

**Lanikai Elementary PCS  
Board Meeting Minutes  
December 12, 2007**

**Board Members present:**

Zac Stankovitz, Chair  
Mona Gardella, Vice Chair  
Louis Saint Cyr, Treasurer  
Darraghlynn Lee, Secretary  
Kathleen Thomas  
David Saucedo, Principal  
Kristin Garcia  
Roni Wilkie  
Joyce Schwendimann  
Mari Ligsay  
Paul Vierling  
Phil Whitesell

**Board absent:**

Tehani Ebalei

**Community/Staff present:**

Jennifer Stogner  
Julianne King  
Don King  
Beau King  
Deirdre Leyne  
Karen Frato-Hildebrand

**Call to order by Chair: 6:31 p.m.**

**Community Input**

The King family expressed an interest in being involved in helping the facilities committee resolve issues that are delaying the set up of a portable classroom. They provided a brief history of the FSC's movement over the past two years and expressed that it was their understanding the new portable classroom was intended as an FSC classroom.

According to the Kings the current location is long and narrow. This layout does not accommodate the children and skills trainers well, nor does it allow for engaging interaction with other regular education children—beneficial for both groups of students. The family wanted to ensure that students with special needs are not on the bottom of the list and to increase board awareness that numbers of students requiring FSC classrooms are increasing.

**Approval of Minutes from November 14, 2007**

No discussion or amendments.

*Mona Gardella moved to accept minutes as presented, seconded by Roni Wilkie – unanimously passed.*

**Comments from Zachary Stankovits, Board Chair**

Throughout our time working on the board, the school's mission and vision statement should always be on the top of our minds. (mission & vision attached)

During the board retreats, board members decided to focus our attention on three areas – The Three P's: Product, Place and People.

- Product:
  - Western Association of School's & Colleges – Lanikai is currently seeking WASC accreditation.

- Establishing Best Practices – Implementation of tools such as Quantum Learning and Strategic Lesson Design help ensure teachers are implementing best practices in the classroom.
- Curriculum: Lanikai has been aligning curriculum for the past two years and is also working toward increased differentiation in the classroom.
- Place:
  - Fiscal Responsibility – implementing new budget processes and accounting tools that help us manage our budget during a shortfall and plan more accurately in the future.
  - Process and Procedure – currently working on revising policies, bylaws, and ensuring that they align with the school’s mission and vision.
  - Facility and Equipment – The Facilities Committee is working to develop a needs assessment for the school that includes long and short term needs. (see committee report for more information)
- People:
  - Enrollment –
    - The Enrollment Committee understands that we need to develop a plan to ensure that we have enough students to meet our necessary enrollment at Lanikai. We also need to improve communication with families as they go through the process of entering Lanikai and understanding reasons for leaving when families depart from the school.
    - Growth Plan – the school needs a plan to ensure that the student population is in balance with budgetary needs.
  - Leadership – The school needs a new principal. Leadership in the school also needs to focus on building a team spirit among the leaders in the school.
  - Symbols and Celebration – The school needs to take the time to experience celebrations together and also to recognize school community accomplishments.

## **Committee Reports**

### **Principal Search Committee**

Karen Hildebrand was tasked with heading the Principal Search Committee. There was brief discussion. The committee recommended that the board offer Mr. Saucedo a permanent position at Lanikai Elementary PCS.

Phil Whitesell inquired about the overall search process and Joyce Schwendimann also asked how it compared to the previous principal search conducted approximately 3 to 4 years ago. Karen explained that in August she began the principal search upon the board’s request. As mandated, the position was posted within the DOE with no response. The committee, consisting of representatives from stakeholder groups, carried out the applicant interview.

*A motion was made by Paul Vierling to accept the recommendation, seconded by Kathleen Thomas.*

### **6:50pm to 7:10pm Closed Session**

At this time the board excused Mr. Saucedo and entered a closed session.

Upon reconvening the position of Principal was offered to Mr. Saucedo by the majority of the directors; subject to a satisfactory contract agreement.

### **Facilities Committee**

Presented by Deirdre Leyne.

