

Lanikai School

Minutes of Board Meeting, October 23, 2013

Board Members present:

Phil Whitesell
Ed Noh - School Director
Todd Cullison, President
Tim Dietrich
Espie Chapman
Liam Gimon
Eun Strawser
Judy Farnham-Pao

Community members present:

Kristin Cleveland
Callie Lewis
Tara Young
Noah Allen

1. Call to Order and Approval of Minutes of August 28, 2013

- Meeting was called to order at 6:33pm by Mr. Cullison.
- Approval of August minutes was moved by Mr. Dietrich and seconded by Mr. Gimon. Motion approved unanimously.

2. Student Council Report – Noah Allen, Student Council Representative

- All Student Council members attended the Kalaheo Leadership Camp at Camp Erdman, September 24-25. They had an awesome time and learned about setting goals, project planning, and the “Interactive Method”. The Interactive Method is a way to conduct meetings designed to give members more of a chance to discuss a subject without confrontation and to make a series of agreements. In the Interactive Method, you must keep in mind that shared decisions are the key to success.
- Student Council has begun to plan activities and events for this year. The first event will be a “Treats for Troops” candy drive. They will place boxes in classrooms to collect candy to send to troops overseas. The drive will be the week after Halloween, running from Nov 4-8. A neighbor of Eddie McDonald, President, will be shipping the candy for us. The class that brings the most candy will receive a popcorn party.
- The annual Halloween costume parade will take place on October 30. Student Council will lead the parade and awards will go to those with the funniest, cutest, most creative, and best overall costumes.
- Student Council is also planning the Annual Canned Food Drive for St. Anthony’s Food Pantry. We will schedule this to run prior to Winter Break.
- Student Council will have many more events to schedule and looks forward to letting the Board know about their activities.

3. Community input: Kristin Cleveland, Community Member

- The Health and Safety Committee has looked into the opening of the gate. They determined that it is still safer to have them open only during drop-off and pickup. The DOE has plans to build a higher gate, but this project is currently low on the priority list. The Board agreed to get “No Dogs” signs for the premises, and to have a Board member attend a Country Club Knolls meeting to communicate this message.

4. Development Committee: Kristin Cleveland, Chair

- LGL will be continued into this year to account for community members and parents, particularly those who have donated to the school in the past. The business manager will take over most of the day-to-day management of this.
- The Development Committee approved the CSA fundraiser with Holoholo General Store. The Green Team will help promote it. Holoholo returns 10% of the revenue to the school. A portion of the funds raised will go to the Green Team.
- The Development Committee asked for permission to use a message about Lanikai School performing in the top 5 of Hawaii Public Schools based solely on HSA achievement on various marketing collateral. This is not a Strive HI statistic, but it is derived from the publicly available data. The Board approves of the use of this message.

6. Director's Report: Ed Noh, Director

- JK Report/Recommendations – Mr. Noh talked to Seagull Schools about partnering up with Lanikai. He was concerned with our demographics not having enough toddlers, and there is an expanding preschool on Pali Road. A proposal was submitted by a community member that wanted to run early childcare out of our facility. The Seagull Schools representative informed us that passing Department of Health regulations would be very difficult due to lack of bathrooms and other issues. Lanikai School will not be having an internally run JK program.
- Shade Cover Proposal – we got initial quotes on shades around Building C which would be \$16K-\$20K. Another location is being proposed and a proposal should be available next meeting. We are considering temporary shades which run about \$300 per classroom.
- Complaints Procedures – The Commission has required policy statements to be submitted to the SPCSC. There are 2 policies that were not covered by our existing bylaws: 1) Conflict Resolution Policy, and 2) Complaints Procedures. A draft was submitted and Mr. Noh will be making edits to be approved by the Board via email before the deadline of Nov 1. These new policies will replace the existing “Responding to Parental Concerns about Curriculum Content or Instructional Practices” (rev 2/17/09) bylaw. Mr. Whitesell moved that the existing conflict on conflict resolution be deleted (2/17), Mr. Dietrich seconded. Motion passed unanimously. Mr. Whitesell moved to approve a new Board Governance Policy I #11 “Conflict Resolution Policy and Procedures” (attached). Mr. Gimon seconded, and the motion was approved unanimously. The final Board Governance Policy I #11 will be reviewed and approved via email before Nov 1.
- 50th Anniversary – The Committee met on October 16th to discuss possible anniversary celebrations. It is recommended at this time that we celebrate our 50th on May 2, 2014 the evening of May Day. The logo is now official and will be considered for many items to promote our school. We are still seeking a chair for this event. Mr. Noh will remove himself from this committee, and he will offer the chair position to existing committee members.
- Educator Evaluation System – In compliance with the Charter Contract, all schools must have an evaluation system in place. The DOE has adopted an evaluation tool and the Charter Schools are offered the same tool in the absence of an already established evaluation tool. Lanikai School has developed an evaluation tool as part of their supplemental contract to the HSTA master agreement. A copy of the tool was sent to The

Commission's Organizational Performance Manager for approval. The important distinction is that Lanikai teachers have always had an annual evaluation as part of their contract agreement, unlike the DOE. An official negotiation team needs to be formed to represent Lanikai's Administration/GB. Mr. Whitesell suggested that we look into hiring a contractor for this.

