

**Lanikai Elementary PCS
Minutes of Board Meeting, April 20, 2011**

Board Members present:

Jake Hinz - Treasurer, Parent
Phil Whitesell - Vice-Pres, Community
Paul Vierling - Community
Ann Pederson - Secretary, Interim Administrator
Addy Davis - Representing the Student Council

Staff/Community members present:

Cj Baehr, Missy Odom,
Lisa Kreitzer, Jamie Higgins
Espie Chapman, Janny Gibson

Members Absent: Vicky Villegas - Teacher
Louis Saint-Cyr - President

1. Call to Order: Dr. Whitesell called the meeting to order at 6: 44 PM.

2. Approval of Minutes: Mr. Hinz moved, Mrs. Pederson seconded approval of the March minutes as posted. Unanimous approval.

3. Student Council Report:

Addy Davis gave a report listing activities the Student Council has carried out during the school year, including the two most recent charitable activities:

- Classrooms collected canned food in the statewide drive; those collecting the most were Miss Morton's kindergarten class and Mrs. O'Neill's fourth grade class.
- The Pennies for Patients drive netted \$2,683 for children suffering from leukemia.

4. Community Input: Janny Gibson reported for the PTSA.

- Plans for the Concert Under the Stars are afoot and musicians have been secured. After several changes, the date and time has been set for Saturday evening, May 14, 5:00 to 10:00 PM. There will be a silent auction and an art gallery showing that evening. Pre-sale tickets are \$20 per adult and \$10 for children. All Concert information is available on the Concert flyer shown on the PTSA website link under Useful Resources on the school website.
- The final PTSA meeting of this academic year will be held on Thursday, May 12, and the new board of PTSA directors will be in place by then with the plans/calendar for next year. Mrs. Gibson and the new Vice President of the PTSA plan to attend all statewide and national PTSA meetings.
- A question was raised about reduction in staffing at the primary level. The explanation lies in the reduction of the three kindergarten classes enrolled this year to two first grade classes as they move up to first grade next year.

5. Update on Recruitment of new School Administrator:

Dr. Whitesell reported that the Search Committee has finished all interviews. Interested parents and staff met with the final two candidates and provided input for consideration in

the final decision. Negotiations are now underway between the board and the finalist. The board hopes that all pending matters will be settled by early May and the name of the new School Director can be announced then. The board wishes to thank all parents and staff who participated in this process, as their opinions were quite valuable in reaching the final decision.

6. Board Update: Elections Committee:

Dr. Whitesell reminded board members that two new members must be selected for the 2011-2012 Lanikai School Board of Directors. The Elections Committee put out a request for nominations for one of the two slots to represent parents, but the response has been very limited. Mrs. Gibson said the matter will be brought to parents' attention at the PTSA meeting tomorrow.

7. Board Update:

- **Appointment of Community Member** - The second Board of Directors slot will be decided by sitting Board members, as specified in the By-Laws, to fill the slot being vacated by Mr. Vierling, whose term ends in August 2011. A conversation ensued regarding the need to determine the qualifications the board needs in order to carry out its duties, particularly its fiduciary responsibilities, so that a targeted search may be conducted for well-qualified candidates. This matter may be explored further in closed meeting.
- **Decision Matrix** - Mr. Whitesell reminded the board that they have not yet dealt with the Decision Matrix submitted by the staff at the suggestion of our Synergy consultants. Noting that he had previously emailed the following motion and matrix to board members, Whitesell moved and Mrs. Pederson seconded that the Board defer action on the proposed decision making matrix of Dec. 29, 2010, pending review by the incoming school director. The Board commends the hours of intense planning devoted by teachers, staff, and administration to developing the draft matrix. Unanimously approved.

8. Administrator's Report: Ann Pederson reported.

- The photo-voltaic panels are being installed and the project should be complete by the end of the month. The Adon crew is particularly diligent and respectful and has made every effort to keep intrusive noise at the lowest level possible. When the system begins to provide power, a monitor will allow students to see how much power is being generated and how much we are using at that moment. A ceremony will be planned to commemorate the switch to solar power.
- Lotteries have been held for Junior Kindergarten, Kindergarten, and second grade, and letters have gone out to all families involved. If all 22 GE students accepted actually enroll, the student count will be 350. As of this date, we still have spaces in 4th and 5th grades.
- We are fortunate to have the help of Peter Lonoae'a in our preparation for the May Day celebration. This will be the first traditional Hawaiian May Day ceremony on this campus in many years.

- Parker Sawyer sent the good news that three students in the sixth grade Technology & Science Star (enrichment) Group, won first prize and \$1000 each in a statewide division that is part of a national contest. All three—Philip Antonio, Andrew Lee, and Ryan Johnson—will participate at the national level.

9. Enrollment Committee Report: Included in Mrs. Pederson’s Administrative Report.

10. Facilities Committee:

Jaime Higgins reported that this has been a good year and thanked Jake Hinz for his support in working with the committee on facilities projects, in particular the photovoltaic power project. A solution seems to have been found for the awning over the lunch areas for the primary grades that will not be classified as a permanent fixture that requires a building permit. She needs to get approval from the PTA and find out if Lowes (who provided the grant dollars) can be the vendor for a hand-crank awning. She suggested that, at the very least, we should provide a media thank-you to Lowes for the initial grant.

11. Health & Safety Committee: No report from the committee, however Mrs. Pederson moved and Mr. Hinz seconded that Missy Odom be added to the membership of the H&S Committee. Unanimous approval.

12. Policy Committee: Dr. Whitesell moved and Mr. Hinz seconded that discussion and decisions about a school uniform be deferred until the new School Administrator is in place. Unanimously approved.

13. Strategic Planning Committee: No report

14. Finance Committee:

Mr. Hinz reported that the Committee met on April 12.

- SY10-11 Actuals Actual income and expenses were examined with no significant deviation from expected budget items.
- SY11-12 Preliminary Budget The Finance Committee, in coordination with the Acting Administrator, is putting the final touches on the SY11-12 budget and will submit it to the Board for approval in May. CSAO has a May deadline for submission of final budgets. Due to the pending selection of a new school executive, the Finance Committee considered recommending a delay in finalizing the budget proposal to allow that individual the opportunity to provide input on the budget, but that opportunity is afforded to the new school executive in the October Budget Update based on actual school population.
- Financial Reporting The Finance Committee will be producing new GAAP standard financial reports rather than separate Microsoft Excel spreadsheets for budgeting and financial oversight reporting. This decision better aligns the school with the requirements of CSRP and CSAO, significantly reduces the workload of the Lanikai front office staff, and increases the amount of transparency in the Lanikai budget process.
- CIP Solar Project To date, given the project’s “on-time” status, Lanikai expects to

expend the final 30% balance remaining on the solar project during this fiscal year.

15. Adjournment: Meeting was adjourned at 7:46 PM and members went into closed session.

In closed session the Board voted to accept a recommendation by the Attorney General's office regarding a personnel matter.

Be it further resolved that:

- the Board defer action on the proposed decision making matrix of Dec. 29, 2010 (attached), pending review by the incoming school director. The Board commends the hours of intense planning devoted by teachers, staff, and administration to developing the draft matrix.
- Missy Odom be added to the membership of the Health and Safety Committee;
- the Board defer its charge to the Policy Committee to develop a policy on school uniforms pending the appointment of the incoming school director.

NEXT MEETING: Wednesday, May 18, 6:30

Respectfully submitted by Cj Baehr, Scribe.