

Lanikai Elementary Board of Directors
October 10, 2007
Meeting Minutes

Board Members Present	Student Board Members Present	Community Members & Guests
Zac Stankovits, Chair	Clancy Doyle	Megan Best
Kathleen Thomas	Zoe Herrera	Jack Rios
David Saucedo, Principal		Danielle Clarke
Kristin Garcia		GinGin Sleight
Mona Gardella		C.J. Baehr
Louis Saint-Cyr		
Darraghlynn Lee		
Mari Ligsay		
Joyce Schwendimann		
Roni Wilkie		
Phil Whitesell		

Call to Order: The meeting was called to order at 6:42 pm by Zac Stankovits, Chair.

Comments from the chair:

Next week Wednesday the Board will be continuing their retreat at the Library from 4:00pm to 8:00pm.

Approval of September Minutes:

Minutes distributed and reviewed.

Discussed the need to amend the minutes to include more detail.

Phil Whitesell moved to accept minutes as amended, Kathleen Thomas seconded; unanimously approved.

Community Input:

Jack Rios thanked Phil for his clarifying comments on the minutes.

Lanikai Student Council Report

Introduction of Zoe Herrera and Clancy Doyle from the student council.

- **Leadership Camp:** All student council members attended a camp that allowed them to participate in and experience energizers, taught them leadership skills, taught them messages about enthusiasm, and taught them about leadership.
- **Upcoming Events:**
 - October 23- 26: Red Ribbon week. Purpose is to fight against drugs. Each day students will wear clothes or accessories that follow a specific theme. This will be advertised through the morning announcements, posters, newsletter, and it was suggested that the information be posted on the web site as well.
 - October 25: Pizza day fundraiser. Orders will be taken from 10/10 to 10/22. Representatives are collecting orders from the classrooms.
 - October 26: PTA movie night. The student council will be selling turkey raffle tickets during the evening and hold the drawing that night after the movie.
 - October 26 & 27: Student council will be in charge of the “Bling Booth” at the fun fair and will be helping out with the Haunted House.

- October 31: School Halloween Parade. (request to keep costumes child friendly and not too scary)
- Student council will be helping out with the fall book fair the theme is blizzard.
- **Still in process:**
 - Community service project. The student council is considering a beach clean up project, though they are also open to suggestions.

Committee Reports:

Finance Committee:

Immediate need is to reduce the budget by reducing future spending where possible, otherwise other areas of service would then need to be reduced to cut budget.

- The budget and current shortfall.

Next week Louis Saint-Cyr, Treasurer will meet with Kim Ng, Accountant to determine how the budgets are setup and allocated. This is especially important to review when dealing with a shortfall. In order to get back on track we will need to revise the yearly calendar including break downs for each month and see where variances are.

At yesterday's Finance Committee meeting the discussion centered on the committee's feelings about how to move forward with the current budget deficit. The sense was that we need to run within the budget and can not run with a shortfall. We don't know how the budget was allocated last year and need to see where the gap is on the \$48,000 shortfall.

David is looking at all of the areas of the school and determining where we can make cuts in order to make up for the shortfall. His findings and recommendations will be ready by the next board meeting (this follows procedure). This is a time sensitive issue.

Phil Whitesell expressed that he was glad that we are taking our finances by the horns, this is a critical area for the school and for charter schools as a whole. Not dealing with financial problems can lead to greater problems.

Facilities Committee:

The facilities committee did not meet since the last board meeting. Principal, David Saucedo, represented the committee.

The committee's Chairwoman has questions about the trailer. Hawaii modular says Trailer supposed to be in on 10/12. It would cost approximately \$3000 to move it. Storage fees would be about 720 per month if it stayed on Hawaii Modular's back lot.

The suggestion was made that we look into other options with regard to the trailer. There are a number of unknown variables that are linked to accepting and setting up the trailer – electricity, security, and so forth.

The principal & facility representatives met with 5 members from DAGS (Department of Accounting and General Services) on September 26. This is the group that supports the school facilities. The group noted that there were approved projects on backlog.

11 projects including a \$70,000 reroofing of portable 1, 2 & 5

A facility tour identified a number of projects that need to be done now.

Early/Immediate projects:

Fire Alarms first.

Steps to the administrative building and the art building have already been replaced.

Most of the piers of the buildings are cracked and need replacement.

We are starting to learn to work with the system.

The custodial staff at the school needs to trigger requests by inputting them in a computer, our custodians need to be trained to do this procedure.

School renovation is still on board, but the funds for this have not been released by the governor's office. The money released to the district and then schools go through the prioritization process.

DAGS has made themselves available to help remove the burm. We should clarify if that means that they do this? Or that we have to pay them to do this.

The Principal and Committee members were left with the impression that the DAGS staff is very backlogged.

