

**Lanikai Elementary PCS  
Minutes of Board Meeting, March 21, 2011**

**Board Members present:**

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

**Staff/Community members present:**

Cj Baehr                      Janny Gibson  
Espie Chapman              Jennifer Medeiros

**Board Members Absent:** Paul Vierling - Community

**1. Call to order:** Mr. Saint-Cyr called the meeting to order at 6:08 P.M. in the Art Portable.

**2. Approval of Minutes:** Unanimous approval of February 16 minutes as posted

**3. Student Council Report:** No report

**4. Community Input:** No input

**5. Recruitment of new School Director**

Dr. Whitesell reported that Barry Rowland, our consultant, has arrived and today met with a parent group in the morning and is meeting with a second parent group concurrently with this board meeting. He also met with staff this afternoon and will meet with the Search Committee following this board meeting. The Committee will meet four candidates tomorrow, Tuesday, as Mr. Rowland interviews them via Skype. Two local candidates will be interviewed after school on Wednesday. After those six interviews, the Committee will select two or three finalists and contact them to visit the school, probably in April, so that by May we will have finished this selection process.

**6. Report on Election Committee**

Dr. Whitesell reported that three people are nominated to comprise the Elections Committee, in accordance with the new policy regarding elections for Board of Directors. Those members are Callie Stevens for the staff, Kristin Garcia for faculty, and Jamie Mather for parents. All three reviewed the procedure for elections posted on the school website before agreeing to serve. Dr. Whitesell moved their approval, Jake Hinz seconded, and the three were unanimously approved. Dr. Whitesell will meet with them to answer questions, but after that they will direct the process and notify voters of dates, nominations, etc.

**7. Report on Collective Bargaining**

Louis Saint-Cyr brought two issues to the board's attention:

- One concerns inclusion of additional school hours either by extending the school year to the end of June or by extending the length of each school day. Both one-hour and half-hour extensions have been discussed. Any extension, if adopted, would not be implemented for at least another year and might be a pilot to begin with.
- The other issue concerns the school's teacher evaluation process.

## **8. Report on Hilo Hattie**

Louis Saint-Cyr reported that the board is currently reviewing terms of a contract with Hilo Hattie to produce and distribute Lanikai Elementary School merchandise.

## **9. Administrator's Report** Ann Pederson reported the following items:

The photovoltaic (PV) installation started last week during spring break. Delivery of some supplies has been delayed because of the situation in Japan. Those items are now due to arrive by March 28. Some drilling will be carried out on the A Building on Friday the 25<sup>th</sup>, a school holiday. Mrs. Pederson has requested teachers to integrate solar power into their instruction and make students aware of the information on the school's website regarding the new solar equipment.

2011-2012 budget draft - The draft budget presented at the February board meeting reflected two kindergartens and two first grade classes, one special education teacher, one special education EA, and no instructor for Hawaiian Studies. The DOE will provide one each special education teacher and EA, and Hawaiian Studies will be integrated by core teachers.

WASC activities are being continued by classroom teachers as required by the Action Plan for this year's focus on math with documentation of beginning and ending achievement scores. A brief discussion followed regarding how we will know if we are ready to move ahead with a focus on a new goal.

The Adopt a School relationship with the Kaneohe Marine Base has brought \$3700 to the school in a grant that must be spent by June 1 and must be expended in a way that will benefit all students.

The SY 2011-2012 DOE calendar may be revised to include only one P.C. day and only one Teacher Day. Other days usually assigned to those activities may be required instructional days.

Information regarding prevention and treatment for severe allergies will be disseminated to teachers by the Health Aide this week.

## **10. Enrollment Committee Report**

Vicky Villegas reported that the Enrollment Committee met on March 10. Enrollment figures on that day projected 349 students for next year. Grades 1 and 6 are closed to Geographic Exceptions. There will be lotteries for grades K and 2. Our own "optimal" size for grades K and 1 is 22 students. For 2<sup>nd</sup> grade it is 24; for grades 3, 4, 5, and 6 it is 26. A suggestion was made that we ask the PTA to publicize the information that we are still accepting students for grades 2, 3, 4, and 5.

A question was raised regarding how the presence of an EA affects the student/teacher ratio and the definition of our optimal size.

**11. Facilities Committee Report:** No report

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

**13. Policy Committee:** No report

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

**15. Finance Committee:** Mr. Hinz reported that the Lanikai School Finance Committee met on March 02, 2011.

Actuals. Actual income and expenses were examined with only one notable item: Lanikai received its Federal & DoD IMPACT aid in the amount of \$65,000 which is \$30,000 less than SY09-10. At a continued burn rate of \$230,000 per month, Lanikai will end the year at a deficit of \$100,000-200,000 depending on receipt of the remaining Per Pupil balance and revolving income collections. Most likely deficit will be closer to \$100,000.

SY11-12 Preliminary Budget. School administration has taken the board-approved preliminary budget and is analyzing payroll and other line items in much greater detail to present a final budget proposal for board approval prior to the end of this school year. Updates based on actual per pupil, and the new school director's desires will be presented by OCT 2011.

SY2009-2010 Financial Audit. Lanikai received the final audit for our SY09-10 finances with no material deficiencies noted. The Finance Committee reviewed the findings and concurred with the recommendations of the auditors, all of which are being implemented or were already corrected for this school year.

Mr. Hinz also explained that upon completion of the PV installation and full operational status, Lanikai will have an agreement in place to sell excess power generated by the system back to HECO for a credit against future power needed from HECO.

**16. A report from the PTSA** was added to the agenda at the last minute. Janny Gibson reported that there is no decision as to whether the usual PTSA Concert Under the Stars will be presented this spring. Board members suggested that perhaps the concert be postponed until early fall and double as a welcome party for the new School Director. Mrs. Gibson will discuss this idea with PTSA officers.

**Adjournment:** Meeting was adjourned at 7:00 PM and members went into closed session.

Be it resolved that: Members of the Election Committee are Callie Stevens for the staff, Kristin Garcia for faculty, and Jamie Mather for parents.
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Respectfully Submitted by Cj Baehr, Scribe