

**Lanikai Elementary PCS  
Minutes of Board Meeting, November 16, 2011**

**Board Members present:**

Louis Saint-Cyr - President, Parent  
Phil Whitesell - Vice-Pres, Community  
Paul Vierling - Community  
Vicky Villegas - Teacher  
Ann Pederson - Secretary, Support Staff  
G.G. Weisenfeld - Parent  
Tim Dietrich - Community  
Ed Noh - School Director

**Staff/Community members present:**

Cj Baehr  
Espie Chapman  
Kristin Cleveland  
Janny Gibson

**1. Call to Order:** Dr. Whitesell called the meeting to order at 6:36 PM.

**2. Approval of Minutes:** Mrs. Weisenfeld moved and Mrs. Pederson seconded approval of the October minutes as posted. Approval unanimous.

**3. Appointment of New Community Member - Timothy Dietrich**

Dr. Weisenfeld moved and Mr. Noh seconded appointment of Tim Dietrich to the Board of Directors. The motion was approved unanimously and Mr. Dietrich was welcomed with a lei presented by Mrs. Villegas. A brief bio of Mr. Dietrich is attached at the end of the minutes.

**4. Acceptance of Paul Vierling's Resignation**

Board members thanked Mr. Vierling for his two terms bringing clarity, energy, and good ideas to the board, and in particular his willingness to remain on the board for four additional months, giving fellow members time to deal with several essential and time-consuming issues before searching for a new well qualified community member. He was also presented with a lei and a framed picture. Mr. Vierling thanked the members and told Mr. Dietrich that he has a brilliant adventure ahead. He also remarked on how impressed he has been with the significant role the school plays in the continuity of this community with two generations of children in many families attending school on this campus and many living here in order to attend the school. As he left, he offered to help us deal with the complications involving the changes planned for the 501[c][3].

**5. Fundraising by PTSA**

Janny Gibson reported that the Fall Fest grossed around \$13,538 and should net about \$7,830. Actuals are posted on the PTSA website (see [www.lanikaielementary.com](http://www.lanikaielementary.com)). The PTSA has donated \$10,000 to the school using funds raised by this year's Fall Fest and Haunted House and last year's events. Several events are already on the calendar for the rest of this school year. Board members asked Mrs. Gibson to supply a written list of proposed events and dates, as well as a written proposed budget and financial plans in

order to facilitate cooperation with the board's finance and strategic planning committees. Mr. Saint-Cyr suggested that plans be specific as to purpose of monies raised; for example, funds raised for Art could include supplies and electrical costs. He also suggested the PTSA investigate the opportunity to affiliate with the Great Aloha Run. Mrs. Gibson said the next Concert Under the Stars may be held at the Lanikai Park if renovations have been started on the campus. The next PTSA meeting is set for December 10. More specific information is available at the PTSA link under Useful Resources on the school website.

Mrs. Pederson noted that she has sent members information from the national PTSA about fundraising ideas.

## **6. 501[c][3] Update**

Mrs. Pederson reported that Cj Baehr has been in touch with the IRS Non-profit and finds that the 501[c][3] is active and up to date. Ms. Baehr is also looking into Hawaii DCCA/ Business Registration (BREG) regulations for domestic non-profits. If needed, she will arrange a meeting with BREG personnel to discuss the changes we need to make. Kristin Cleveland volunteered to join her at that meeting. At the present time, the IRS representative has advised that there is no reason to wait in order to apply for grants to non-profits, warning only that we use the currently registered name (Lanikai Elementary School), not the name we intend to adopt (Friends of Lanikai School).

## **7. Committee Updates: definitions and roles**

- Dr. Weisenfeld proposed that one of the initial tasks of the Strategic Planning Committee will be to determine and recommend if the board needs all the current committees.
- Mrs. Pederson reported that Callie Stevens has begun to update committee information on the website.
- Mrs. Villegas reported that several members of the Enrollment Committee have resigned and new members will have to be recruited. Requirements for make-up of the committee are listed on the web site.
- Conversation brought up several issues: should board have to approve committee membership to maintain appropriate balance; what is role of Strategic Planning recommendation v. whole board discussion & decision; if number of committee members should be limited to the minimum ('at least') stated; which committees require scheduled meetings and which may meet as needed.
- Mr. Dietrich remarked that a basic function of a strategic planning committee is to set up the organization's governing structures.
- Should board and Strategic Planners meet in a joint retreat?
- A 2-day board training has been scheduled by HCSAO (re-scheduled to January 9-10) for all charter school boards.
- Dr. Whitesell briefly explained a plan for board review of all policies. (See Policy Committee report below.)

Following the discussion, several changes in committee membership were noted and approved by the board:

- Ann Pederson resigns from the Health & Safety Committee.
- Cj Baehr resigns as the Chair of the Strategic Planning Committee.

- Dr. Weisenfeld agrees to chair the Strategic Planning Committee.
- Tim Dietrich agrees to serve on the Finance Committee.
- Louis Saint-Cyr agrees to chair the Finance Committee.
- Vicky Villegas requests to serve on the Facilities Committee.

