

**Lanikai Elementary Public Charter School
Board of Director's Meeting
Lanikai School Library, 6:30pm
Tuesday, September 16, 2008**

Members Present

Louis Saint-Cyr
Ilan Noy
Paul Vierling
Phil Whitesell
David Saucedo
Roni Willkie
Savannah Shumock
Griffen Lockette
Darraghlynn Lee

Community Attendees

Kim Simunovich	Clark Fremgen
Doug Shumock	Laura Shumock
Elena McGuire	Carol Healy
Wainani Tomich	Don Tomich
Kevin Lockette	C.J. Baehr
Erica Cornwell	Scott Fleming
Wes Palmer-Lasky	Jackie Palmer-Lasky

Thank you for Attending!

Minutes

Correction to August Minutes:

During community input it was mentioned that traffic had been increasing around Lanikai School during student drop-off times. One major point was left out of the minutes. During the discussion *the cars parked along the entrance were mentioned as a safety concern as they could block emergency vehicle access to and from the school.*

1. Call to Order at 6:40 p.m. by Louis Saint-Cyr.

2. Community Input

- Erica Cornwell shared that she had difficulty setting up a meeting with the principal over the summer. She stated that it was not until she expressed herself through a frustrated outburst was she able to meet with Mr. Saucedo. She wanted it noted that she heard that some other parents had difficulty scheduling meetings over the summer as well.
- Highly Qualified Teacher (HQT) Letters: Parents present asked for clarification about HQT notification letters that will be going home from the administration. The following information is to help clarify what "Highly Qualified Teacher" status means for the students at Lanikai.

First, teachers at Lanikai Elementary are teaching professionals that have the educational background and skills necessary to teach your children. There is no need to be concerned that your child is not receiving a quality education from a skilled and caring

teacher. Highly Qualified Teacher status refers to a teacher's completion of Hawaii's specific teaching qualifications. Generally a teacher must have the following to achieve HQT Status:

- At least a Bachelor's Degree; and
- hold a valid Hawaii teaching license; and
- a) have passed the PRAXIS II tests for the teaching level, or
b) have earned 30 semester credits in areas of the elementary curriculum

NOTE: If a teacher does not have two or more years of experience teaching they must also be assigned in a K-6 self-contained classroom in an elementary school.

Once a teacher begins teaching in the classroom the teacher has three years to complete all of the requirements of HQT status. Here are some examples of situations that would cause HQT status to be pending. When a teacher first moves to Hawaii it is necessary to apply with the Hawaii Teacher Standards Board for a license. Although the teacher is licensed to teach in another state (sometimes with more stringent requirements than Hawaii) the teacher is still not granted HQT status until the Hawaii License is approved. Another teacher may be in the process of completing the different components of the PRAXIS II which may be taken over a specified period of time after graduation from a state teacher program.

As a requirement of **No Child Left Behind** parents might receive a letter from the school if their teacher's HQT status is pending resolution. If the school does not send out the letters it will be out of compliance with the law which could result in withholding of Federal funds. The letter is not a notice that your child does not have a skilled professional teacher in the classroom. It is simply a notice that the teacher is in the process of completing Hawaii specific requirements. It is understood that any teacher who is not currently under the HQT status is in the process of achieving that status and she/he has communicated a plan to achieve that status with the administration of the school.

For more information please visit the following website:

<http://doe.k12.hi.us/teacherquality>

or email HQT@notes.k12.hi.us

- **Bullying Procedures:** A number of parents wanted to get more information on the school's bullying procedures. Parents stressed that they wanted to ensure that the procedures were enforced consistently in the school and that more proactive measures to address bullying were taken. The following points from the community were noted:

- bullying is still an issue that needs more attention
- parent communication needs to be proactive
 - parents of bully and victim need timely notification
- consistent enforcement of the policy

It was also noted that the school has been taking an anti-bullying stance and the counselor has been implementing an anti-bullying curriculum at the school. Parents were asked to submit concerns that were not able to be addressed at the board meeting to the school so that the issues could be followed up further.

3. Student Council Report

Savannah Shumock, President and Griffen Lockette, Secretary announced the council officers and provided an overview of the student council activities.

Savannah Shumock, President	Brianna Hartner, Vice President
Brooklyn Johnston, Treasurer	Calvin Mann, Historian
Griffen Lockette, Secretary	* 23 more students represent grades 3 – 6

The student council attended leadership camp which included leadership workshops and teambuilding activities to help the council members learn to work together throughout the year.

