia Ferry, Kyla Horswill, Sarah Ashford
- Council will attend leadership training at Camp Erdman Thursday through Friday, next week to plan and to find direction and focus for the year.
- The council has formed three committees: Fundraising, Community Service, and Spirit.
- The council has also been asked by the PTSA to partner and be active in representing students.

**6. Community Input:** See PTSA report below.

**7. PTSA Report:** Report and discussion were led by Marni Ackerman. Several guests introduced themselves as officers of the newly constituted PTSA board. Marni Ackerman, Pres.; Andrea Kellogg, 1<sup>st</sup> Vice Pres.; Gina Hammer, 2<sup>nd</sup> Vice Pres.; and Elizabeth Nowinski, Treasurer. Colene Geier, Secretary and Alina Middleton, Membership Chair were also named.

- All officers are new, and all are from military families. These officers have developed a list of goals for the school year: involve students more and focus more on the younger grades, hear teachers' needs, clarify and focus on the organization's role as a fundraiser, develop a PTSA site linked to the school website, hold quarterly meetings for all parents where supper and baby-sitting are provided, hold a family overnight camp-out on the campus, and hold a Lanikai Beach clean-up on Sept 15.
- A major issue involves whether to continue membership in the state/national PTSA organization or move to the PTO structure as an independent and create a new 501[c][3]. Mr. Cullison, new member of the board, has made himself available to help the officers work through these issues.
- Dues are expected to be \$20 per person. The current balance is zero as old unpaid taxes consumed the balance. Dr. Whitesell asked if the parent organization were reconstituted as a PTO, would the new organization be liable for debts of the former PTA. Mrs. Ackerman said she would look into the matter.

**8. Status Update on Review of the Director:** Deferred to closed session.

**9. Code of Ethics discussion and sign-off:** New members were advised to download and print a copy of the Code of Ethics from the board section of the website and submit a signed copy to the board secretary at the September meeting.

**10. Resource Development/Grants Committee:** Kristin Cleveland, Chair, reported results of committee's summer meeting.

- Need to recruit 5 additional members
- Meeting schedule tentatively set for every-other month

- Action matrix designed and initiated for SY12/13
- Tentative goal of \$50,000 set for SY12/13, including \$25,000 capital
- Major theme being considered: Celebration of Lanikai School's 50<sup>th</sup> year

Among other items the committee has discussed, Mrs. Cleveland mentioned "donation fatigue," the frustration parents feel when requests for both large and small donations keep coming. To eliminate this annoyance, the committee will explore bringing all financial requests under the same planning umbrella. This may include Friday Bake Sales.

In recognition that staff members Vicky Villegas and Ann Pederson were completing their terms on the board, Mr. Noh thanked them for their service and presented a framed photo of the Mokulua Islands to Mrs. Pederson. The gift for Mrs. Villegas is still being prepared.

**12. Enrollment Committee:** Enrollment still stands at 339 and we still have openings in grades 3 and 6. The 2012/13 budget is predicated upon an enrollment of 340 students.

**13. Facilities Committee:** A board member raised a question concerning the role of the board in the disposition of the 2009 grant from the Lowes Corporation for a shade covering for the terrace of the Learning Center. A discussion later in the meeting returned to this issue. At that time, Dr. Weisenfeld moved and Mr. Dietrich seconded a motion to establish an *ad hoc* committee to identify the appropriate role of the board concerning the disposition of the grant. All members concurred and Dr. Whitesell, Mrs. Villegas, and Mr. Noh agreed to serve.

**14. Health & Safety Committee:** No committee report.

**15. Policy Committee:** It was moved and seconded that the board approve amendments to board policies recommended by the committee. The revised policies had been distributed to members via email in July. Two substantive changes were recommended by the committee.

- Policy II.1. Committee recommended deletion of references to "highly qualified" teachers. Current wording would preclude hiring newly licensed teachers. Members concurred.
- Policy VI.1. Committee recommended elimination of Section C, which commits the school to collaboration with disaster relief organizations in the event the campus is used as an emergency shelter. Since that policy was approved, it has become evident that the campus, particularly the cafeteria, is not likely to be put to such use, making the statement unnecessary. In any event, the property belongs to the state and would be used if needed. Members concurred.

The board unanimously approved the amended policies. The amended policies will be posted on the board's section of the school website.

**16. Charter School Updates:** Roger McKeague, who is a Lanikai parent and the Executive Director of the Charter School Administrative Office, presented information from and clarification of the new charter school law, Acts 130- 131. He spoke of several specific areas that will impact all of Hawaii's charter schools.

- The newly defined makeup of the governing boards of Hawaii charter schools will

replace representatives of constituencies (parents, staff, faculty, students) with members who provide expertise in needed areas, and no more than thirty percent of members may be paid school employees.

- Over time, the original Detailed Implementation Plan (DIP) submitted by all charter schools (except Waialae and Lanikai, as we became charters before a DIP was required) will be replaced with a performance contract. Renewal will be based upon the degree to which a school meets the requirements specified in the contract. Even such things as the grade span (JK-6, for example or even a pre-school if we were to include one) must be specified, so that once the contract is signed, we will be allotted funding for each of our students whether or not DOE schools have JKs.
- These changes will necessitate substantial alteration to our by-laws. We can expect help from CSAO, which is working with the National Association of Charter Schools of America (NACSA).

**17. Strategic Planning Committee:** No report. Pertinent matters were reserved for closed session.

**18. Finance Committee:** Committee met on August 18.

- Committee reviewed actuals (unaudited profit/loss statement) for SY11/12 and found no notable items. Difference in actuals and budget is almost wholly attributed to lack of accounting for a DOE (Special Ed) position when the budget was created.
- Actuals for SY12-13 beginning in July presented no notable items though this statement is not final as July books had not been closed. Updated version at a later date may be significantly different from previous budget version (around - \$27K net income).
- Unaudited SY11/12 statements due to CSAO on 9/15. Audited statements due 12/15 (earlier than in prior years).
- School will begin public on-site audit in late September. Following that, a secondary on-site public audit will be performed by Jennings.

**19. Adjournment** to Closed Session at 9:00 PM

**NEXT MEETING: August 30, 5:30**

Respectfully submitted by Cj Baehr, Scribe

Be it resolved that:

- Mr. Saint-Cyr will continue his tenure as one of the parent members of the Board of Governors until the board reaches agreement about how it will handle the membership changes required by the Charter School Transition law, Act 131.
- the board establishes an *ad hoc* committee to identify the appropriate role of the board concerning the disposition of the grant provided by the Lowes Corporation for a shade covering on the lanai of the Learning Center.
- the board approves amendments to board policies recommended by the Policy Committee. The revised policies were distributed to members via email in July. Two substantive changes were recommended by the committee:
  - Policy II.1. Committee recommended deletion of references to “highly qualified” teachers. Current wording would preclude hiring newly licensed teachers. Members concurred.
  - Policy VI.1. Committee recommended elimination of Section C, which commits the school to collaboration with disaster relief organizations in the event the campus is used as an emergency shelter. Since that policy was approved, it has become evident that the campus, particularly the cafeteria, is not likely to be put to such use, making the statement unnecessary. In any event, the property belongs to the state and would be used if needed. Members concurred.