

# Lanikai Elementary PCS

## Minutes of Board Meeting, February 17, 2010

### Board Members present:

Louis Saint-Cyr, President  
Vicky Villegas - Teacher  
David Saucedo - Principal  
Phil Whitesell - Vice-President, Community  
Paul Vierling, Community  
Jake Hinz, Treasurer, Parent

### Community members present:

Jaime Higgins      Scott Ritchie  
Clarke Fremgen      Mark Ferri

### Board Members Absent

Ann Pederson - Secretary, Staff  
Nora Viarnes - Student Council President

1. **Call to Order:** The meeting was convened by the Board President at 6:36 PM.
2. **Approval of Minutes:** Minutes for the January 20 meeting were approved.
3. **Student Council Report:** none given
4. **Community Input:** No Community Input
5. **Principal's Report:**
  - **Enrollment:** Currently 332 students enrolled; The survey for re-enrollment of GE students is out now and all responses are due next week. Louis Saint-Cyr suggested we advertise "No Furlough Fridays" for next year. As it turns out, we already have two such signs made. One is currently exhibited on the board at the intersection of Alala Road and Kawaihoa.
  - **Work begun on Action Plan:** Last Friday (2/12/2010) was a teacher PC Day (Planning & Collaboration). The staff met with our Synergy consultants to review details in Synergy's proposed action plan and begin combining it with items in the plan the staff had developed for WASC.
  - **Curriculum alignment:** Mr. Saucedo has completed the process of meeting with each grade level for 2 hours to work on horizontal curriculum alignment. Subs were brought in as needed to free the teachers' time.
6. **Enrollment Committee Report.:** no report made
7. **Facilities Committee:** Jaime Higgins, Chair, reported.
  - **3Rs grant:** No word has been received yet on whether the requested grant for about \$50,000 has been approved.
  - **Shade cover project:** No change since last month. All steps have been to get our permit for the new shade cover project. We are still waiting for the permit to be approved as the school grounds fall under the historic preservation laws.
  - **Solar-voltaic project:** Four bids have been submitted from solar-voltaic companies. The most savings would be to find a person(s) or entity to buy the

system outright for LEPCS. Next best would be a “joint venture.” The last option, but also a good money saver, would be to enter into a PPA contract. Two of these bids (Sunetric & Green Vision) offer joint ventures that could save us an estimated \$1.037K over 20 years. The committee recommends and board agrees that we move forward on these offers with the caveat that during the time we review, meet with the vendors, and draw up the contracts, the board begins immediately to reach out to the community through the website, newsletter, press release, etc. to seek an outright donation. The committee feels that we should have a signed contract within 90 days.

**8. Health & Safety Committee Report:** Phil Whitesell presented the report for the Committee.

- **Dogs on campus/Insurance:** Dr Whitesell read: “We are currently waiting for information from the A.G. on insurance policy coverage relating to dogs on campus. Pending the outcome of this inquiry, the policy made need additional revisions.”
- **Action Item:** The board charged Mr. Saucedo with following up with the H&S Committee and/or AG’s Office regarding regulation of and insurance related to the presence of dogs on school campuses.
- **Report returned to Committee:** After some discussion, the board decided that all Items listed were a newer version of those sent to the board in January and are administrative in nature, not appropriate for board management. They are returned to the committee for submission to the principal as recommendations.
- **Lock down:** Mr. Saucedo reported that the February 11 lock-down drill went well.

**9. Policy Committee:** No report. At this point parents present brought up two items:

- **Automobile traffic on campus:** The board reiterated the administrative nature of the situation and advised parents to take these concerns to the principal.
- **Sex education at Lanikai:** Mr. Saucedo explained that in previous years a program had been presented to upper grades by Castle Hospital. Castle has discontinued that program. Presently we follow the curriculum as outlined in Hawaii Content and Performance Standards through grade six. Sex Education is taught in Middle School in accordance with state standards.

**10. Strategic Planning Committee Report:** Cj Baehr reviewed details of imminent WASC visit. Report is attached.

**11. Finance Committee Report:** The committee report is attached. Highlights follow:

- The budget is executing at or below projected levels and may have little or no deficit at year end.
- Through CSAO, Lanikai has requested use of stimulus funds for some of its payroll, programs and initiatives.
- AG office indicates that ‘per pupil’ funds may be used toward purchase or installation of a solar photovoltaic system.
- Important definitions:

- a. Emergency/Contingency Funds are set aside to aide in the recovery of a significant emergency or catastrophe”
- b. Carry-over Funds include the CSAO recommended 20% for fiscal year “start-up” costs in addition to unexpended funds for use in, and strategic investment towards, increasing academic achievement and capital improvements.”

Following review of the report, the board discussed whether it should send an email blast to parents asking them to contact their House and Senate representatives regarding the need for “at-par funding” allocations for charter schools. We would provide information and the correct federal language. Some suggested that this action is more appropriately handled by the CSAO as at the current budgeting level, several charter schools may go out of business.

**Action Item:** The board charged the principal with providing parents with information and a request to contact legislators regarding “at-par funding” of charter schools.

