

**Lanikai Elementary Board of Directors**  
**September 12, 2007**  
**Meeting Minutes**

**Board Members Present**

Zac Stankovits, Chair  
David Saucedo, Principal  
Tehani Ebalei  
Kristin Garcia  
Mona Gardella  
Darraghlynn Lee  
Mari Ligsay  
Louis Saint-Cyr  
Joyce Schwendimann  
Paul Vierling  
Roni Wilkie  
Phil Whitesell

**Board Members Absent**

Kathleen Thomas

**Community Members & Guests**

CJ Beahr  
Sheri Fessler  
Karen Frato-Hildebrand  
Kim Ng  
Jennifer Stogner  
Burt Yoneshige

**Call to Order:** The meeting was called to order at 6:37pm by Zac Stankovits, Chair.

**Auditor Report:**

Burt H. Yoneshige, CPA with Akamine, Oyadomari & Kosaki presented his report. Initially Mr. Yoneshige was tasked with doing a full financial audit. His report was limited due to DOE roadblocks with regard to Lanikai specific data in the state FMS (financial management system). The DOE refused to provide access to the State's detailed records. Other ambiguities, such as land and facility ownership questions resulting from our charter school status, hindered the thoroughness of the report as well.

The audit was based primarily on the three bank accounts that Lanikai Elementary controls. Mr. Yoneshige advised of historic discrepancies that he believes were inherited from the past accountant and will be working with Lanikai Accountant Kim Ng to review records, investigate and write off past discrepancies, and refine accounting practices to ensure best practices moving forward.

\* Any documents shared during this process were drafts and not for distribution at this time.

**Election of Board Officers:**

Zac Stankovits requested volunteers.

Volunteers:

Zachary Stankovits – president  
Mona Gardella – vice president  
Louis Saint Cyr – treasurer  
Darraghlynn Lee – secretary

*Phil Whitesell moved to accept the nominees, Roni Wilkie seconded – unanimously passed.*

**Comments from the chair:**

None

## Approval of August Minutes:

Minutes distributed and reviewed.

Ammendments:

- Roni Wilkie – add title of Lanikai Curriculum Coordinator to clarify role on board.
- 2<sup>nd</sup> PD opportunity was on Classroom Instruction that Works, not academic Vocabulary
- Tonya Taylor is the president of the PTA, not a co-president
- Introduction – Kukui Nut necklaces came from Karen.
- Noted that comment to elect officers on 8/28 meeting was not accurate, took place today because it needed to be a public forum.
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*Phil Whitesell motioned to approved as amended, Darraghlynn Lee seconded – unanimously passed.*

## Introduction of New Members:

**Mari Ligsay:** elected by staff 07-09. Single parent with 2 children at home. Lanikai staff member for 8 years. Has served as the School Screening Coordinator Clerk, Primary School Adjustment Program Assistant working with grades (K-3) and with the counselor. Mari currently works with as a lower elementary special education department educational assistant.

**Tehani Ebalei:** elected by parents 07-09. This is Tehani's 2<sup>nd</sup> year as a Lanikai Parent. She has a child in 1<sup>st</sup> grade. She became interested in the board position after serving on the enrollment committee. She wants to work on the board to help the school do better.

## Committee Reports:

### Finance Committee:

Finance report, including statements from July & August was presented and reviewed.

The estimated budget was approved with 320 student assumption and we currently have 306 students. This equates to a \$100,000 shortfall. The principal is assessing Lanikai's situation and is looking out for best options to meet budget and determining appropriate places for cutbacks if necessary. Keeping staff is a high priority therefore increasing enrollment to meet budget needs is the preferred option.

(\*more discussion in Enrollment Committee notes)

### Facilities Committee:

Deirdra Leyne presented the committee's report focused on two issues. 1. Portables, and 2. Coverage for lunch area and LC lanais. The committee recommended looking further into the needs of the school and making sure decisions were made with balance to meeting the short term and long-term needs of the school.

#### Motions Made:

1. Accept the facilities committee's recommendations with regard to an incoming trailer and exploring our options for most effective trailer location.
2. Move to task the facilities committee to work with the principal to conduct a school wide facilities use analysis; to be used as a foundation for the short-term (3-6 months) and long-term facilities development plan.

*Paul Vierling motioned to accept the facilities committee's recommendations with regard to an incoming trailer and exploring our options for most effective trailer location, seconded by Darraghlynn Lee – unanimously passed.*

*Committee Recommendations Summary*

- *accept trailer and store at Hawaii Modular.*
- *put burm removal on hold and reconsider use of funds to remove burm, look at other locations and other uses of funds previously allocated for burm removal (electrical? – need to explore other needs that must be in place to make trailer feasible)*
- *use of trailer/new facility – committee would like to consider the usage of the facility and ensure it is being used to best meet the schools needs.*

*(Complete recommendations are on page 3 of Finance Committee Report)*

*Darraghlynn Lee moved to task the facilities committee to work with the principal to conduct a school wide facilities use analysis; to be used as a foundation for the short-term (3-6 months) and long-term facilities development plan, seconded by Kristin Garcia – unanimously passed.*

**Enrollment Committee:**

Jennifer Stogner presenting.

The committee met on 9/11. The committee addressed the issue of “no shows” or students who held a space and did not end up filling the space for the year. These students were accounted as a primary factor in the decrease of enrollment. Next year the committee will address this issue timely and call in GEs to maintain enrollment numbers.

The following openings are being publicized in the Windward community in order to increase current numbers -- 17 in 6<sup>th</sup>, 11 in 5<sup>th</sup> and 13 in 3<sup>rd</sup>, 2 opening for JK.

**Policy Committee:**

C.J. Beahr distributed reports. The committee provided three new policies to be reviewed for approval by the next board meeting.

- Emergency & Disaster
- Sexual Harassment
- Field Trips

**Strategic planning**

3<sup>rd</sup> Tuesday at 3:30pm regular meeting time. Welcome to Phil Whitesell as a new member and aloha to Megan Best who has resigned from the committee.

**Principal's Report:**

**David Saucedo presenting.**

- 306 students target 320: discussion forthcoming on enrollment committee.
- Principal Development: attended 2 day charter conference, learned much and met Waialae Principal and would like our schools to develop a relationship.
- PD 360 – new program. Unique point: allows teachers to go online and access PD resources as needed. Both new & seasoned can find information online.
- Reviewing EA & PTT roles. How to best utilize their skills to have the most impact on students.
- Parent/Community – experiencing committees, associations, dynamics, and history. Wonderful parent support, need to focus on positive communication between and making sure we all understand the whole context of information/communication.

- Power Woosh goes out to people in DAGS, facilities meetings discusses plans.
- Met with Sam Moore, HSTA representative. Working to develop a proactive relationship with union. Developing a plan to move forward in positive fashion.

**Old Business:**

Principal Search: Board requested that the process begin as soon as possible so that we can have a decision well before the end of next year.

Lunch program: Other options including bringing in lunch from Keolu Elementary are being explored. Meeting National School Lunch Plan requirements is essential in order to maintain funding for the Federal Lunch Program.

**New Business:** none addressed

**Next Meeting:**

2<sup>nd</sup> Wednesday, October 10th

**Adjournment:**

Meeting was adjourned at 10:30pm. Closed session immediately followed.

Submitted by Darraghlynn Lee