

Lanikai Elementary PCS

Minutes of Board Meeting, July 24, 2013

Board Members present:

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

Community members present:

Kristin Cleveland
Eun Strawser
Cj Baehr
Liam Gimon

1. Call to Order and Report of Nominating Committee

- Meeting was called to order by Mr. Cullison.
- Espie Chapman, Chair of Nominating Committee, submitted two names recommended by the committee for appointment to the Governing Board for 3-year terms: Mr. Liam Gimon and Mrs. Eun Strawser, both parents of Lanikai students. Members commended Mrs. Chapman on the excellent work of the committee. Dr. Whitesell moved and Mr. Dietrich seconded that the two nominees be appointed. The motion was unanimously approved. Members welcomed Mrs. Strawser and Mr. Gimon. After discussion, it was determined that their terms will begin immediately. This move brings the number of voting members to seven. Members would like to see the addition of a member from the community at large.

2. Approval of Minutes of May 22, 2013

Approval of May minutes was moved by Dr. Whitesell and seconded by Mr. Gimon. Motion approved unanimously.

3. Community input - none

4. Lanikai School Ohana Report: none

5. Development Committee: Kristin Cleveland, Chair

To guide discussion, Mrs. Cleveland presented the following agenda for the upcoming meeting of the committee. It indicates what the committee is working on and what support it needs.

- Coordination with 50th Anniversary Committee
- Still need artwork and date for 50th Anniversary Committee meeting
- Determination of 2013-2014 Fundraising Goal (Non-DOE Funds)
- Still need final school budget and the 5/13 Teacher Needs Assessment
- Coordination with LSO regarding volunteer requirements
- 2013-14 Annual Giving Campaign
- Update AY2012-13 Fundraising and coordination with final calendar from Board (see: <https://docs.google.com/spreadsheet/cc?key=0As-65B2xYcx7dFVqNFR1Uk1RM1UtMERlQUdVUDVoN2c&usp=sharing>).
- Establishing fundraiser "approval" form: Discussion of the online update form and the fundraiser approval form clarified the need for all tentative fundraisers to be approved by

the Development Committee based on the items included on the approval form, such as conflicts, expected gross, man power required, conformity to school policies—especially wellness policies, and benefit to cost ratio. It was generally agreed that fundraising with specificity in purpose and targets is more productive than is general purpose fundraising. Fundraisers do not require approval by the board.

Mrs. Cleveland noted that the PayPal situation still needs to be resolved, that funds raised last year were incorporated into the school budget for the current or following year, and that both the LSO and Student Council set their own targets and goals for fundraising. It was noted that classroom teachers had felt some discomfort with the discontinuation of Friday Bake Sales, as the proceeds had often accommodated small purchases of supplies. This information led to a discussion about finances, recorded below (item 7).

6. Director’s Report: Mr. Noh

- **Preliminary HSA Data Update- For grades 3-6 UNOFFICIAL**

Lanikai School		For Comparison			
Reading	Math	DOE Reading	DOE Math	Charter Reading	Charter Math
90% Proficient	85% Proficient	73% Proficient	63% Proficient	69% Proficient	55% Proficient

The data is unofficial until the DOE finishes the vetting process. For example, there are several students on our school list who transferred mid-year. Their data points should not be counted toward the school’s overall performance. Data to highlight is the fact that Lanikai students continue to not only “meet” the standard, but consistently “exceed” the standard in Reading.

- **Staffing Update**

- Lorna Gomes (4th Grade) has been appointed TOSA (Teacher on Special Assignment) as a curriculum coach, joining Hillary Radovich, who is part-time curriculum coordinator. The position was offered in response to the growing need to offer student and staff support. Mrs. Gomes and Mrs. Radovich will be managing our new progress monitoring data system and helping with the implementation of Singapore Math, our newly adopted math program.
- Filling the 4th Grade one-year vacant position will be Ms. Maria Gomes, formerly registrar. Mrs. Gomes holds a baccalaureate in education and is completing a master in education program at Chaminade University. The interview committee was comprised of Mr. Noh and several staff members.
- The registrar position has been filled by Lauren Rosa, who has already begun with all the enrollment responsibilities.
- Mrs. Espie Chapman is our new PCNC (parent-community network coordinator).
- The Hawaiian Studies Teacher position is still open. The person who was offered the position has declined. We are actively pursuing someone to fill this important position.

- **Enrollment Update:** As of today, July 24, our unofficial count is 348 (our projected enrollment!). Last year at this time, we were at 340 students. JK-3rd grade is filled to capacity with a waitlist. Reminder: the official enrollment count and secured funding is not set until October 15.
- **Website:** We are still experiencing difficulties with this website. Kat Young, a Lanikai parent, is taking the lead and hoping the new site will be operating by the first day of school.

Dr. Whitesell commended Mr. Noh on the inspirational letter he sent to the school staff aimed at raising the tenor of all school activities and putting emphasis on inquiry learning.

7. Finance Committee Report: Tim Dietrich, Chair

- Our deadline for submittal of the SY2013-14 school budget previously set by the Commission for June 15 has been extended.
- Our budget structure has no allowance for capital or replacement supply expenditures. Discussion revealed examples of expenditures for replacement items that were often born by faculty and support staff because the needed items were not in the budget. The committee will identify the sort of items that fall into these categories and will take steps to allocate funding to keep classroom supplies adequate and current and to meet capital needs as appropriate (those not covered by the DOE). Any immediate needs for SY2013-14 should be transmitted to the committee at once so that funds to cover them can be written into the budget.
- The committee finds that the LSO funds should not be used for capital expenditures or classroom supplies.
- Mr. Dietrich suggested that we canvass other charters to see how they handle capital issues. There may be economies of scale in some purchases if many charters work together. The committee will explore.

8. Adjournment: Members adjourned to closed session at 8:30 PM.

Next Meeting: Wednesday, August 28, 6:00 PM, School Library

Be it resolved that:

Eun Strawser and Liam Gimon are appointed members of the Lanikai School Governing Board.

Submitted by Cj Baehr, Scribe