Members further discussed the numbers of positions funded for the current year and Mr. Saint-Cyr suggested that staff recommendations be given to the board for the positions required for next year.

**12. Board Liaison Committee:** No report from the chair, however one parent expressed dissatisfaction with the recent NED project (“Never give up, Encourage others, Do your best) and the resulting yo-yo sale and how it was monitored on-campus.

Janny Gibson, Committee chair, asked regarding the status of the initiatives for fundraising. Discussion followed about how to phrase requests, whether in specific or general terms. It was suggested that we remain fairly general so funds can be applied as needed; for example, “Utilities goal of \$65,000” rather than in more specific categories.

**13. Adjournment:** The meeting was adjourned at 7:45.

Next meeting on March 17. **(Note: Date later changed to March 24.)**

Respectfully Submitted: Ann Pederson, Secretary    Jaime Higgins & Cj Baehr, Scribes

**ACTION ITEMS:**

- The board charged Mr. Saucedo with following up with the H&S Committee and/or AG’s Office regarding regulation of and insurance related to the presence of dogs on school campuses..
- The board charged the principal with providing parents with information and a request to contact legislators regarding “at-par funding” of charter schools.

**Attachments:** Reports from Facilities, Finance, and Strategic Planning Committees

**Facilities Committee report on Solar-voltaic project:**

**Ad Hoc Solar Committee 2/17/2010**

Committee Members: Jaime Higgins, Jake Hinz, Paul Vierling

Upon review of the different offers from the 4 solar companies that opted to bid on the photo voltaic project for LEPCS, the committee recommends the following in consecutive order:

1. The most savings for LEPCS would be to find a person(s) or entity that would buy the system outright for LEPCS. This would mean commitment from the board to go out into the community and seek out this person(s)/entity. In a 20 year period this could save LEPCS an estimated \$1.37MM.
2. The next best choice would be a "joint venture". The board would need to go out in the community and find a person(s) or entity that has the tax appetite for the State and Federal tax rebates and depreciation benefits (MACRS). The person(s)/entity would initially put most of the money up front for the project to get some of it returned to them during the next 5-6 years with some additional tax benefits. LEPCS would invest the balance of the money between the cost of the system and the rebates and depreciation. The system would be donated to LEPCS after the 5-10 year term to recoup the money. Estimated 20 year savings \$1.037k.
3. Last option, but also a good money saver, would be to enter into a PPA contract. In a 20 year period this could save LEPCS an estimated \$808K.

**Final Recommendation:**

Currently we have two joint venture offers which in a 20 year period could save LEPCS an estimated \$1.037K. We recommend moving forward on these offers with the caveat that during the time we review, meet with the vendors and draw up the contracts the board reaches out to the community to see if we have the opportunity to find an outright donation.

Given the current economic conditions – the recession, the latest solar developments and the fact that LEPCS needs to find new ways to make the budgets meet our financial requirements we feel that we should have a signed contract within 90 days if possible.

## Finance Committee Report for Lanikai Elementary School Board, February 17, 2010

1. A meeting of the Finance Committee was held on February 09, 2010.  
Present: Jake Hinz, Chair, David Saucedo, Principal, Joanne Walton, Bookkeeping  
No Community Members were in attendance.
2. The committee discussed the end of month (as of January 31, 2010) budget execution:
  - a. Lanikai has received full funding from CSAO for the fiscal year. (State 'per pupil,' Federal Impact Aid, and Federal Stimulus)
  - b. "Other Income" to date has reached 100% of the projected income.
  - c. No unexpected or unbudgeted expenses arose for this month.
  - d. The budget is executing at or below projected levels and is projected to have little or no deficit at year end. This is attributed in large measure to the Federal Stimulus Funds and active cost saving measures enacted by Principal Saucedo and the Board over the past year.
3. CSAO CFO, Mr. Roberts had a meeting with Principals and provided some outlook for financial conditions for SY2010-2011. Preliminary budgets and 3 year projections will apply this information as they are prepared for the Board to consider at the March Local School Board meeting.
4. CSAO has engaged the application process to receive more American Recovery and Reinvestment Act funds and Lanikai Elementary PCS has provided inputs and requests to fund some of its payroll, programs and initiatives. Future budgeting and accounting efforts will require additional detail as many of the federal funds are restricted in their use. Lanikai will initiate these efforts in the SY 2010-2011 budget.
5. Early consultation with the Attorney General's office has indicated that State 'per pupil' funds provided to Lanikai may be used toward purchase or installation of a solar photovoltaic system to provide power for the benefit of the school. Any future contract requiring Lanikai investment should be vetted with the AG.
6. Emergency/Contingency Fund Policy: To eliminate future confusion over the intent and purpose of cash accounts indicated on budget documents, the Finance Committee would like to announce the following budgetary line item definitions:
  - a. Emergency/Contingency Funds: "Funds set aside to aide in the recovery of a significant emergency or catastrophe"
  - b. Carry-over Funds: "These funds include the CSAO recommended 20% for fiscal year "start-up" costs in addition to unexpended funds for use in, and strategic investment towards, increasing academic achievement and capital improvements."