### **8. Hilo Hattie Update:**

Part of the merchandise for the Phase 1 rollout is in stock and the rest will be available for holiday purchases quite soon. Purchases will soon be available online. Tee shirts will be sold in multiple colors and styles. Kids' shirts will be \$12; all others will be under \$25. Discussion followed on whether we should use these shirts for branding. It was noted that using color for branding would be difficult with students' art items. Members agreed that the school does not have an official color, though green and white has been the most consistent color choice over many years. (We expect the DOE to use aqua for the renovation project.)

**9. Community Input:** See Health & Safety below.

### **10. Finance Committee:**

- Louis Saint-Cyr reported that we are paying \$6000 a year for delivery of hot lunches.
- The committee has found that charter schools receive about \$250 less per student than DOE schools this year. Campus maintenance for DOE schools is a factor.
- The committee is considering asking each family to donate \$250 this year to help make up the shortfall. With a free/reduced lunch population of 12.5 percent, we cannot expect all school families to participate at a \$250 level.
- Mr. Noh is preparing a document as part of a "direct drive" to distribute to families regarding an annual donation to offset our budget shortfall.

### **11. Director's Report:**

- Mr. Noh displayed this year's banner naming Lanikai a Hawaii Distinguished School (HDS). The HDS program honors elementary and secondary schools that make significant progress in closing the achievement gap, or whose students achieve at the highest levels. This year, five elementary schools were selected as Hawaii Distinguished Schools. Lanikai has been a HDS for many years in a row.
- The staff committee work on math, writing, and culture & school climate was undertaken as a result of the WASC Self-Study and subsequent action plan. The work is going well as members contribute ideas, actively participate, and take responsibilities. They report seeing results in the classroom.

**12. Enrollment Committee:** No report.

**13. Facilities Committee:** Mrs. Pederson reported that the general contractors and a few sub-contractors did a walk through to gather information to inform their bids for the renovation project. The bid submission and opening deadlines have been delayed for a week. A start date has not been set.

**14. Health & Safety Committee:**

Mr. Noh reported for Mari Ligsay, Chair, that the administration's Health and Safety Committee has met to discuss Mr. Mather's proposal at the last board meeting that he measure the electromagnetic frequency in various rooms on campus in light of research that shows a link between high RF and student learning and behavior. See that committee report below. Mr. Noh Members felt that the issue of 'dirty electricity' is bigger than Lanikai and should be taken to the DOE. They suggest that they connect Mr. Mather with a DOE representative soon, but that he wait until after the planned renovation before taking any wide scale readings at Lanikai. They agree that in this case ignorance is not bliss, and they say that perhaps Lanikai can be a school to lead the way for other Hawaii schools.

**15. Policy Committee:** Dr Whitesell emailed the following proposal to the board members during the last week. Members will follow directions and will meet in December in lieu of the open December board meeting, which will be cancelled.

Recommendation on Process for Policy Review

1. Accept current files posted on Lanikai website as official policies.
2. Each Board member reviews files and writes suggested edits, amendments, or questions. (Phil's method: print out relevant files and edit by hand.)
3. Board meets in work session to reconcile proposed changes and identify needs for new policies. (Members bring suggested changes to that meeting.)
4. Board approves changes during regular session.
5. Board assigns responsibility for drafting new policies to policy committee.
6. Website files are updated.
7. Board secretary maintains permanent file of board policies.

Benefits

1. Board policies are brought up-to-date.
2. Board members become familiar with policies.
3. Board members develop an effective process for sharing ideas and creating policy.

Automatic edits:

1. "Principal" replaced by "director"
2. "Executive committee" replaced by "board"
3. Eliminate any remaining references to the executive committee or the liaison committee.

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

**17. Adjournment:** Open meeting adjourned at 8:26.

Members reconvened in closed session.

**NEXT MEETING: January 18, 2012**

Respectfully submitted by Cj Baehr, Scribe

Timothy S. Dietrich, PGA  
General Manager, Mid Pacific Country Club

I was born in Hollywood, California but I spent 5 out of the first 17 years of my life in Sweden. I attended 2nd, 5<sup>th</sup> and part of 11th grade in the Swedish school system. While Swedish was my first language, eventually I learned English, French and Japanese. In 1988, I obtained the prestigious Level II of the Japanese Language Proficiency Test.

I have spent my career interacting with people from many different cultures in various international recreational resort environments. In addition to my current position as Mid Pacific Country Club's General Manager, I have worked as:

- All-Inclusive Resort Manager (Guam)
- Club Director (Hawaii, Guam, Japan)
- Operations Manager for an indoor theme park and 2 waterparks (Guam)
- Director of Entertainment (Guam, Japan)

I have also had the privilege of being a certified sports instructor in:

- Golf for 10 years (PGA Member since 2007)
- Tennis for 17 seasons (USPTA - 1978, PTR - 1995 Member)
- Snow Skiing for 12 seasons (PSIA, ISIA Member)

Currently, I am serving as the Vice President of the “Paradise of the Pacific Chapter” of the Club Managers’ Association of America. I am working on obtaining my Certified Club Manager designation. My hobbies include spending time with my wife, Akemi, playing tennis and guitar.

Contact Tim Dietrich: [tim.dietrich@mpcchi.org](mailto:tim.dietrich@mpcchi.org).