

Lanikai Elementary PCS

Minutes of Board Meeting, January 16, 2013

Board Members present:

G.G. Weisenfeld - President, Community
Phil Whitesell - Vice-Pres, Community
Ed Noh - School Director
Judy Pao - Teacher
Todd Cullison – Parent
Tim Dietrich - Community
Eddie McDonald - Student Council

Community members present:

Marnie Ackerman, PTA
Espie Chapman
Cj Baehr
Sam Young
Deborah McDonald

1. Call to Order and Approval of Minutes: :

- Meeting was called to order at 6:00 by Dr. Weisenfeld.
- Approval of November minutes was moved by Mr. Dietrich and seconded by Mr. Cullison. Motion approved unanimously.

2. Announcement and Welcome:

- Dr. Weisenfeld, President, announced that because of possible potential conflicts of interest, she will resign from the LEPCS Governing Board effective January 31. She will continue her interest in the activities of the board and the school and will volunteer as she is able. Mr. Noh and other members thanked her for her service over the past year and a half.
- Dr. Weisenfeld also extended a welcome to Espie Chapman who has been recruited by the current Nominating Committee, following the procedure set at the November meeting, to serve on the Governing Board. Committee members agree that she will bring considerable experience and skill to the board.

3. Nominating Committee Report - Dr. Whitesell reporting: Dr. Whitesell noted that the board must now form an independent nominating committee for board membership. Until that is accomplished, the board itself is acting as the nominating committee. Dr. Whitesell moved and Mrs. Pao seconded that Espie Chapman be appointed to the Lanikai School Governing Board as of January 16, 2013, for a 3-year term. The motion was passed unanimously.

4. Director's Report - Mr. Noh reporting:

- Mr. Noh thanked Dr. GG Weisenfeld for her leadership of the board and school, noting that her presence has been welcomed and valued and she will be missed. Many staff members have commented that they appreciate her background in education and thank her for starting our strategic planning process.
- The Mission/Vision Statement is still in draft form. All staff members have received the draft and support the efforts moving forward. The Strategic Planning Committee will finalize the draft and incorporate it into the new charter school

contract as an exhibit for review by the Charter School Commission.

- HSA Update- Round 1 of 3 is now complete. Reading proficiency scores are 5% higher and math proficiency scores are 8% higher than in Round 1 last year. More students were exceeding in reading than in any other proficiency. The focus will now be with the students who are in the Well Below and Approaching categories. Of the students at the Approaching level, a majority are within 5-10 scale points of proficiency and are likely to become proficient (attaining a scale score of 300) by the 3rd round of testing. The next round will be in the spring.

Mr. Dietrich noted that there was evidence of growth from almost every cohort when comparing Round 1 data from last year to the current year's data.

Members briefly discussed three issues: whether all students should be required to take the 3rd round test even if they have already achieved proficiency status, reasons why student scores this year are higher than at the first round in previous years, and the changes we will see as schools in Hawaii shift to teaching and testing the common core standards as promoted by the National Governors Association.

- A School Quality Survey has been conducted by the Manako Consultancy Group in conjunction with Hawaii Public Charter Schools Network. Although only 16% of families responded, almost 100% of staff completed the survey and the results were encouraging. Most important are the areas of critique that will be addressed through the Strategic Planning Committee. A soft copy of the survey results has been emailed to all board members in its entirety.

5. Student Council - Eddie McDonald reporting:

- Annual Valentine's Carnation Sale forms will go out to students on the January 26. Carnations are available at \$2.00 each. Deadline for orders is February 7th. This is a fundraiser for cold water drinking fountains for A-building.
- "Pennies for Patients" community service fundraising drive for Hawaii children with leukemia will begin on February 26 and end on March 15.
- A "Spring Fling" fundraiser dance on March 15 will split proceeds between school and community projects.
- Today, Student Council's 6th grade representatives were the announcers for our 1st semester awards assembly. They did an outstanding job.

6. Lanikai School Ohana (LSO) - Marnie Ackerman reporting:

- Vintage Lanikai Auction
 - The LSO seeks donations for the "Vintage Lanikai" auction at Mid-Pac Country Club on Saturday, February 23. Goals are to reinstate full-time Hawaiian Studies and the foreign language program. Tickets also include heavy pupus, wine tasting, and live entertainment.
 - Please contact Nara McDonald at nara@camptaiwan.com to donate goods or services or provide connections to individuals/businesses.
 - Early Bird prices for Vintage Lanikai:
 - On or before Feb 16: \$85/couple or \$45/individual.
 - After Feb 16: \$55 each

To eliminate the credit card processing fee, please pay by check at the front office or register at <http://vintagelanikai.shutterfly.com/buytickets>.