**Report to Board  
Strategic Planning Committee  
February 17, 2010**

RE: Final step for our initial WASC Self-Study

The WASC visiting committee will arrive on campus at noon on Monday, Feb 22.

- Janet Torentino, Assistant Superintendent, Sierra Madre, CA, Chair of the Visiting Committee
- Mr. Dale Castro, Principal, Mililani Waena Elementary
- Carolyn Flood, School Renewal Specialist, retired
- Dr. Florentina Smith, Principal, August Aherns Elementary

Your meeting with them is scheduled for Tuesday evening at 6:00. Supper will be served promptly in the library. Before then, please read the entire WASC Self-Study that I provided to you on CD.

Our guests will expect you to be familiar with the Western Association for Schools and Colleges and its parent organization, the Accrediting Commission for Schools. We have been granted status as a “candidate for accreditation. “You can find more information at < <http://www.acswasc.org/>>. Here is a short section from that site:

*Candidate for accreditation is a status of affiliation indicating that an institution has achieved initial recognition and is progressing toward, but does not assume, accreditation.... The institution must provide evidence of sound planning, provide evidence of resources to implement these plans, and appear to have the potential for attaining its goals within a reasonable time. A candidate school is required to submit an annual report and is expected to apply for full accreditation by the third year of candidacy. Candidacy status shall expire at the end of three years.*

Most of the conversation will focus on questions from our guests. My guess is that most of their questions to you will be based upon material in three sections of our Self-Study report:

- Section IV. A. Organization for Learning,
- Section IV. D. Resources, and possibly
- Chapter V, our Action Plan. (The staff feels that lack of planning has been our greatest weakness and this list of projected actions is just a beginning. It is not complete.)

At the request of the Committee Chair, we have scheduled only one evening at school. This means the parents will also come on Tuesday evening. They are invited to come at 6:45, leaving only 45 minutes for the private board discussion. Some parents who have been particularly helpful and are most aware of what goes on at school have been asked to join us, though the invitation will go out to all parents through the newsletter and website.

After the WASC Committee leaves, they will recommend to the WASC Commissioners a period of accreditation for the school—usually three years. The Commissioners will meet in the summer to review that recommendation and decide upon our term. Each year we will send an annual report to WASC for review, and in the last year of our term, we will conduct another full Self-Study.

The four-day schedule for the Visiting Committee follows on the next two pages.

**Lanikai Elementary School**  
Western Association of Schools and Colleges  
Accreditation Visit  
Visitation Schedule February 22-25, 2010

**Monday, 2/22/10**

- 12:00 Visiting Committee arrives; campus tour; lunch in trailer #1. See map.
- 2:30 Visiting Committee (VC) meets with David Saucedo (principal), Cj Baehr (Special Projects Coordinator), April Taylor (Language Arts teacher 5/6 and Self-Study Coordinator), and other Leadership Team members (Roni Willkie, Barb VanDerKamp, Joanna O'Neill). In Library.
- 4:30 (or earlier if ready...) VC meets in trailer #1 to begin discussion, planning

**Tuesday, 2/23/10**

- 7:55 School Assembly (at this time every morning)
- 8:00 VC meets and then begins gathering of evidence with morning circles, class/program observations, interviews, and examination of student work
- 11:30-12:15 VC lunch with Student Council in Library
- 12:30 VC meets in Trailer #1
- 1:00-2:10 Gathering of evidence continues, class/program observations, interviews, and examination of student work
- 2:15-2:30 VC meets with Leadership Team in Library before focus group meetings
- 2:30-4:00 VC meets with two Focus Groups in Library -- Organization & Resources
- 4:00 VC meets until time to have dinner with the board.
- 6:00-6:45 VC dinner and meeting with board in Library
- 6:45-8:00 Parents join Board and VC in Library, end when appropriate.

### **Wednesday, 2/23/10**

- 7:55 School Assembly
- 8:00-8:15 VC visits morning circles in classrooms or meets with David Saucedo
- 8:15-8:45 VC meets with Jady Kamahale & support staff members who are available - Library (Teachers, please try to make your EAs available.)
- 8:45 Meet with Counselor, Julie Halpern
- 9:15 Gathering of evidence continues, observations, interviews, and etc.
- 11:30- 12:10 VC meets with Leadership Team & GLC for lunch in Library
- 12:15 VC meets with office staff and health aide in the office.
- 12:45 VC continues gathering evidence and report update
- 1:30 to 3:00 Other two Focus Group Meetings: Curriculum, Instruction, and Assessment  
[Students leave at 1:10 today.](#)
- As needed VC Meeting

### **Thursday 2/25/10**

- 8:00 Meeting with Leadership Team as needed
- 8:30 VC Chair Meeting with Principal and others as needed
- 8:30 VC completes committee report draft
- 12:00 Lunch with Leadership Team to discuss report and Action Plan elements.
- 1:00 VC revises draft report as necessary and completes all paperwork
- 2:30 Report out to school community in Library.
- 4:00 Team leaves principal with a copy of the report