

# Lanikai Elementary PCS

## Minutes of Board Meeting, November 28, 2012

### 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

### Board Members absent:

Jeff Mizuno - Staff, Louis Saint-Cyr - Parent (interim)

**1. Call to Order:** Meeting was called to order at 6:05 by Dr. Weisenfeld

### 2. Student Council Report - Eddie McDonald reporting:

- Spooktacular Dance was a great success, raising more than \$700 for the Kailua Christian Church mission to Africa to purchase art and medical supplies. Miss Kristi will teach art to children in the orphanage.
- November 13 - 16, was Spirit Week: Tuesday - Mustache Day, Wednesday - Hippie Day, Thursday - Autism Awareness Day (we wore blue), Friday - Wacky Everything Day. We had great participation from the students and staff. We had so much fun we are thinking about having another one after HSA testing.
- Our Canned Food drive for St. Anthony's Food Pantry (November 1-16) yielded about 1,000 pounds.
- Upcoming events:
  - Annual Valentine's Day Carnation Sales for drinking fountains for the A building
  - Pennies for Patients, a community service fundraiser for leukemia patients, dates to be determined.
- Student council is still generating lots of ideas for the activities: campus beautification, marsh restoration, craft fair, art museum, and Around the World night (similar to Math and Science night, but with Social Studies).

**3. Approval of Minutes:** Approval of October minutes was moved by Dr. Whitesell, seconded by Mrs. Pao. The motion was approved unanimously.

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

- At a special staff meeting on November 21, Senator Jill Tokuda, Chair of the Senate Education Committee visited the school at the invitation of the school's HSTA members to discuss Act 130. Topics/discussion are summarized:

- How charter school teachers will be impacted by the effort to increase accountability and evaluate performance, and how that information will be shared
- Whether charter school teachers in Hawaii will continue to be state employees and be represented by the HSTA: Fears of change are unfounded at this time, though there are no guarantees. HSTA declined to attend all but one of the 20 planning meetings. Hawaii is one a very few states that allow unions in charter schools.
- Clarification of the roles of charter schools, CSAO, CS Commission and DOE
- Attitudes and positions of CS Task Force members on charter schooling and on regulations about DOE teachers who move to charter schools: Though ideas and attitudes differed, all agreed that school choice is good.
- Differences in the needs of conversion and start-up charters: A meeting of conversion charters will be convened soon.
- A notice to parents and community from Lanikai school HSTA members regarding a planned sign-waving in support of other public school teachers was distributed to board members.
- The Development Committee met on November 9 to work on two projects:
  - the wine tasting/silent auction scheduled for Saturday, February 23 at Mid-Pacific Country Club, and
  - the annual "ask letter" to help raise funds for the school. Mr. Noh distributed a preliminary draft of the letter and reminded members that last year's letter brought in over \$10,000 that went directly to offset operational costs.

#### **5. PTSA Report - Marnie Ackerman reporting:**

- A big change is underway to establish a new parent-teacher-student organization following the vote at the special meeting of the membership on Tuesday, November 13. The general membership selected "Lanikai School 'Ohana for the new name but are still waiting for the Student Council to submit its vote no later than December 3. In the meanwhile, the board is drafting by-laws, filing articles of incorporation with the State of Hawaii and a formalizing a tighter financial relationship with Lanikai School.
- Special thanks to the many volunteers who helped with Harvest Moon Festival on October 27. Even though the festivities were cut short due to the tsunami warning, we still had nearly 3 hours of fun & quite a showing from the community. The event grossed over \$5,700.
- Mahalo to the families who ordered Christmas trees and wreaths. The fundraiser was offered in collaboration with Habilitat and raised \$500 for Lanikai in support of the Music Program.
- There was an incredible response to the "Original Works" art fundraiser. **A huge MAHALO to Ms. Kristi** for guiding our talented keiki and creating beautiful works of art. Gross receipts totaled nearly \$6,000.
- Lanikai families are encouraged to sign up for the 1.5 mile Keiki Fun Run on Saturday, February 16 at the Blaisdell. All race fees from Lanikai participants are donated back to the school! Go to <http://kahoomiki.org/?p=3313>. \$15 per person

registration fee if paid before January 23.

- Save the date for the Wine Tasting and Auction on Saturday, February 23 at the Mid Pacific Country Club. The committee is seeking auction donations from the community, as well as school experience and student-made items. The goal is to raise \$10,000.

#### **6. Finance Committee Report - Todd Cullison reporting:**

The committee met at 4:00 on 11-20-12. Members present were Kristin Cleveland, Ed Noh, Callie Stevens and Todd Cullison.

