

**Lanikai Elementary PCS
Minutes of Board Meeting, MAY 18, 2011**

Board Members present:

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

Staff/Community members present:

Cj Baehr, Wailea Staudinger
Kahea, Kauhi, Jady Kamahale
Espie Chapman, Janny Gibson
Jenn Clark

1. Call to Order: Mr. Saint-Cyr called the meeting to order at 6:36 PM.

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

3. Announcement of New School Director: It has been announced (at the Concert Under the Stars) that Mr. Ed Noh has accepted the board's offer to become the school's next School Administrator.

4. Student Council Report: none

5. Community Input:

Kahea Kauhi, speaking for the EAs at the JK, K and 1st grade levels, called attention to the proposed SY2011-12 budget, in which no provision has been made for substitutes for classroom EAs at the primary levels. Currently EA subs may be provided for up to 18 days a year for short-term illness. The EAs requested that the Board consider a compromise of at least 5 days and provided examples of why a second adult is needed in the classroom. Mr. Saint-Cyr responded that their request has merit and will be passed on to Mr. Noh, the new school administrator, as the final determination will be his.

Janny Gibson reported that the Concert Under the Stars was a great success and that the PTSA ends the year with high hopes for a positive year ahead..

6. Finance Committee: Jake Hinz reported.

The Lanikai School Finance Committee met on May 10, 2011.

- New requirements for financial reporting: Examples of new, required financial reporting documents have been provided to the board via email. These formats will be used to document and report Lanikai finances (both budget and actual) from this point forward. The income statement will be published quarterly, replacing the former spreadsheet format. These forms comply with the standards of the Generally Accepted Accounting Principles (GAAP) and board policies.

- SY10-11 Actuals: Actual income and expenses were examined with no significant deviation from expected budget items. Current projections indicate that we may well realize a deficit for the school's fiscal year of \$250,000, which is \$85,000 more than the budgeted deficit of \$165,000. The difference between the budgeted and actual deficit this year is attributable solely to the unanticipated School Director vacancy and subsequent search for a replacement.
- SY11-12 Final Budget: On May 3, 2011, the Legislature passed HB200, the budget appropriation, to the Governor for signature by July 12, 2011. This bill contains provisions for charter school operating funds of \$5867 per pupil and facilities funds of \$220 per pupil for a total of \$6087 per pupil. While this is, in total, more funding than in prior years, the restrictive nature of the facilities portion adds complexity to the budget process. The Finance Committee is seeking further clarification as to how the facilities funding will be distributed (lump or reimbursement) and how it may be used by the school.

The final SY2011-2012 budget overview (attached) is based on the legislative numbers with a deficit of \$40,000. It should be anticipated that the new School Director may request changes to this budget over the summer and finalize those changes with the October Update.

On the recommendation of the Finance Committee, Mr. Hinz moved and Paul Vierling seconded that the presented SY2011-2012 Budget be accepted by the board as the final budget for SY2011-12 and that the board direct the School Director to present an updated budget for board approval in October 2011, based upon known student enrollments and desired programmatic changes. Motion was approved unanimously.

- Fundraising: The committee heard from a local CPA and lawyer, Melissa Vicente, on the best way to proceed with reinvigorating the Lanikai School 501 [c][3]. While there are still some details to work out, the entity is legally sound and can be restarted with some minor changes.

7. Board Update: Amendments to by-laws and procedures

Dr. Whitesell proposed several changes to the board by-laws and to procedures that affect board elections.

- Amendment to By Laws: Dr. Whitesell moved and Mr. Hinz seconded that the following sentence be added to the LEPCS Bylaws, Section 2.02, line 29: Persons appointed by the Board as community-at-large members may not qualify for participation on the Board as a member of another constituent group: parent, teacher, support staff, student, or school director. He pointed out that this wording is not a change but is instead clarification and is based on the by-laws adopted originally in 2002. Motion was passed unanimously.
- 1st Amendment to Election Procedures: Dr. Whitesell moved and Mr. Vierling seconded that the following statement be added to the LEPCS Elections Procedures as section 9, page 2. If there is only one nominee for an elected position on the Board of Directors, there shall be no election. The Board may appoint by majority vote the one nominee to

the position. If the Board does not appoint the nominee, the Board shall direct that a new election be held. Motion was passed unanimously.

