

Lanikai Elementary PCS

Minutes of Board Meeting, March 24, 2010

Board Members present:

Louis Saint-Cyr, President
Jake Hinz, Treasurer, Parent
David Saucedo - Principal
Phil Whitesell - Vice-Pres, Community
Paul Vierling, Community
Nora Viarnes - Student Council President
(joined by SC members Claire Kemsley,
Lexi Meichtry, and Maddison Sohaney)

Community members present:

Jaime Higgins Scott Ritchie
Mark Ferri Janny Gibson
Crystal Dori Shawna Ramos
Kerri Jo Heim Cj Baehr

Board Members Absent

Ann Pederson - Secretary, Staff
Vicky Villegas - Teacher

1. Call to Order: The meeting was convened by Vice-President Phil Whitesell at 6:44 PM. Guests introduced themselves.

2. Approval of Minutes: Minutes of February 17 meeting were approved.

Action Items (3 & 4 on agenda) were postponed until the Principal's Report.

5. Student Council Report: Doors on bathroom stalls have been fixed and now the SC plans to paint the upstairs bathrooms in A Building a neutral color. Students will add color with handprints for a set amount (\$1 or more for each print). Painting and hand-printing will be planned for two Saturdays in the spring.

6. Community Input: A question was raised about whether Lanikai is an "independent" school since it is not part of the DOE. Board members explained that Lanikai and all other charter schools are state-funded public schools that operate under their own board of directors not under the DOE. "Independent" (private) schools are also governed by their boards, but they charge tuition and are not supported by the state

7. Principal's Report:

• Old Business Action Items

- Regarding dogs on campus, the Attorney General's office says that each school makes its own regulations. A canvass of some other Windward schools revealed that no dogs are allowed on those campuses when students are there. Staff will no longer bring dogs on campus and the item in the Parent Handbook will be worded more strongly and clearly about conditions for allowing dogs on campus when students are present. That statement complies with the C&C of Honolulu ordinance that does not allow unconstrained animals on campuses.

- Regarding letters to legislators about at-par funding, the Charter School Administrative Office (CSAO) suggested that rather than take that route, we join an effort to send delegates to discuss funding with selected legislators and give them the current information they will need.
- **Other Items:**
 - **Report on WASC Visit:**
Mr. Saucedo asked Dr. April Taylor, who coordinated the WASC Self Study, to explain the final report submitted to the school by the WASC Visiting Committee.
 - Dr. Taylor first described the WASC process, explained how self-study results drive school improvement, and defined the terms of accreditation (1 year, 3 years, 6 years).
 - She distributed and explained the last two pages of the WASC Visiting Committee Report, emphasizing that the Committee said our greatest asset is our people: students, parents, and staff.
 - She explained the importance of the Action Plan that the faculty is currently expanding. (It incorporates suggestions from both WASC and Synergy.) This Action Plan must be submitted to WASC for review by Commissioners well before their June meeting when a decision will be made about which term of accreditation to award to the school. She reminded us that in the last year of that term we will go through the self study process again and produce another Self Study Report.
 - Finally, Dr. Taylor emphasized that WASC will be looking for how we link our resources to our plans for growth and improvement. Board members agreed that financial planning must support that Action Plan.

President Saint-Cyr asked Dr. Taylor to write a summary of her report to put on the school website.

Art Program The annual display of student art will be held immediately after our May day celebration this year. All art on display will be available for purchase as printed art: 4x6, 5x7, or 8x10. We will also have some local professional art for auction. This will be a fundraiser to directly benefit the art department.

- **Discussion of Enrollment as Related to Budget**
Our total enrollment goal is 350. If we accept all applicants as of today (3/24/10), we would reach 346 students. As of today we have an additional 34 applicants for kindergarten. In each class we keep two slots open in anticipation of two additional in-district students before the start of school. The question is: should we accept all the kindergarten applicants and create another bubble that will float up a grade level each year?
Questions and discussion followed with the conclusion that in terms of the assumptions presented, it is ‘a wash,’ as the added per-pupil income would be used to sustain the bubble each year and would not contribute noticeably to meeting other school

needs. Members asked for further study to include more specific numbers and long-term implications to be ready for discussion and decision-making at the next board meeting on April 21. (See notes on Enrollment Committee Report below.)

8. Enrollment Committee Report: Salient discussion points from recent (3-11) meeting:

- Third kindergarten would cost about \$90,000. Would we also have to upgrade the playground, add new equipment?
- Will numbers for 5th and 6th grades support two classes each? Confirmed combined total now is 95 with 7 GE applications waiting.
- We can reach the goal of 350 without third kindergarten class if we accept all GE applications in 5th and 6th grades and fill each lower class to what we consider the maximum number in the optimum range per classroom.
- GE applicants whose applications were submitted after the March 1 deadline but who are either siblings of current students or are children of staff members will be included in lottery drawing on March 22.

9. Facilities Committee: Jaime Higgins, Chair, reporting:

- **Photo-voltaic project:** We are on track in negotiations. We have received revised proposals from both vendors still being considered. The next step is to meet with vendors to explore how a deal might be structured. Both offer a joint-venture proposal with a blend of donation (for the tax benefit of the donor) and partial investment by the school to pay off the balance of the purchase and installation, resulting in final, full ownership by Lanikai School. The PVC system will probably be installed this coming summer. The system will meet 75-to-80 percent of our needs.
- **Shade cover project:** No change in several months.

10. Health & Safety Committee Report: Mr. Saucedo read notes on committee recommendations for dog-on-campus issue (see Minutes item 7 above, Action Items), and pick-up times after school requesting parents to get children within 20 minutes of dismissal time.

