

Lanikai Elementary PCS

Minutes of Board Meeting, October 24, 2012

Board Members present:

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

Community members present:

Espie Chapman
Marnie Ackerman, PTA
Kristin Cleveland

Board Members absent:

Louis Saint-Cyr - Parent (interim), Tim Dietrich - Community

1. Call to Order: Meeting was called to order by Dr. Weisenfeld.

2. Approval of Minutes: Approval of September minutes was moved by Dr. Whitesell, seconded by Mr. Cullison. The motion was approved unanimously.

3. School Director's Report:

- Awards Ceremony - We had our first quarterly awards ceremony of the school year celebrating all students for their hard work for the 1st Quarter. Students were acknowledged for perfect attendance, Art, and GLO's (General Learner Outcomes): Self-Directed Learner, Community Contributor, Complex Thinker, Quality Producer, Effective Communicator and Effective and Ethical User of Technology. Parents and family were invited to the celebration and it was a wonderful way of encouraging all our learners. Students really strive for recognition.
- Planning Blocks - The school's Master Schedule is set up so that every grade level has a back-to-back period for Special classes (Art, Music, PE, Library and Computer) in order to allow a 90 minute grade-level planning time within the school day each week. Hillary Radovich, Curriculum Coordinator, and Mr. Noh have been visiting each grade level team to analyze data, discuss curriculum matters (assessment, programs), and develop plans for student support.
- Student Council - Mr. Noh is proud of the way these students take initiative at the school and take their elected positions seriously. Student council members give up their recess time to meet and discuss school-wide issues and plan activities.
- WASC Update - The three-year revisit will take place the week of April 22, 2013. Barb VanDerKamp and Mr. Noh attended a training last month to better prepare for the revisit. More information will be forthcoming as the date approaches.

4. Student Council Report - Eddie McDonald reporting:

- Tomorrow the Council will hold a "Spooktacular" dance for grades 4-6 in the cafeteria from 6:00-8:00 pm with Halloween theme and decorations. Costumes

optional. Pizza, drinks, snacks, glow in the dark fangs, Halloween tattoos, glow sticks, and face painting will be for sale. Proceeds will help Miss Kristi buy art supplies for her trip to an orphanage in Africa.

- Today, Student Council members acted as MCs for the First Quarter awards assembly. Student Council has also been asked by PTSA to help with the Haunted Cafeteria at the Harvest Moon Festival as guides, actors and behind-the-scenes workers.
- Upcoming events: Spirit Week and Canned Food Drive for St. Anthony's Food Bank.

5. PTSA Report - Regarding GB sponsorship of the PTSA.

- Lanikai School's Harvest Moon Festival is on Saturday, October 27 from 5-9pm. Open to the community, the event promises to be filled with family fun including carnival games, "Creepy Cafeteria," a hay ride around campus, pumpkin walk & drum circle around the banyan tree, trunk of treat from Mini Cooper cars, a photo booth and local food vendors. The event concept is to appeal to younger children while incorporating ideas and involvement from Student Council leaders.
- Upcoming fundraisers include Christmas tree & wreath sales (October 22 order deadline) and "Original Works" gift items that are custom-printed with student artwork (order deadline November 2 for holiday delivery). Lanikai School is urging families to register for the Keiki Run on February 16, 2013, to promote family fitness and support the school. 100% of race entry fees are donated to the school indicated at time of registration.
- The PTSA Board adopted the following resolution and has called a special meeting of the membership on Tuesday, November 13 at 7:30pm to vote on the issue. This information was also presented at the October 17 Lanikai staff meeting.

Resolution to Cease Operations of Lanikai Elementary PTSA

October 9, 2012

Whereas, the Lanikai Elementary PTSA lost its tax-exempt status in November 2011 due to three consecutive years of non-filing and additional research revealed that the entity is not incorporated in the State of Hawai'i nor does it solely own its EIN, the Lanikai PTSA Board of Directors hereby recommends that the PTSA entity ceases operations under its current organizational structure and voluntarily ends its relationship with the state and national PTA. Be it resolved, that a new parent, teacher, student organization will be formed as a domestic non-profit corporation under the laws of the state of Hawai'i with Lanikai Elementary PCS as its fiscal sponsor and thus not subject to Hawaii general excise tax.

- A proposal for the Lanikai School Governing Board to act as a fiscal sponsor for the PTSA was discussed with PTSA president Marnie Ackerman and Kristin Cleveland. The following motion was moved by Phil Whitesell, seconded by Todd Cullison, and adopted by the Governing Board; this action will allow the PTSA to move forward with its reorganization plans at its November 13 meeting.