- The group reviewed the funding process and discussed remaining unclear areas in the per pupil increase in funding.
- Mrs. Cleveland noted that Act 130 requires a 1:4 funding match. Mr. Cullison interpreted this to mean that LEPCS should be raising one dollar for every four dollars given to the school up to a predetermined level, though there seems to be no enforcement of this part of the Act.
- Committee discussion of the school's 501[c][3] status revealed that submission of the annual federal 990 tax return forms for non-profits has been episodic. Mr. Cullison agreed to look into the situation in order to clarify the school's status and Ms. Stevens will contact the IRS.
- The group agreed to create direct deposit through the school's website for fundraising (e.g.: e-script or PayPal).
- Committee members discussed options and needs for future fundraising efforts, including technology and Hawaiian instruction. It was suggested that forthcoming fundraising letters be general in nature but state clearly that state allocations cover only a certain percentage of the funds needed. No decisions were made.
- Development Committee: Mrs. Cleveland noted that
  1. Wine tasting and silent auction event will be held at Mid-Pac County Club on February 23, 2013 from 6-10 pm.
  2. Members of the development committee and PTSA will have a booth at the upcoming Lanikai Craft Fair to promote the Wine Tasting event and next year's 50th Anniversary of Lanikai School.

**7. Tsunami warning / Fall Fest:** Members discussed the effects of the tsunami warning on a recent on-campus evening event. A review of the ensuing confusion led to a recommendation that in the future a specified central point of contact on campus be determined for emergencies, communication, first aid, etc. Mr. Noh will be the person in charge when he is in attendance. If he cannot attend, someone else will be designated. We should also determine what source has the final word on local or statewide emergency conditions, directives, and responses.

#### **8. Governing Board By-Laws and Membership Selection and Status:**

Seeking approval of amendments to several documents pursuant to changes required by Act 130, Dr. Whitesell moved:

- That the governing board adopt bylaws revised in accordance with legislative Act 130/2012, effective as of November 28, 2012; Mr. Dietrich seconded; motion approved unanimously (revision attached).

- That the governing board approve governance policy 1.8, Procedures for Selection of Members of the Governing Board. Mr. Dietrich seconded; motion approved unanimously. (policy attached).
- That the governing board approve governance policy 1.9, Qualifications for Membership on the Governing Board. Mr. Cullison seconded; motion approved unanimously (policy attached).

Dr. Whitesell further moved that:

- That the governing board terminate the position of interim parent member created in August, 2012. Mrs. Pao seconded; motion approved with one abstention (Mr. Cullison).
- That the present voting board members appoint themselves as members of the newly constituted governing board to serve out their current terms. The voting members of the GB will be Todd Cullison, Tim Dietrich, Jeff Mizuno, Judy Pao, GG Weisenfeld, and Phil Whitesell. Mr. Cullison seconded; motion approved unanimously.
- That Director Ed Noh be appointed a non-voting member of the GB. Mrs. Pao seconded; motion approved unanimously.

Members thanked Dr. Whitesell for his determination and time as he consulted with the experts on how Act 130 applies to Lanikai School and translated that understanding into the above motions.

#### **9. Lowe's Grant Ad Hoc Committee:**

Dr. Whitesell moved that the ad hoc committee on the Lowe's Corporation grant be dissolved. Mr. Dietrich seconded. Approved unanimously.

#### **10. Director Evaluation:**

Dr. Weisenfeld, who chairs the committee, explained the process now underway. The first step is to solicit parents, staff, and students for questions/items that in their judgment should be examined. From those lists appropriate categories of items will be selected. Evaluation forms based on those items will be designed and submitted to the three groups for their responses. Committee members include parents Espie Chapman and Lisa Kreitzer. Kristin Garcia and Joanna O'Neill represent staff, and Judy Pao, through the Student Council, represents students.

**11. Community Input:** Members discussed the best time for community input and decided to keep it at the end of the agenda.

#### **12. Closed session**

**Next Meeting:  
Wednesday, January 16, 6:00 PM, School Library**

Be it resolved that:

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- That the governing board approve governance policy 1.8, Procedures for Selection of Members of the Governing Board. Mr. Dietrich seconded; motion approved unanimously. (policy attached).
- That the governing board approve governance policy 1.9, Qualifications for Membership on the Governing Board. Mr. Cullison seconded; motion approved unanimously (policy attached).
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- That Director Ed Noh be appointed a non-voting member of the GB. Mrs. Pao seconded; motion approved unanimously.

Submitted by Cj Baehr, Scribe

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.

Approved: October 12, 2009

Reviewed and amended: November 28, 2012