

**Lanikai Elementary PCS  
Minutes of Board Meeting, January 19, 2011**

**Board Members present:**

Louis Saint-Cyr - President  
Jake Hinz - Treasurer, Parent  
Phil Whitesell - Vice-Pres, Community  
Paul Vierling - Community  
Ann Pederson - Secretary, Interim Administrator  
Vicky Villegas - Teacher

**Staff/Community members present:**

Cj Baehr

- 1. Call to order:** Mr. Saint-Cyr called the meeting to order at 6:35 PM.
- 2. Approval of Minutes:** Unanimous approval of December 14 minutes as posted
- 3. Student Council Report:** No report
- 4. Community Input:** No input
- 5. Board Updates/ Old Business:** Recruitment of new Administrator
  - Mr. Saint Cyr, Committee Chair, announced that he has signed a contract with Carney, Sandoe & Associates (CSA), a national educational search firm based in Boston. The Board has hired Barry Rowland, an associate of CSA, to conduct and manage the search process. All proceedings are confidential to protect the identity of candidates.
  - The final position announcement has been posted locally on the school website, the CSAO website, and the Hawaii Association of Independent Schools website. It is also being posted on the CSA website and various other charter school sites nationally.
  - Members of the Search Committee are asked to recommend how the focus groups might best be used.
  - Much work of the Search Committee will be conducted electronically as time for meetings is limited and hard to schedule. Dr. Whitesell is the information point-of-contact.

Mr. Hinz suggested that the complete schedule for the process be posted, including Mr. Rowland's visit(s) to the school. He pointed out that Mr. Rowland was hired to manage the process and we will let him lead, but the individuals strengths of the Committee members should be utilized.
- 6. Administrator's Report:** Ann Pederson reported.
  - The Synergy staff spent all day Tuesday with school staff. They posted a summary of their most previous report and discussed their current findings. They covered several points including the following:
    - How are we doing? About the same, though there are some improvements.

- We have many programs available to “fix” problems but are not using them well
- We are an “effective” school, but not yet “highly effective.”
- As for curriculum/instruction, we need to increase intellectual rigor!

Board discussion included statements that we need more self-directed improvement, strong leadership to move us forward, more time in the classroom for core academic work with the students, and high expectations for staff and student achievement. Members agreed that it will be most important to see that the new administrator receives the material from Synergy as soon as possible.

- Though the financial outlook at the CSAO and legislative level agree that the worst years are behind us, there is a high probability that funding for Junior Kindergarten classes will be withdrawn. As of now, we anticipate that there will be no JK and 2 class groups at every other grade level at Lanikai next year.
- A request for teachers to submit letters of intent to return next year was sent out last week. Responses are due by Friday, January 21.

**7. Enrollment Committee Report:** Ann Pederson reported. The committee met on January 11 and reviewed the administrative procedures. At that meeting recommendations were made for changes in several items, which Board members briefly discussed:

- if or where to list the information on optimum class size that had been part of enrollment documents in earlier years;
- making clear that exceptions to proof of residency may be granted by school administrator in consultation with the Enrollment Committee;
- clarification of acceptance of geographic exceptions after the October 15 count date;
- revocation of a GE based on number of times tardy.

After suggesting some further changes board members noted that the enrollment process and guidelines are an administrative matter and that the committee will should present the procedures with suggested changes to the new administrator as their recommendation.

**8. Facilities Committee:**

- Mr. Saint-Cyr signed the acceptance of proposal to install a photo voltaic system for Lanikai School for the notice to proceed. We are now waiting for the AG to review and approve the contract. Notice to proceed will become effective once AG approves contract.
- Regarding the awnings for covering lunch areas, more than 6 months ago a required check for \$100 was sent by the PTA to the appropriate State office. The check was never recorded or cashed and has reportedly been a cause of delays in getting the awnings installed. The PTA has cancelled the old check and issued a new one.

**9. Health & Safety Committee:** No report

**10. Policy Committee:** No report

**11. Strategic Planning Committee:** No report

**12. Finance Committee:** Mr. Hinz reported.

- Actuals - Actual income and expenses were examined with only one notable item, the expenses required to prepay the 4th Grade Big Island trip expenses.
- CIP Funds are awaiting contract review by the AG and final signature to place the down payment.
- The Finance Committee is preparing budget proposals for the 2011-2012 school year. That will likely be presented to the board in FEB for comment.
- Mr. Saint-Cyr reported the possibility of an agreement with Hilo Hattie to advertise the school with logo/name on a variety of items to be sold in the Hilo Hattie stores.

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

No significant actions
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**NEXT MEETING: Wednesday February 16, 6:30**

**NOTICE**

**As the March meeting would fall during the spring break, that meeting will be held instead on MONDAY, March 21, 6:00 - 7:30.**

Respectfully submitted by Cj Baehr, Scribe.