- Moved: That Lanikai School act as a fiscal sponsor to the Lanikai School parent-teacher organization, an organization that is in the process of forming and being named and will seek to incorporate as a domestic non-profit corporation under the laws of the State of Hawaii, pursuant to the Fiscal Sponsorship Agreement presented at this meeting. By passing this motion, the GB authorizes the school director and the board president to sign the Fiscal Sponsorship Agreement on behalf of the school.

6. Finance Committee report - Mr. Cullison reporting:

- LEPCS Finance Committee Meeting, Monday, 10-17-12, 4:05 pm. Present: Kristin Cleveland, Ed Noh, Callie Stevens, Tim Dietrich and Todd Cullison.
- A decision was made to hold future committee meetings at 4:00 pm on the day of the regular scheduled board meeting.
- October 15th student enrollment was 343, bringing in \$17,000 more than originally budgeted.
- Ms. Stevens expects an on-site audit will begin the week of Oct. 22. It's anticipated this will not take more than a week.
- Mr. Noh led a discussion regarding the computer lease and buyback. LEPCS received a check for \$19,000 as part of the buy back program from a third party vendor for the old computers. Unexpectedly, the school also received an invoice for \$23,000 from Apple for leasing new computers. This expense was not budgeted for in the current 2012-13 budget. Some funds from the \$19,000 received as part of the buyback have already been spent. As a result, it is estimated that about \$8,000 will have to be paid for the new lease. Apple is working with LEPCS to clarify the lease program in order to allow for better budgeting in the future.
- Mr. Noh presented several options including moving line items around within the budget and using reserves. It was agreed to work with the development committee on the possibilities of incorporating this into part of the fundraising for the 2012-13 school year. The group did not reach a decision, however members agreed to deal with the situation as quickly as possible.
- Following the meeting, an e-mail discussion took place regarding replacing bake sale funds with funding received from the additional \$17,000 in the school budget. This would be a total of approximately \$200/class for a total of \$3,000 in funding.

7. Lanikai School Mission - Mr. Noh reported:

Lorna Gomes, Vicky Villegas and Kristin Garcia met on Friday, October 19, 2012 to finalize the process for developing a mission statement. This process began at the end of last year through the efforts of GG Weisenfeld and was then taken up by Mr. Noh and the committee of staff members. Compiling all the data from the staff, the Strategic Planning Committee (SPC) was able to draft a mission statement as well as some short term and long term goals. The overall idea of the SPC was to help define our mission as a school as well as offer a guide for all future fundraising and development opportunities. The SPC used the Framework for 21st Century Learning to help guide the process so that we are addressing student success in our new global economy. Throughout all our discussions, the SPC was adamant that we keep our focus on the whole child and continue our support of the arts.

In fact, a grand vision to design and develop a performing arts center on our campus became a focal point of our conversation (more details to come!).

8. Hawaii CSAO Town Hall Meeting

On October 30, Ed Noh and Phil Whitesell attended a day-long conference conducted by the CSAO/Charter School Commission regarding the requirements and implications of ACT 130. Following that meeting and based upon CSAO guidance and on the provisions of Act 130, Dr. Whitesell has drafted a revision of the Lanikai School bylaws. The draft has been forwarded to governing board members for their review and suggestions. A final draft will be forwarded to the GB prior to the Nov. 28 board meeting for adoption at that time.

9. Director Evaluation Process:

GG Weisenfeld will gather a representative from each of the following: parents, teachers, students, and board. Judy Pao will represent students. Dr. Weisenfeld will email Ms. Ackerman, Ms. Pao, and Mr. Mizuno, who agreed to serve, and anyone else who is interested in meeting to discuss the director review process. This group will meet prior to the next board meeting to develop a timeline and procedure for evaluating the Director. They will review previous efforts made by the school in evaluating previous directors/principals.

10. School Website: Director Noh agreed to undertake revising and updating the GB section of the LS website. He will work with Callie Stevens.

11. Adjournment to closed session.

Next meeting: Wednesday, November 28, 6:00

Cj Baehr, Scribe

Be it resolved that:

Lanikai School act as a fiscal sponsor to the Lanikai School parent-teacher organization, an organization that is in the process of forming and being named and will seek to incorporate as a domestic non-profit corporation under the laws of the State of Hawaii, pursuant to the Fiscal Sponsorship Agreement presented at this meeting. By passing this motion, the GB authorizes the school director and the board president to sign the Fiscal Sponsorship Agreement on behalf of the school.