9. Policy Committee: No report.

10. Strategic Planning Committee: (Dr. Taylor's report on WASC) No other report.

11. Finance Committee Report: Jake Hinz covered highlights from the committee report (attached).

- Hinz handed out a planning draft for a budget for the next three years based on enrollment at 350 and including costs anticipated for implementing Synergy-derived initiatives, a possible extended learning time and income anticipated from stimulus though. This deficit budget would still require generation of an additional \$100,000.

- Legislative update: House budget is now in the Senate. So far it includes a ten percent cut to DOE budget and five percent cut for charters. A “rainy day fund” is being considered for DOE for “non-school hours” programs.
- Board intent is to maintain current budget strength. The extended-day issue is in discussion and must be negotiated with HSTA.
- CSAO is asking each charter to submit an annual full audit. This is the school’s first year free of the DOE’s Financial Management System; until now Lanikai could have only cash audits as FMS would not release some data required for a full audit. Hinz will check to see which of our partial (cash only) audits are on record with CSAO.
- In regard to the Logo/branding fundraising effort, Hinz reports that he is in conversation with Mike Miller, whose Twin Islands Foundation (TIF) features the Mokes as their logo. TIF is willing to join the school’s efforts to develop a logo based on the Mokes and to help us develop a clothing line that promotes the school.

12. Board Liaison Committee: Chair Janny Gibson reported that they committee is creating a draft of a memo to go out to all parents to get a sense of what amount of money parents are willing to donate to the school for various purposes. Mr. Hinz reminded the group that the school is a *bona fide* 501[c][3] and donors can take tax deductions for donations to the school.

13. Adjournment: The meeting was adjourned at 8:30.

Next meeting on April 21, 2010.

Respectfully Submitted: Ann Pederson, Secretary; Cj Baehr, Scribe

No action items and no motions approved.
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Two Attachments: Solar Timeline from Facilities Committee
Report from Finance Committee

Finance Committee Report for Lanikai Elementary Local School Board Meeting March 24, 2010

1. A meeting of the Finance Committee was held on March 09, 2010. Present:
 - a. Jake Hinz, Chair
 - b. David Saucedo, Principal
 - c. Ann Pedersen, Board Member
 - d. Vicki Villegas, Board Member
 - e. Paul Vierling, Board Member
 - f. Phil Whitesell, Board Member
 - g. Lynelle Thompson, Lanikai Office Manager
2. No Community Members were in attendance.
3. The committee discussed the end of month (as of February 28, 2010) budget execution:
 - a. Lunch Program Expenses: Original budget was net costs for Lanikai to subsidize free/reduced lunches for students. Updated accounting methods now track total lunch expenses AND lunch receipts (income). Net difference to date is approximately \$5000, well on budget target.
 - b. All other income and expense items are on par with budget expectations.
4. The State House Finance Committee submitted its version of the state budget on 05 March 2010 and State Education as a whole (DOE) received approximately 10% in funding cuts compared to approximately 5% for Charter Schools. This is good news and on par with CSAO budget guidance. We do have a long way to go and many more legislative discussions before the budget is finalized. The Finance Chair will continue to monitor the bill's progress and work closely with the CSAO CFO to understand impacts to per pupil funding.
5. The State Senate is considering a bill to supplement the State Budget with the "rainy day fund," but language in the most recent bill states that the additional funding for department of education will be for "non-school hour programs." This bill does not yet have appropriation levels included, nor has any official interpretation of this language been communicated.
6. Finally, the Finance Committee discussed the long term projections for School Years 10-11, 11-12, and 12-13, with a specific focus on SY2010-2011. Specific items included:
 - a. There are no "black" options, all realistic budget scenarios include deficit spending.
 - b. If we are able to increase student population to 350, Lanikai will be able to weather a greater range of "per pupil" funding (\$5000 to \$5500) from CSAO.
 - c. Every option requires at least \$100K in fundraising in addition to the typical \$75K raised for school trips and other activities.
 - d. Stimulus funds are still a real possibility, but are not certain and may be restricted in their use. We should assume no more than last year and should be prepared for how to operate without them. (E.g. ARRA Part B funds are tied directly to and requested specifically for implementation of teacher and

- classroom development initiatives.)
- e. Extended learning time (ELT) is desired by the board and, in concept, something in which the teachers and staff have shown strong interest. ELT is entirely dependent on HSTA negotiations and available funding, but we believe, if implemented properly, offers benefits in both amount and quality of student learning.
 - f. Implementation of initiatives and ELT is largely dependent on Stimulus and fundraising.

Jake Hinz
Lanikai Elementary Public Charter School
School Board Treasurer and Parent Representative
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Lanikai Solar Project Timeline

	Action Item	Date Due	Responsible Party
1	Letter out to selected vendor	5-Mar	Jaime
2	Letter for request of revised RFPs to selected vendors	12-Mar	Jaime with input from ad hoc committee
3	revised proposals due from vendors	19-Mar	vendors
4	March Board Meeting - Share Timeline	24-Mar	ad hoc committee
5	Vendor Meetings	24-Mar	ad hoc committee
6	Final Selection Meeting	31-Mar	ad hoc committee
7	Final Negotiation of contract	5-16 April	ad hoc committee, board
8	E-mail agreement and approval of contract from Board	15-Apr	board
9	Attorney Genreal review	19-Apr	jake, AG
10	April 21st Board Meeting - ratify motion pending AG review	21-Apr	ad hoc committee
11	Sign contract no later than May 15th	15-May	board
12	May 19th Board Meeting		
13	Start Construction	1-Jun	vendor
14	Construction end	25-Jul	vendor