- 2nd Amendment to Election Procedures: Dr. Whitesell moved and Mr. Vierling seconded that the following statement be added to the LEPCS Election Procedures as section 10, page 2: No person shall be elected to the Board of Directors whose name does not appear on the official ballot as a nominee. Discussion followed regarding the adequacy of the time between starting the election process and collecting ballots. Mr. Hinz suggested a longer window in order to engage more parent attention and interest. Mrs. Villegas suggested that the ability to include write-in candidates in addition to those who go through the specified nomination and information process would be useful. Motion was carried with Mr. Saint-Cyr, Mr. Vierling, Mrs. Pederson, and Dr. Whitesell voting for, and Mrs. Villegas and Mr. Hinz voting against.

8. Ad Hoc Election Committee Update: Callie Stevens reported.

Lanikai Elementary PCS needs a new parent representative to fill the slot being vacated by Mr. Hinz beginning in August. The call for nominations was sent out in student backpacks on April 13. The deadline for nominations was April 21. By the close of the nomination period, the Election Committee had received one nomination, a Lanikai School parent, GG Weisenfeld. As there was only one nominee, there was no election.

Pursuant to the newly adopted amendment to the election process for representatives, Dr. Whitesell moved and Mr. Vierling seconded that Mrs. Weisenfeld be elected to fill the parent representative slot. The motion was approved unanimously.

9. Administrator's Report: Ann Pederson reported.

- The photovoltaic project is about 95 percent complete. Rainy weather and some delays for rerouting and trenching caused the delay. The monitoring system will be connected to the school's website. A blessing ceremony will be held at the beginning of the next school year.
- The very successful May Day program featured a full May Day Court for the first time in many years. We are very grateful to Kumu Peter Leonea'a, who assisted Hawaiian Studies teacher Leimomi Dierks and Music teacher June Wigglesworth.
- PTSA produced a successful Concert Under the Stars on May 14 with the help of parents, teachers, support staff, and military volunteers from the Kaneohe Base.
- Three teachers will be moving to different classrooms next year: Music will be in P3; VanDerKamp's second grade will be in A2; Ciano's 1st grade will be in LC2.
- 2011-12 enrollment stands at 353 today.
- The excellent PE teacher is moving to the mainland this summer; we are searching for a credentialed replacement.
- The 4th grade trip was fortunate to enjoy the company of Peter Leonea'a, who helped make the trip a great success.

10. Enrollment Committee Report: No report. Enrollment figure is included in Mrs. Pederson's Administrative Report.

11. Facilities Committee: No report.

11. Health & Safety Committee: No report.

12. Policy Committee: No report.

13. Strategic Planning Committee: No report.

14. Facilities Committee: No report.

15. Adjournment: Meeting was adjourned at 7:36 PM and members went into closed session.

Be it resolved that:

- the presented SY2011-2012 Budget be accepted by the board as the final budget for SY2011-12 and that the board direct the School Director to present an updated budget for board approval in October 2011, based upon known student enrollments and desired programmatic changes.
- the following statement be added to LEPCS Bylaws, Section 2.02, line 29: Persons appointed by the Board as community-at-large members may not qualify for participation on the Board as a member of another constituent group: parent, teacher, support staff, student, or school director.
- the following statement be added to the LEPCS Elections Procedures as section 9, page 2: If there is only one nominee for an elected position on the Board of Directors, there shall be no election. The Board may appoint by majority vote the one nominee to the position. If the Board does not appoint the nominee, the Board shall direct that a new election be held.
- the following statement be added to the LEPCS Election Procedures as section 10, page 2: No person shall be elected to the Board of Directors whose name does not appear on the official ballot as a nominee.
- Mrs. GG Weisenfeld shall fill the parent representative slot.

NEXT MEETING: Wednesday, June 8, 6:30

Respectfully submitted by Cj Baehr, Scribe.