

# Lanikai Elementary PCS

## Minutes of Board Meeting, October 21, 2009

### Board Members present:

Louis Saint-Cyr - President, Parent  
Ann Pederson - Secretary, Staff  
Vicky Villegas - Teacher  
Jake Hinz - Treasurer, Parent  
David Saucedo - Principal

### Community members present:

Janny Gibson  
Jaime Higgins  
Kim Simunovich  
Clarke Fremgen  
Craig Rowland  
Julie Swartz  
Peggy Taylor  
Jane Hinrich  
Cj Baehr

### Board Members Absent

Paul Vierling – Community  
Phil Whitesell - Vice-President, Community  
Nora Viarnes - Student Council President

**1. Call to Order:** The meeting was convened at 6:39 PM.

**2. Approval of Minutes:** Minutes for the September 16 meeting were approved.

Jake Hinz moved that board minutes may be approved via email. Ann Pederson seconded. In discussion, members considered the inconvenience to parents or community members who might want to question the minutes and can do so only if they are available at the meeting. Mr. Hinz offered an amendment which was seconded by Louis Saint-Cyr and the amended motion was approved unanimously: Preliminary approval of minutes may be given via email so that they may be posted on the school website. Final approval will be withheld until the next formal meeting of the board.

**3. Student Council Report:** none

**4. Community Input:** Parent Julie Swartz requested a signed copy of the approved minutes of the September minutes in which the board had supported the petition of Alala Road residents to establish a school zone for Lanikai School and/or a speed abatement system for Alala Road. The board complied and Board President Saint-Cyr also provided a letter verifying the board's approval.

### 5. Principal's Report

- Bathroom repairs: - A request for repairs to the girls' bathroom stalls was submitted to the DOE R&M department, but as no action has been taken by the DOE, the school custodial staff will alter height and width to the doors to provide more privacy.
- JK Playground Equipment: The new Junior Kindergarten playground equipment has been purchased and installed. The previous equipment is still intact in the play area and the school is hoping to sell it. On October 19, Mr. Saucedo met with parents Tehani Ebalei, Jaime Higgins, and two others. He has sent a letter to all parents who contributed to the original purchase offering to reimburse them. As of this date, no parents have requested reimbursement; all who have responded have asked that their contribution be rolled over to pay for the newest equipment. The school is also considering making an application for a "3Rs" grant in hopes of securing funding for playground expenses.

- Enrollment on the official count-date, October 15, was 336 students. We had estimated 330 for the charter school budget projections last winter. The extra six students will bring in about \$34,000 in addition to the planned budget. Vicky Villegas added that according to our policy we generally do not accept any GEs after the count date since we do not get funded for anyone who enrolls after that date. Exceptions to this generality are on an as-needed basis at the discretion of the principal.

6. **Enrollment Committee:** No report

7. **Facilities Committee:** Phil Whitesell submitted a suggestion via email that the board appoint Jaime Higgins as chair of the Facilities Committee. Mrs. Higgins agreed. Jake Hinz moved and Vicky Villegas seconded the motion. Mrs. Higgins was approved unanimously. Other members of the committee will be Tehani Ebalei, Jeff Mizuno, Mary Crawford, and Vicky Villegas.

8. **Health and Safety Committee:** No report.

9. **Policy Committee:** No Report.

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

11. **Finance Committee:** Jake Hinz reported that the Finance Committee met on October 13. Community member and Lanikai Parent Mr. Craig Rowland was also in attendance.

- The committee discussed the end of month budget actuals (as of September 30, 2009):
  - Compared to a linear expenditure rate, Lanikai is currently \$65K over budget to date. However, the school's historical expenditures have seen a large spike in the early months of the school year and a significantly smaller expenditure rate (below the linear rate) in the latter half of the school year resulting in an average rate that matches the linear rate by year's end.
  - The Principal and the Board will continue to monitor the expense rate to ensure that we do not overshoot our budget projections.
- Fundraising: Through discussion with the State Attorney General's Office, research with the IRS, and review of the Hawaii Revised Statutes, we are assured that Lanikai Elementary School is recognized as a charity for tax purposes. A letter is available to donors to document their donations. The committee is confirming what details beyond the tax ID number should be added to the letter.
- Mr. Saint-Cyr requested that Mr. Saucedo review the budget and expenditures with the staff at the end of each quarter. Mr. Hinz remarked that the budget showing actuals should go up on the website quarterly so all community members may review the budget status. He urges all members of the school community to think creatively and strategically about fundraising opportunities.
- Mr. Hinz moved and Vicky Villegas seconded a motion to provide funding for the unfunded DOE positions filled by teachers (HSTA members) and education assistants (HGEA members) who are working with our Special Education program until such time as the school negotiates a supplemental agreement with their unions. In discussion, Mr. Hinz, Finance Chair, assured the board that our school has the funding to pay this amount at this time.

- Mr. Saucedo pointed out that the Charter School Administrative Office is urging all charter schools to move forward with negotiating supplemental agreements with the respective unions. For now, the best solution is for Lanikai School to fund the SPED positions as it is important that we take care of our own students and staff.

**12. Board Liaison Committee:**

- Janny Gibson, chair, reported that a good number of parents attended the board's Finance Forum yesterday.
- The first formal meeting of this committee was held on October 14. Two concerns surfaced.
  - Parents of younger children say the behavior of the older students at the Friday bake sales is unruly and dangerous for the younger children. They suggest that teachers talk to the older students in their classes about better ways to handle themselves
  - Parents who have kept up with the School Synergy project would like to review the outcomes and recommendations. Mr. Saucedo reported that the staff will be meeting with Synergy staff on Friday, October 23 and a report will be presented at the next board meeting.

**13. AdHoc Election Committee:** Jaime Higgins submitted the guidelines for Governance Policy I-8 developed by the *ad hoc* committee to be followed for all elections for board positions. Members suggested a few changes. Ann Pederson moved acceptance of the amended policy. Mr. Saucedo seconded. The amended guidelines were approved unanimously. (Document attached)

**14. Executive Action:** Phil Whitesell submitted the following comment regarding the board's use of the title "Chairman" or "Chairperson."

*This is a non-functioning position that was originally intended to be co-existent with the office of President of the Board. No one has been elected or appointed to this position for the past three years. There seems to be no reason to maintain it.*

Vicky Villegas moved and Ann Pederson seconded a motion to delete the titles "Chairman" and "Vice-Chairman" from the by-laws of the board, leaving the titles "President" and "Vice-President." The motion passed unanimously.

**15. Adjournment:** The meeting was adjourned at 7:37PM.  
Closed Session convened upon adjournment of public session.

Respectfully submitted: Ann Pederson, Secretary

Cj Baehr, Scribe

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**Action Items:**

**Be it resolved that:**

- 1 - Preliminary approval of minutes may be given via email. This pre-approved draft may be posted on the school website. Final approval will be withheld until the next formal meeting of the board.
- 2 - Jaime Higgins is the new Chair of the Facilities Committee.
- 3 - Lanikai School will provide funding for the unfunded positions filled by teachers (HSTA members) and education assistants (HGEA members) who are working with our Special Education program until such time as the school negotiates an agreement with their unions.
- 4 - Guidelines prepared by the *Ad Hoc* Election's Committee and amended by the board will guide elections for all board positions.
- 5 - The titles "Chairman" and "Vice-Chairman" are deleted from the by-laws of the board, leaving the titles "President" and Vice-President."