- Mr. Noh thanked the LSO, Mrs. Ackerman, and Mrs. Kat Young for a very successful Harvest Moon Festival.

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

- The LSO hosted a successful Harvest Moon Festival. Prices were lowered to increase accessibility. There was a lot of leadership from the students, as well as great participation from volunteers. The event grossed about \$6900, estimated net is \$5700. They feel like holding the event a week earlier contributed to its success.
- The news release about former PTSA president Tonya Taylor's arrest this past week seemed to be a nonevent. Mr. Cullison acknowledged all of the hard work put in by Mrs. Ackerman and the current LSO members.
- Mrs. Jenn Johnson has been looking into reorganizing the cafeteria in order to maximize the space. She is considering new tables, noise dampening, reopening a portion of the former kitchen area for lunch service, a projector/media, and murals. We received a grant from our military partnership to pay for cafeteria renovations.

7. PCNC Report: Espie Chapman, PCNC

- Nothing to report.

8. Other

- Mr. Whitesell moved to approve an amendment to our current School Finances Policy IV #2 Part 10. Mr. Gimon seconded. Discussion recommended that the word "account" be changed to "funds". Mr. Whitesell moved to approve the amended version of School Finances Policy IV #2 Part 10 (attached). Mr. Gimon seconded and the motion was approved unanimously.

9. President's Report: Todd Cullison, President

- Nothing to report.

10. Adjournment: Members adjourned to closed session at 8:20 PM.

Next Meeting Scheduled for November 27, 2013

Submitted by Callie Lewis, Scribe

Be it resolved that:

- the existing policy on conflict resolution be deleted (rev 2/17), and
- we approve a new Board Governance Policy “Conflict Resolution Policy and Procedures” I #11 (attached), and
- we approve the amended version of School Finances Policy IV #2 Part 10 (attached).

In witness thereof, the undersigned members of the Board have duly executed this resolution on October 23, 2013.

Todd Cullison, Espie Chapman, Tim Dietrich, Judy Farnham-Pao, Liam Gimon, Eun Strawser, Philip Whitesell

CONFLICT RESOLUTION

The purpose of this conflict resolution policy is to provide students and parents/guardians with a formal procedure in the event that problems arise if such problems cannot be resolved informally. For particular program areas (e.g. IDEA, Section 504, Curriculum & Instruction, Vision Management, etc.), the school shall comply with the dispute resolution process identified in that program. This policy may be used whenever a student or parent/guardian believes he/she has been personally adversely affected by an action taken by another individual associated with the school.

1. The student and/or parent/guardian shall make an attempt in good faith to resolve the issue through discussion with the person directly involved.
2. If the issue is not resolved in step one, the involved persons will refer the matter to the school director. The director will consult with the involved persons either separately or together and will seek a solution agreeable to all persons. The director may also consult with the immediate supervisors of the persons involved (e.g. Windward District personnel).
3. If agreement is not reached in step 2, the director proposes an independent solution. This is submitted in writing to the involved persons along with a written invitation to meet together to discuss the proposed solution.
4. If agreement is reached in step 3, the director describes the agreement in writing to all involved persons.
5. If no agreement is reached in step 3, the director makes an independent and binding decision that is communicated in writing to all involved persons).
6. The final agreement or decision is implemented and communicated to all school staff for whom this agreement may represent new information, a change in practice, or who would be otherwise impacted.
7. The involved persons may appeal the director's final decision to the Governing Board.

Approved October 23, 2013
Lanikai School Governing Board

CONTROLS, BUDGET, AND FISCAL MANAGEMENT

10. Reserve Fund

Whereas the Lanikai School governing board has accrued a fund from unexpended per-pupil allotments from the State of Hawaii, be it resolved that:

- A. Such funds shall be named the reserve fund and shall be maintained in accordance with Finance Policy 2.3 above.
- B. Such funds may be expended for projects or special circumstances that fall within Lanikai School's mission and strategic plan but are not included in the operational budget.
- C. Proposals for expenditures from the reserve fund shall conform to guidelines established by the governing board.
- D. Proposals for the expenditure of such funds shall be approved by the governing board upon the recommendation of the school director.
- E. Expenditure of such funds shall be in accordance with Finance Policy 2.4 above.
- F. Additional funds may be deposited in the reserve fund as financial conditions permit.

Approved October 23, 2013
Lanikai School Governing Board