[Summaries and recommendations copied from Facilities Committee: December 12, 2007 Board Report submitted at the meeting by DL]

Safety Concerns:

#### **Fire Lane – Based on Fire Inspection:**

Leased portable can stay where it is currently located, as stated by the Kailua Fire Department Inspector. However, City and County zoning restrictions may require 20 feet of access between portable and neighboring upslope. Note: tree trimming vehicles were able to pass without difficulty.

*Committee Recommendation: As DOE tenants wait for the state to visit and advise. If we need to cut into upslope will have to inform and work with neighbors.*

#### **Fencing of School Perimeter:**

There is approximately a 3 week wait to repair perimeter fences.

The committee is exploring the possibility of installing emergency access gates at the crosswalk on Alala road.

*Committee Action: Committee will explore cost and ADA requirements.*

Note: It was suggested that the ground from the berm removal may be able useable to provide a ramp like foundation leading up to an emergency access gate that may be safer than stairs and may help with ADA compliance. It was also suggested to explore if this gate could serve as an emergency vehicle access as well.

#### **School Plan:**

Task cannot continue without electrical assessment.

#### **Electrical Assessment:**

Electricians, Inc. (a DOE certified electrician) informed the committee that a professional assessment would cost between \$2,500 and \$3,500, for the following services an assessment, engineer review, and written report. According to the company a typical Electrical Upgrade for a School runs between \$80,000 and \$250,000.

*Committee Recommendation: Proceed with professional assessment. No planning or decisions (short or long term) can move forward without more information.*

Discussion revealed board agreement that facilities planning and decision making is dependent upon specific information regarding our current and future electrical status. With approximately 100 schools waiting for electrical upgrades it was also noted that Lanikai may need to find a way to pay for electrical upgrades in order to bring the new portable classroom on campus.

While discussing the possibility of requesting proposals for electrical bids, it was stated that a professional assessment would provide insight to the type of detailed information that would be required to put together a well written detailed RFP.

Other board members also added that we need to draw upon the supportive base of people that want to help the school and with our government representatives Senator Fred Hemmings and Representative Tommy Waters.

*Louis Saint Cyr motioned to accept the committee's recommendation to spend up to \$3500 for an electrical assessment, seconded by Joyce Schwendimann – unanimously passed.*

Note: Board member Paul Vierling volunteered to help in the process due to his familiarity with assessments and proposals. He indicated it was imperative to include sufficient information to the vendor regarding our schools short and long term intentions so that the assessment can address Lanikai's specific needs.

Other Items:

Berm Removal:

Deirdre Leyne will put together a work party schedule to plan for the removal of the berm. The goal is to complete the berm removal over the six weeks of summer. It is possible that the ground removed could be used in the development of an emergency access gate as previously discussed. This will depend on what is learned about ADA compliance and the Facility Committee's final recommendations.

Shade Coverings:

The previous company did not provide the necessary architectural renderings necessary to obtain building permits. The original contract is also void as the company has changed hands.

Also, the committee has learned that this area will be impacted by a DOE sewage project at Lanikai. Firm dates and degree of impact are unknown.

*Hold off on moving forward with coverings until the impact of the sewage project can be determined.*

DOE Process:

The Facilities Committee and the Administration have worked hard since August to strengthen the relationship between DOE Facilities Group and Lanikai and to understand the required process and procedures. This has helped increase the DOE's responsiveness to the needs of the school.

*Committee Request: The committee would like to request that a special meeting be held in the New Year after the electrical assessment is completed to establish timelines and plans for facilities projects.*

**Finance Committee**

Presented by Louis Saint Cyr

New Budget Template:

The new spreadsheet has been completed. This format will serve two purposes:

1. It allows us to build out a budget for the entire year. We are currently populating it month by month.
2. Once populated the data provides historical data and is a tool for more accurate budgetary planning in the following year.

The new spreadsheet provides the ability to look at monthly breakdowns of budgeted amounts, actual amounts, and track the funding throughout the year. The updated spreadsheet keeps track of what funds are in the bank at that moment.