Other upcoming events include:

Nike 5k Run – September 21	Tuesday Morning Cheers
Lunch Recess Meetings	First Quarter Assembly
Fun Fair – Bling Booth	Supporting Kids Vote Hawaii
Red Ribbon Week - Say no to drugs!	Halloween Parade

4. Executive Report

The Executive Committee is in the process of preparing for upcoming contract negotiations with the Hawaii State Teachers Association.

5. Principal Report

- Our marine partners and a full 30 member band visited Lanikai Elementary in a morning assembly where the band performed and taught the audience about the

different instruments. The marines donated \$4,000 to our school through the purchase of our “Trike Bikes” currently being used in the upper grade physical education program. We have partnered with the marines for over 17 years. Traditionally they have contributed to the Fun Fair through the Haunted House. This year the marines have also started tutoring on campus after school and are also planning to reinforce the *8 Keys of Excellence* with a military flair.

- Training: Insight Education has returned for a third year of working with teachers to further curriculum alignment. Teachers also had time to articulate and work together during the training time. Quantum Learning is also reinforced throughout the year. (Principal Saucedo shared the product of a gallery walk activity conducted with teachers.)
- Parent Forum: The focus of the meeting was to introduce the school’s objective to get accredited by the Western Association of Schools and Colleges. A number of the attendees at the meeting graciously accepted to become more active in the school’s WASC accreditation process.
- Lunch: In order to align the school’s lunch program with State and FDA regulations as well as improve the general quality of the program, the school is seeking bids from food providers. When a decision is final, the current provider will be given a 60 day notice of termination. The current target is November.
- Teacher Union (HSTA): The principal met with the Association Policy Committee (APC) to review 17 outstanding grievances from the prior administration. The union provided an example of a draft letter that would close the grievances. No new grievances have been filed in the last 15 months. We are in a contract negotiation year with the Union. The year is off to a great start.

6. Enrollment Committee

- Enrollment is at 330, this is an increase from 2007-08.
- 15 students are still waitlisted for grades K - 3 and we are maintaining contact with those families.
- The Enrollment Committee is reviewing the draft of administrative enrollment procedures forwarded to it by the policy committee in August. Upon completion

of its review, the committee will contact the policy committee to arrange a joint meeting to complete a final draft.

7. Facilities Committee

- Lunch Structure: Still on hold, although temporary solutions are being explored. A permanent solution will be on hold until the Department of Accounting and General Services (DAGS), the office in the DOE that manages the facilities, finishes with renovations that have been on hold.
- Ceiling Fans: \$70,000 in funds were released from the DOE budget and installation has been scheduled during the fall intercession.

8. Health & Safety Committee

- First meeting will be held Thursday, September 18
- Student council will participate in the “Walk Across Mid-Pac” testing the emergency path in the case of a bridge outage.
- The committee is considering changing its structure and splitting – a recommendation will be presented to the board at the next meeting.

9. Policy Committee

- No meeting in August or September. Committee is expecting to meet with enrollment committee to complete draft of administrative enrollment procedures.

10. Strategic Planning Committee

- Committee report has been posted on the Strategic Planning Committee link on the Board homepage.
- The request for leadership and planning training is still in process with the Castle Foundation.

11. Finance Committee

- The committee is transitioning to the new treasurer, Paul Vierling.
- The committee has two main focuses
 - a. Financial Rigor
 - b. Transitioning to an accounting tool that is aligned with our budget. This is important because early last year the auditor faced challenges tracking funds because of the method of accounting management.

- The budget is currently based on a student count of 324 and will be staying at that number for now.
- Next month a detailed report will be available with more information.
- The committee is scheduling an audit for the school this year.
- It was noted that our school needs to be active in contacting legislators and informing them about how the budget cuts impact our children and their school.

12. School Web Site

- 11 companies were sent requests for proposals. The response has been weak.
- Darraghlynn Lee motioned that we create an ad hoc committee that focuses on reviewing the bids, receiving stakeholder input and making a final recommendation to Principal Saucedo. Seconded by Ilan Noy, unanimously passed.
- Ilan Noy designated as committee chair.
- It was noted that a notice should be sent in the newsletter asking interested parents and other stakeholders to join the committee.

13. Board Committee Meetings and Transparency

- A discussion during the committee reports stressed the need for committees to schedule consistent meetings, or provide enough lead time to inform stakeholders of inevitable meeting changes. It is also important to provide timely information and reporting of the events that occur and decisions made during meetings.

14. Phil Whitesell motioned to adjourn. Ilan Noy seconded, unanimously passed.

Closed session followed.