Enrollment Committee:

- Enrollment committee – target 320, as of today we are at 314. We are 6 students short.
- To plan for the future, we need to look at community demographics, identify our potential base of students, and take a more aggressive approach in recruiting students.
- Example of marketing opportunity. During the Spring “I love Kailua” fair, set up a booth to capitalize and get our name out in the public.
- Request was made for a draft of an enrollment plan.
- We need to find out why students leave – exit interview.
- Need to showcase what we do have that is special – e.g. 5/6 classroom model.

Side Note: A question came up regarding the response to article in Mid-Week seeking students in order to pull enrollment numbers up. Need to follow through to identify if there was any response.

Danielle Clarke – community feedback. Danielle suggested that we make the enrollment process more welcoming. We should also make sure people know what to expect through the process.

Policy Committee:

C.J. Baehr is moving ahead and writing drafts of administrative regulations for determining excessive tardies, absences, and for specifying the complaint process for harassment.

Strategic planning:

April Taylor will be joining us at the retreat to do the power point presentation on the enrichment & gifted and talented options that the committee has been exploring. This is in an informative stage of process at this time.

Principal's Report:

- **Professional Development:**
 - Day 3 & 4 of Quantum Learning Training. Teachers, staff and some board members went during the training for the experience. Quantum Learning is an instructional

- approach that the school has been exposed to this year that provides the school with tools to make the most of student learning. This was during the fall break.
- Michael Moody – Insight Group. Follow up training with teachers. Michael Moody helps teachers strategically design lessons. Teachers meet with him in groups such as new teachers, upper elementary, and lower elementary.
 - We are looking to align the overall training of the teachers and where we are going in the future as a school from here forward.

Old Business:

- **Portable Classroom:**

The board members recapped the history of classroom movements, the question of how to best meet all learner needs at Lanikai (this includes a wide variety of student interests), and how people believed the ordering of the portable classroom came forth. The board ultimately reflected back to the last meeting where the decision was made to hold off on setting up the classroom because the support infrastructure such as space, electrical, phone, and alarm services are not ready to accept the portable classroom. We all agreed the issue of what to do with the portable classroom needs to be evaluated thoroughly and a decision made once all information is gathered.

Louis Saint-Cyr, motioned to pay for month to month storage at Hawaii Modular for the contract rate on the finance committees report (approx. \$720) for the school's new modular space until such a time as the board has assessed and determined installation costs and infrastructure support capabilities. The motion was seconded by Kathleen Thomas and passed unanimously.

- **Health and Safety Policies:**

- Copies of the policies were provided by CJ Baehr of the Policy Committee with a request that they be reviewed for approval.
 - Policy 1 – Emergency and Disaster
Kathleen Thomas – at some time will there be an action plan? This policy states that there needs to be an action plan. The plans will be living documents.

Policy 1. Mona Gardella motioned to accept as is, Kathleen Thomas seconded. The motion was passed unanimously.

- Policy 2 – Sexual Harassment
Kathleen Thomas: #5 – States that “Administrative regulations... shall be made available... on request.” This shouldn’t have to be asked for, but provided to. Propose to change the wording to say “... **shall be given to staff and to parents/guardians of students.**” This policy should also be signed for. It was noted that this will be added into future versions of the parent handbook.

Policy 2. Kathleen motioned to accept the policy as amended, Mona Gardella seconded. The motion was passed unanimously.

- Policy 3 – Field Trips and Excursions.
Statement #3 states: “No student may participate in a field trip or excursion without *prior informed* consent of a parent or guardian.”
Change *prior informed* to *prior written*.

Zac Stankovits moves to accept Policy 3 with the proposed amendment, seconded by Mona Gardella. The motion was unanimously passed.

Additional Comments on Policies and Procedures:

Phil Whitesell – DOE has a full set of regulations and procedures. They have curriculum specialists that will come to the school and present.

Have teachers ever signed the policies that they have read them? In the future the teachers will be required to sign that they have read and understand the policies and procedures.

Phil Whitesell commented the following on board policies.

Just as we are doing for the school policies we should address board policies as well. For example, the code of ethics for board members? Are we doing that? We need to find out are we doing that and ensure followed through.

We should also restate our policies in the positive.

For example:

Integrity of Character states that a board member will “**Refuse to render judgement of a group...**” Is should say something like, “**We will put the school forward and above any group.**”

Policy 1 code of ethics.

Bullet 1

Make all decisions as a board member on the basis of the welfare of the school as a whole.

#3 Do not disclose information that is confidential including but not limited to law, contract or closed session information. (remove that will needlessly harm Lanikai...)

Motion to change wording was made by Kristen Garcia, Seconded by Joyce Schwendimann.

Next Meeting:

Review policy information.

Adjournment:

Roni Wilkie moves to adjourn, Mari Ligsay seconded. Passed unanimously.

The meeting was adjourned at 8:45 pm.

Submitted by Darraghlynn Lee