

Lanikai Elementary PCS

Minutes of Board Meeting, May 19, 2010

Board Members present:

Vicky Villegas - Teacher
Jake Hinz, Treasurer, Parent
David Saucedo - Principal
Phil Whitesell - Vice-Pres, Community
Paul Vierling, Community
Ann Pederson, Secretary, Staff
Nora Viarness, Stud. Council President
Lexi Meichtry, Stud Council Member

Community members present:

Jaime Higgins, Lisa Kreitzer
Espie Chapman, Gina Esposito
Crystal Dori, Shawna Ramos
Jamie Mather, Cj Baehr
Kristi Petosa-Sigel
Lynelle Thompson

Board Member absent

Louis Saint-Cyr, President

1. Call to Order: The meeting was convened by Phil Whitesell at 6:41 PM.

2. Approval of Minutes: Paul Vierling moved approval of April 21st minutes. Ann Pederson seconded. Motion passed unanimously.

Executive Statement interjected: Letter received by board members from parent Doug Weiss will be discussed in closed session as, in keeping with board policy on letters received, personnel matters are not discussed in open meeting.

3. Student Council Report: Both bathrooms upstairs in A building have been painted. Handprints will be added next week. The council members present showed a video product of their interviews with two students in each grade, K-6.

4. Community Input: A prospective kindergarten parent, Jamie Mather, introduced himself and expressed support for the addition of a third kindergarten class, in which case his child would become a Lanikai student.

5. Principal's Report: Mr. Saucedo briefly reviewed the major items/events that have been accomplished or are in progress, beginning with the WASC Self Study and the current development of the required 3-year Action Plan. Areas for commendation were included:

- There is a federal funding advantage for states with high percentage of HQT faculty. All of Lanikai's teachers are HQT or within the 3-year limit.
- School is working on building trusting relationships; this effort has benefitted from WASC process.
- The visiting teams from Synergy and WASC have noted a "cutting-edge" technology program.
- Level of student support continues to include EAs in classrooms.
- Student art work is consistently displayed.
- Former PTTs took pay cut to remain at school as EAs and keep small student/adult ratio in the classroom.

- Our board continues to comply with best practices in school finances.
- The school is rich in resources, including the campus itself.

Areas for future growth were also noted:

- All staff will improve in using data to drive decision making inside and outside of classrooms.
- Increasing use of Rubicon Atlas will increasingly drive articulation conversations about curriculum/instruction.
- More time is needed for collaboration; the schedule for next year allows two periods each week for teachers to collaborate.
- More teacher training in Responsive Classroom and Quantum Learning will help students be more engaged in their learning. Morning meetings to preview day's agenda will foster increased inclusion and emotionally safe environment.
- The three programs piloted this year will be instituted in next year's curriculum: Reading Plus, Symphony Math, Lexia Reading.
- Use of differentiation/RTI strategies will strengthen the culture of learning for all.
- The board will increase attention to academic needs when budgeting.

Mr. Saucedo noted that two members of the current staff will be leaving. Alexis Van Gorder is retiring after more than 20 years at Lanikai. Mr. Saucedo pointed out that Mrs. Van Gorder had been one of the staff members who championed the move from DOE to charter status and has been active in school leadership ever since. Second grade teacher Karen Shay, who has been with us just one year, will move with her husband to the mainland this summer.

6. Enrollment Committee: Enrollment for 2010-2011 stands at 350 today. The Legislature has settled on \$5,363 per student for charter schools. These numbers are subject to change. In addition we anticipate \$293 per student from federal stimulus funds soon after October 15.

Lynelle Thompson, chair of the Enrollment Committee, presented Power Point and data sheets setting out the costs associated with adding a third kindergarten and reasons why the committee recommends against such a move. Power Point and data sheets are available in the office.

Paul Vierling moved that the board accept the report of the Enrollment Committee, commend its thorough and thoughtful work, and recommend that Mr. Saucedo consider the report in making a decision concerning the addition of a third kindergarten in 2010-2011. Jake Hinz seconded. Motion adopted unanimously.

7. Facilities Committee: Jaime Higgins reported that in spite of there being two conflicting reports from the state's Planning Department regarding approval for the sun shades, she is hopeful that the shades will be installed beginning in a few weeks. It has been a year since submission of the request and a year and half since the grant was awarded. The PTA has the funding.

