

Draft pending approval at the December Board Meeting.

Lanikai Elementary Public Charter School

Board Minutes

November 12, 2008

Board Members Present:

| | | |
|-----------------|---------------|----------------|
| Louis Saint-Cyr | Paul Vierling | Phil Whitesell |
| Ilan Noy | Roni Willkie | David Saucedo |
| Darraghlynn Lee | | |

Board Members Absent:

Savannah Shumock & Griffin Lockette (student council)

Community Members Present:

| | | |
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| Dawn Skaggs | Ann Pederson | Kim Simunovich |
| Clark Fremgen | Donna Therrien | Ana Murray |
| Tonya Taylor | Lisa Kreitzer | Jaime Higgins |
| Kim Stankovits | | |

1. Call to order at 6:35pm

2. Community input

- Tonya Taylor, PTA President: Expressed concerns about the need for more communication and better notification about meetings and school events.

Board response: The board clarified some misunderstanding in the communication and also agreed that there needs to be increased options for communication such as an email listserve and a more effective web page to provide another source of information.

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- Donna Therrien, parent & recent Facilities Committee member. Expressed concerns about the school office's service and responsiveness as the first line of communication at the school.
- Ana Murray, parent & PTA Vice President: Expressed concerns about school expenses and requested that the school budget should be available to parents. Ana submitted a written request for a copy of the Board by-laws and a copy of the school's charter.

Board response: The budget was reviewed and has been made available to parents. Paper copies were available to parents in June and again in August and September at open forum budget meetings. After sharing with the public, the budget was approved. The final budget is flexible and available every month by e-mail. It was also noted that a copy of the budget should be posted on the Finance Committee website.

- Dawn Skaggs, parent and Health & Safety Committee member: Complemented the administration and board for the changes with regard to bullying and classroom climate.

Principal, David Saucedo, noted that the counselor, Danielle Clarke, connects well with the children and has made a significant impact in this area.

3. Student Council – no report.

4. Executive Committee

- Phil Whitesell: November 6 meeting report attached at the end of minutes.
- Note – Diedre Leyne and Donna Therrien have resigned from the facilities committee.

5. Principle Report

- Video presentation recapping events such as our military partners, professional development sessions, assemblies, holiday celebrations and a peek into the life of a Lanikai student.
- Reported a count of 330 to the CSAO as of the October 15 deadline – kudos to the office for their accuracy.
- MCAF community partnership continues to be successful. Thanks goes out to:

LCPL Jeremy Dionne

LCPL Travis Heatwolf

LCPL Colby Wyatt

CPL Stephan Burge

PFC Chase Chapman

LCPL Russell Thompson

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| LCPL Reggie Wesley | LCPL Shaun Parsneau | LCPL Eric Meyer |
| SGT David Pedrianes | CPL Carter Wanamaker | LCPL James Spence |
| LCPL Kurt Miller | LCPL Juan Lopez, Jr. | LCPL Nick Montez |
| LCPL Ty Enz | CPL Fitzgerald | LCPL Gabriel Rojo |
| LCPL Kyle Smail | Sgt Benjamin Warshaw | LCPL Jason Luke |
| CPL Omar Caraballo | LCPL Vanessa Vallejo | LCPL Jessica Hargis |
| LCPL Stephanie Rodriguez | LCPL Thomas Noceda | MSSGT Catimon |
| LT.COL Antonio [Commanding Officer] | | |

We are grateful for their support to this year's Fun Fair and after school tutoring.

6. Enrollment Committee – no report

7. Facilities Committee

- Continuing to look at a temporary shade coverings as part of the solution to appropriate eating space for students.
- Ceiling fans were installed in the A Building as scheduled over the October break.

8. Health & Safety Committee

- The committee is working to encourage healthy snack sales.
- The lunch is still being looked into, it has also been noted that Lunch Bunch as been making improvements.
- The student council is asking students to vote on the lunch schedule; recess then lunch or lunch then recess.
- Health & Safety Committee will operate as two task forces. The Nutrition and Wellness task force, and The Emergency and Evacuation Task Force.

9. Policy committee

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- Phil Whitesell moved that the board approve the Enrollment Administrative Procedures. 2nd by Roni Willkie; Unanimously passed.
- Phil Whitesell moved that the Enrollment Administrative Procedures be forwarded to the principal for implementation. 2nd by Roni Willkie; Unanimously passed.
 - It was noted that this has been in process for 10 months and the final document was approved by both the policy and enrollment committees.

10. Strategic Planning committee

11. Finance committee

- Currently in the process of transitioning our bookkeeping software to Quickbooks. Quickbooks has a “dashboard” feature that allows tracking of critical financial elements. The transition has created a delay in monthly reporting.
- The committee invited Bob Roberts, the Charter School Administrative Offices Chief Financial Officer, to review our current financial reporting methods. He recommended reporting on a quarterly basis—currently monthly—and observed that our reporting is detailed. The finance committee will continue reporting monthly until stakeholders are familiar with the budget.
- The committee is continuing to plan for the future with budget cuts in mind.

12. AdHoc School Web Site Committee

- The committee is sensitive to getting community input to ensure the best comprehensive website to meet the school’s needs.
- The board chair stated that as Ilan Noy is the chair of the committee it is important to keep him informed of ongoing events and tasks as they are carried through. This also allows Ilan to keep the board informed about progress.

13. Minutes Approval

- Darraghlynn Lee moved to approve posting a draft of minutes via email to be posted on the website, and then officially approved for the record at the Board meeting. 2nd by Ilan Noy. Unanimously approved.

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- Discussion led to the procedure of email request for comments on draft to be submitted to the secretary within 5 days, a revised draft will be submitted and members will have three days to review. After that time with a majority approval (4/7) the minutes will be posted on the website as a draft copy pending approval at the next meeting.

14. Adjourned: 8: 05 Phil Whitesell moved to adjourn the meeting, 2nd by Roni Willkie.
Unanimously passed.

15. Closed Session: Reconvened to discuss a personnel matter.

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NOTES

WORKING TOGETHER

Nov. 6, 2008

Present:

Cj Baehr, chair of the Strategic Planning Committee and representing the Health and Safety Committee

Ann Pederson, PCNC, member of the Enrollment Committee

Louis Saint-Cyr, Board member and chair of the Executive Committee and representing the Facilities Committee

David Saucedo, principal

Paul Vierling, Board member and chair of the Finance Committee

Phil Whitesell, Board member and chair of the Policy Committee

1. All present received a hard copy of the description of each of the Board standing committees. These were reviewed and discussed. Membership of some committees, notably the facilities and policy committees, needs to be increased. Strategies for increasing participation in all committees were discussed including recruiting persons who have shown interest or expertise in a particular area and/or inviting persons to act as consultants to a committee for particular projects.
2. Committee descriptions will be reviewed by the Executive Committee at its next meeting, in accordance with the policy on committees.
3. The group agreed that the Board and committees should focus on three general priorities as they work on specific projects and policies:
 - Providing a firm financial basis for all school activities;
 - Supporting school staff and administration in the WASC accreditation process;
 - Improving communication throughout the school community. The planned improvements to the school website should facilitate this process.
4. While the number of Board and committee members attending the session was not as high as the Executive Committee had hoped for, those present agreed the discussion was worthwhile and that efforts to enhance Board-committee collaboration and communication should be pursued.
5. After the close of the formal discussion, delicious pupus were shared poolside.

Notes submitted by Whitesell, Nov. 7, 2008