- Can't attend? You can still make a donation.
- MLK Parade - January 21: Lanikai & Voyager School families will march in the Martin Luther King Day parade on Monday, January 21 in Honolulu. Free entry with lunch provided by the LSO at the end of the parade route (Kapiolani Park). Special thanks to Ms. Sarah for coordinating this event.
- 3rd Quarter LSO Eat & Meet – Wed. January 23: Family-style potluck pasta dinner at 6pm, followed by news from the LSO Board and School Director. Childcare provided but interested students are encouraged to attend the meeting. To RSVP & sign at www.SignUpGenius.com/go/4090E4BAAAB2DA57-Isoquarterly
- The Keiki Run, Saturday, February 16: Students, families, and faculty will participate in the 1.5 mile fun run as a team to raise funds for our nutrition education and physical activity programs. Registration is \$15 per person (until January 23, then \$20) and includes a t-shirt and breakfast. All donations come back to the school. Sign up at <http://www.flpregister.com/22>.
- Math & Science Night – March 1: The LSO is looking for a chairperson to oversee this family night. A complete event information folder is provided, along with guidance from the LSO Board...plus on-site babysitting (if needed) & complimentary dinner for your family! Contact Andrea Kellogg at lso.vp1@gmail.com.
- Concert Under the Stars...Saturday, April 27 Contact concert chairperson, Kat Young, at kathleen.young@mac.com. For more information, see Facebook (Lanikai School 'Ohana) or the LSO website at www.lanikaischoolohana.shutterfly.com.

7. Development Committee: No report was made, but it was noted that Dr. Ted Rodgers attended the meeting that was held in the past week. As a Lanikai resident active in both community and UH College of Education affairs, Dr. Rodgers was most welcome.

8. Finance Committee Report - Todd Cullison reporting: The committee met on January 15 at Mid-Pac County Club. Members present were Todd Cullison, Treasurer; Kristen Cleveland, Development Committee; Ed Noh, School Director; and Tim Dietrich, Board Member.

- The committee review of financial statements led to some questions and answers:
 - Mr. Noh explained that line item federal grants pass through the CSAO first; the budgeted numbers provided to the school by CSAO are their best estimate and can change over time.
 - In answer to questions about the burn rate of funds which appears to be inconsistent with being only half-way through the school year, it was explained that, as an example, the majority of fund raising events take place the second half of the school at which times funds will be expended.
 - Though the school per pupil allocation is locked in on Oct. 15th, the money is distributed in increments throughout the school year. This could appear to be a discrepancy but is not.
- Following the committee's review of the financial statements, recommendations were made to improve the ordering and numbering of items to be consistent for

both profit and loss and to highlight total expenses and total revenue for easy review.

- The total enrollment estimate for the 2012-13 year was 340; current enrollment is 343. Committee discussed various ways of generating income to increase staff numbers while maintaining current class size and total enrollment. The enrollment committee will begin meeting in mid January.
- Mr. Noh presented a draft *Financial Performance Framework* that, when completed and implemented by CSAO, will track the overall financial health of Charter Schools.

9. Charter School Updates

- Charter School Contract Template: Act 130 requires that each charter school sign a performance contract with the authorizer, the Hawaii Public Charter School Commission. A contract template based upon nationally tested best practices is being drafted for final submission by the end of February. This contract will allow for the differences in purposes for individual charters. The template will focus in three areas: finance, academics, and organization. Nationally this work has been spearheaded by NACSA (National Association of Charter School Authorizers) and the local effort is being led by the Hawaii Charter School Network, allowing individual schools to contribute. As part of the new contract, schools will be rated as meeting, exceeding, or approaching expectations or as well below expectations. Governing Board members have access to all documents regarding transition efforts for Act 130.
- The Federal Elementary & Secondary Education Act (ESEA) Flexibility Waiver pertains to statewide testing; in our case, this is the annual HSA testing. A request is being made to the Federal Department of Education to seek a waiver that allows alternative measures beyond this “high stakes testing.” The waiver is being submitted by the Hawaii Department of Education and includes Charter Schools. In place of the current expectation of 100 percent of students “meeting or exceeding expectations,” it would allow such measures as, for example, “student growth” or “making gains.”
- A Charter School Workshop on Board Governance will be held on Wednesday, January 23, at the Ko’olau Ballrooms and Conference Center in Kaneohe. Dr. Whitesell, Mrs. Chapman, Mr. Cullison, and Mr. Noh will attend.
- Dr. Weisenfeld noted that charter school students will for the first time be included in the state’s longitudinal studies.

10. School Safety:

Members raised questions about whether the school needs to ramp up safety drills and explore ways to make the campus more secure. Mr. Noh said a lock down drill had been conducted at the beginning of the school year and would be repeated. He reported that the Health and Safety Committee has been meeting to address several safety issues, including such items as how our students leave the campus to go home, how careful we are about signing out students to appropriate adults, safety for A-Plus students, safety for excursions and sports teams. Dr. Whitesell walked the campus perimeter last week to survey the condition of the chain link security fence. Members discussed the value of surveillance

cameras, safety at night events, more fencing, locking gates, etc. Mr. Dietrich suggested that a needs assessment be conducted by professionals trained in providing physical and psychological safety.