Mrs. Higgins also reported at this time for the **Ad hoc Solar Energy Committee**. The project is moving forward though we are about two weeks behind anticipated schedule.

She thanked Mr. Hinz and Mr. Vierling for the time they have devoted to tailoring the boiler-plate agreement to Lanikai School's case. They are using the agreement the vendor has with the DOE as a guide and will discuss all legal documentation with the DOE and the vendor before submitting it to the Attorney General.

8. Health & Safety Committee Report: No report

9. Policy Committee: No report.

10. Strategic Planning Committee: No report

11. Finance Committee Report: Jake Hinz covered highlights from the committee report that had been emailed to board members. The report is attached. No significant changes were made to the budget presented at the last meeting.

- **Selection of auditors** has been narrowed down to two. Final contract authority rests with the Principal and will be announced to the board once a decision has been made.
- **Payment on rental of the SPED trailer** is coming due. The committee discussed possible options. Mr. Hinz moved that the board grant the Principal authority to research and contract for purchase of a portable unit of the same or larger size as that of the current portable unit (SPED trailer), not to exceed the amount of \$50,000. Paul Vierling seconded. Motion approved unanimously.
- **Results of the parent survey regarding donations** to the school have been tallied. Thirty-seven percent of families responded. Those parents seem willing to participate and many want to target their giving. The committee recommends using our 501[c][3]. Mr. Hinz moved that the Board establish an *ad hoc* committee on fundraising under the oversight of the Finance Committee to examine all fundraising done in support of Lanikai School and to recommend a way forward such that all fundraising efforts are complementary, regardless of the organization responsible. Ann Pederson seconded. (Mr. Hinz clarified that the *ad hoc* group would analyze all restricted and unrestricted funding needs to see that multiple requests for small amounts are not made to parents.) Motion passed unanimously.
- **Balanced budget is now required by CSRP.** Mr. Hinz reported a conversation with Bob Roberts at CSAO regarding the annual balanced budget now requested by the Review Panel. Our deficit budget (as approved in April) will be acceptable to CSRP if we attach notes. This submission is for planning purposes and is now requested of all charters to help CSAO supply the Legislature with answers.
- **The CS Network** is an affiliation of CS principals to provide advocacy at the Legislature. Mr. Hinz moved that the board ratify Mr. Saucedo's request to pay the optional Network fee. Seconded by Ann Peterson. Passed unanimously.
- **Alignment between budgeting and strategic academic goals** was discussed with representatives from the WASC Leadership Team. Policies describing Finance Committee responsibilities will be amended to emphasize this connection.
- **A change in meeting day was requested.** Mr. Hinz moved that regular meetings of the Finance Committee be changed to 5:00 PM at the school on the Tuesday (previously Monday) of the week preceding the regularly scheduled Board meeting. For example, on Tuesday, July 13, 2010, preceding the Wednesday, July 21 meeting of the full board. Ann Pederson seconded. Unanimously adopted. **(NOTE: Due to a scheduling conflict, however, the next committee meeting will be held on Tuesday, June 1, 2010.)**

- **Regarding the new logo and T-shirts**, Mr. Hinz added that the T-Shirt Logo committee is designing 3 or 4 logos that will be posted on the website for selection by the community, probably in July. He reminds us that Twin Islands is sponsoring the process and that the shirts will also carry a small Twin Islands logo.

12. Board Liaison Committee: Mr. Saucedo presented the data sent to him by Chair Jenny Gibson. The board requested a second time that Ms. Gibson collect and provide to each board member before the next meeting the budget for the Spring Fling and the annual budget for the PTA for 2009-2010. Phil Whitesell agreed to contact Ms. Gibson.

13. Ad Hoc Solar Energy Committee Report (See Facilities Committee report above.)

14. Adjournment: The meeting was adjourned at 8:30 and the board went into closed session.

The next will be held meeting on June 16, 2010.

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

Be it resolved.....

- that the board accepts the report of the Enrollment Committee, commends its thorough and thoughtful work, and recommends that Mr. Saucedo consider the report in making a decision concerning the addition of a third kindergarten in 2010-2011.
- that the board grants the Principal authority to research and contract to purchase a portable unit of the same or larger size as that of the current portable unit (SPED trailer), not to exceed the amount of \$50,000.
- that the board establish an *ad hoc* committee on fundraising under the oversight of the Finance Committee to examine all fundraising done in support of the Lanikai School and to provide a recommended way forward such that all fundraising efforts are complementary, regardless of the organization responsible.
- that the board ratify Mr. Saucedo's request to pay the optional Charter School Network fee.
- that Finance Committee meetings will be held monthly at 5:00PM at the school on the Tuesday of the week preceding the regularly scheduled Local School Board meeting.

Finance Committee Report for Lanikai Elementary Local School Board Meeting of May 19, 2010

1. A meeting of the Finance Committee was held on May 11, 2010. Present:
 - a. Jake Hinz, Chair
 - b. David Saucedo, Principal
2. Community Members in attendance: April Taylor, Joanna O'Neill
3. The committee discussed the end of month (as of April 30, 2010) budget execution:
 - a. No significant changes from previous or expected budget execution.
 - b. Expenses to support upcoming school year classroom expenses are expected for May and June.
4. Discussion of three Budget Audit Proposals:
 - a. Principal Saucedo presented the three bids under consideration to provide Lanikai School a full audit in support of good accounting practices and CSAO desires were reviewed. Two firms were selected for Principal Saucedo to interview for final selection. Due to the estimated cost at less than \$10,000, the final contract authority rests with the Principal and will be announced to the board once a decision is made.
5. Discussion of Portable Purchase versus Lease Renewal:
 - a. An annual lease renewal notice was received for the newest of the portables on campus and a buyout offer was made to Lanikai for approximately \$21,000. At a lease cost of \$12,000+ per year, the buyout of the portable for the balance of its serviceable life (10-15 years) would be paid back in less than two years.
 - b. There may also be larger, used portables available for a little more money for the schools benefit.
 - c. Committee recommended motion: "I move that the board grant the Principal authority to research and contract to purchase a portable unit of the same or larger size as that of the current portable unit not to exceed the amount of \$50,000."
6. Discussion of Donation Survey
 - a. Parents appear willing, on average, to contribute toward the benefit of the school, but will require insight to and some oversight of how funds are executed.
 - b. The committee recommends the use of 501(C)3 as fundraising conduit for oversight rather than direct contributions to the School itself.
 - c. Committee Recommended Motion: "I move that the Board establish an ad hoc committee on fundraising, under the oversight of the Finance Committee, to examine all fundraising done in support of the Lanikai School and to provide a recommended way forward such that all fundraising efforts are complimentary to each other, regardless of the organization responsible."
7. CSAO Budget Reporting Requirement:
 - a. The Charter School Review Panel acted on a recommendation and established a rule that all Charter Schools shall report on a Board-approved, balanced budget using a standard form provided by the CSAO no later than June 11, 2010.
 - b. After consultation with Mr. Roberts, CFO of CSAO, Lanikai is well positioned to comply with this request in that a "balanced" budget submission may include use of carryover funds and estimated fundraising to offset shortages in Federal- or State-provided funds.
8. Hawaii Charter School Network Fees
 - a. Principal Saucedo requested that the Finance Committee present to the board that HCSN dues have been invoiced for the upcoming year. HCSN is an organization that acts in the interest of Hawaii Charter Schools in legislative matters and public affairs at the State and Federal Level.
 - b. Principal Saucedo asks for the boards endorsement through a vote, to continue funding the activities of the HCSN.

9. WASC Action Plan Alignment:
 - a. April Taylor and Joanna O'Neill, representing the WASC team, presented the Finance Committee with the latest WASC action plan. After discussion, amendments were made to better align assignments and responsibilities between the Board, the Committee, and the Principal with regard to funding and budget alignment to strategic goals, learning, and the action plan. As well, quarterly and semi-annual reporting requirements were discussed.
 - b. The WASC team was asked to address some of these changes with the Policy Committee so that they may be appropriately incorporated in Local School Board policies.
10. Modification to Board Governance Policy # 6: "Policy on Committees"
 - a. "I move to amend Board Governance Policy #6, Finance Committee, such that Finance Committee Meeting language reads, 'Unless otherwise announced, Finance Committee meetings will be held monthly at 5:00PM at the school on the Tuesday of the week preceding the regularly scheduled Local School Board meeting.'"
11. Due to a schedule conflict the June Finance Committee meeting will be held one Tuesday earlier than regularly scheduled, on June 01, 2010.