11. Director Evaluation: Dr. Weisenfeld reported that three groups are being surveyed using Survey Monkey: Mrs. Pao is handling the student surveys; Lisa Kreitzer and Espie Chapman, the parent surveys; and Kristin Garcia, the staff surveys. All responses will be given to Dr. Whitesell, who will see that surveys are considered by non-staff reviewers by the end of February.

12. Community Input: none

13. Adjournment to Closed Session at 7:35.

**Next Meeting:
Wednesday, February 20, 6:00 PM, School Library**

Submitted by Cj Baehr, Scribe

Be it resolved that:

Mrs. Espie Chapman be appointed to the Lanikai PCS Board of Governors.

PROCEDURE FOR SELECTION OF MEMBERS

Procedures are consistent with the bylaws of the governing board, section 2.01, Number and Qualifications, and section 2.02, Selection.

I. The governing board (GB) appoints board members.

II. Nominating Committee.

- Membership: The president of the governing board annually appoints a standing nominating committee (NC). The committee chair is a member of the GB. The committee includes at least one parent, one teacher, one staff member, one at-large member and the school director.
- Responsibilities: The nominating committee is responsible for (a) recruiting and maintaining a pool of candidates for board membership in accordance with criteria and qualifications set forth in Policy I.9; (b) preparing a slate of recommended candidates for open or new positions for appointment by the GB.
- The NC may revise schedule for the nomination and appointment process. Board members for the coming school year are appointed by May 1.

III. Procedures

- Nominations from NC members: The NC solicits and receives nominations for the board year-round. Each nominee is required to submit a curriculum vitae and a population from which nominees may be selected.
- Nominations from the community: For purposes of board nominations, the Lanikai School community is defined as each family having one or more children enrolled, teachers (HSTA bargaining unit 5), employed staff, and GB members. In addition to its own recruitment work, the NC encourages community members to recommend to the NC nominees (themselves or others) who meet the qualifications for board membership. The NC will consider community nominations for inclusion in its slate of candidates recommended for appointment by the GB. If a community member wishes to nominate someone for the board, he/she must obtain a statement signed by the nominee of willingness to serve if elected. A community nominee must submit the same information as an NC nominee. The nomination is submitted electronically statement of why he/she is interested in serving. There are no restrictions on the
- (preferably Microsoft Word) to the chair of the NC at an email address to be determined. Hard copy may be submitted to the Chair of the Nominating Committee, Lanikai School, 140 Alala Rd. Kailua, HI 96734.

- By February 1, the NC distributes to the community a Call for Nominations, which includes instructions and deadlines.
- Members of the NC may be nominees for board membership.
- The NC gives each nominee a statement of expectations for GB members. The NC may conduct interviews with nominees.
- By April 1, the NC submits to the GB a slate of candidates for approval and appointment. There will be one candidate for each open or new position.
- By May 1, the GB announces membership for the coming year. The announcement is posted on the website and in the newsletter.
- Terms of office begin with the July GB meeting or July 31 if no meeting occurs. Current board members remain in office until that date.
- Unexpired Terms: Vacancies resulting from unexpired terms are filled by the GB in keeping with Section 2.05 of the bylaws.

Approved: October 12, 2009

Reviewed and amended: November 28, 2012

Qualifications for Membership for Lanikai School Governing Board

In selecting nominees for membership on the Lanikai School governing board (GB), the nominating committee (NC) considers the following qualifications for individual members and for the board as a whole. In addition to meeting all of the individual qualifications, each member may meet one or more of the collective board qualifications. The NC also strives for diversity in gender and ethnic backgrounds.

Qualifications for individual members:

1. Possesses a commitment to the stewardship of the entire school.
2. Understands that Lanikai School plays a significant role in improving public education through the charter school movement in its community, the State of Hawaii, and nationally.
3. Possesses a demonstrated ability to work collaboratively toward common goals.
4. Is willing and able to commit up to eight to ten hours per month, including GB meetings, to governing the school.
5. Possesses skills and/or experience in one or more of the areas designated as collective board qualifications.
6. Is willing to abide by the GB Code of Ethics.
7. Possesses basic computer skills including email correspondence, word processing (Microsoft Word), and use of the Internet.

Collective Qualifications for the Board achieved through appointment of individual nominees who possess experience and/or expertise in one or more of the following areas:

1. Governance or executive experience in a non-profit organization
2. Financial management including budgeting and accounting
3. Educational administration and policy-making
4. Teaching and school or academic leadership or oversight
5. Human resources management
6. Fundraising
7. Law
8. Collective bargaining and contract negotiations.

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