Board members reviewed and looked at a sample of the new budget spreadsheet. General consensus was that it was easier to read and provided more information. There were comments on some areas where explanations need to be provided for differences in budgeted amounts and actual amounts.

#### Budget Shortfall:

Student Funding – We did not meet our projected student numbers and therefore had a shortfall in this area. However this shortfall was considerably offset by the fact that the projected per pupil funding was \$750 less per student than our actual per pupil funding. This means that the actual deficit of student funding was only \$8,000 instead of \$64,000 as anticipated.

Labor - Total labor cost is the most troubling area. The budget is less than our actual by about \$14,000 each month. This is something we need to address.

#### Other Discussion:

Kathleen Thomas asked where money comes from for items like the \$3500 we just approved of the Facilities Committee spending. Louis Saint-Cyr explained that that is not a material amount of money. Material amounts of money are usually amounts over \$20,000. There should be enough funds to allow for some discretionary use of funds for these types of expenditures. The current limit for the principal is set at \$10,000. We need to review these numbers and agree on what they should be.

Management of Sick Leave/Vacation Leave – we need to have funds allocated in our budget to account for sick leave and accumulated vacation time.

Padding – We should have a pad of approximately \$100,000 in our budget for emergency purposes. The board needs to evaluate the budget for the remainder of the year and determine where we can make cuts or place holds on funds to ensure we are able to maintain our budget for the remainder of the year. Some items discussed were changing the status of the unusable portable classroom while waiting on clarification of facilities issues such as electrical and other infrastructure issues, bonds, fundraising, and inquiring with local representatives about the availability of state funds.

Special Meeting – the board agreed to hold a special meeting at 6:30pm on January 7, 2008 in order to learn more about using the budget spreadsheet and determining where to cut or freeze funds for the budget.

## **Principal Report**

Presented by David Saucedo

- Reemphasis of the issues noted in the facilities report, with special focus on the need to develop a facilities plan for the future.
- Counselor Jim Phillips resigned last Wednesday, December 5. Replacements are being interviewed.
- Another PT skills trainer is resigning at the end of 2007.
- After school care – options are being researched because the state will no longer subsidize the program. Kama’aina Kids currently has 50 students and parents currently pay \$50 per month. This will increase to \$100 without support.  
We have been observing Waialae Charter School’s program where there are 250 students in an extended school day program. Services are provided from enrichment perspective.
- Lunch – Karen Hildebrand has been researching options. We need to open bids for three vendors to find out what they can offer. Power is a limitation – the electrical report (recommended by the Facilities Committee) will provide more information in this area as well.

*Zac Stankovits motioned to get bids for providing lunch services at Lanikai Elementary, Roni Wilkie seconded. Unanimously passed.*

Zac Stankovits made the request to table all other committee reports and issues scheduled until the next board meeting. All agreed.  
All agree.

### **PTA Announcements –**

1. Wednesday night December 19, Winter Concert and taco fundraiser dinner.
2. January 21, Martin Luther King, Jr. Day is the Pancake and Fun Run on Lanikai Loop.

The question was posed how the board would let the stakeholders and staff know about the offer of the principal position to David Saucedo.

*Darraghlynn Lee moved that Zac Stankovits inform stakeholders, seconded by Mona Gardella. Unanimously passed.*

*Kathleen Thomas motioned to bring the meeting to a close, Louis Saint-Cyr seconded. Unanimously passed.*

**Meeting Closed at 8:50pm.**

**Special session to follow.**

Submitted by Darraghlynn Lee

Minutes include 2 attachments:

1. Mission & Vision
2. Facilities Committee Report

## Attachment 1

### LANIKAI ELEMENTARY PUBLIC CHARTER SCHOOL

### *A Path to Excellence in Learning and Life*

**The Mission of Lanikai School embodies three closely related goals:**

- ✓ **To prepare students to become active, productive and contributing participants in a democratic society;**
- ✓ **To develop responsible, caring, and capable lifelong learners committed to continuous improvement in themselves and their expanding communities.**
- ✓ **To enable students to achieve the Expected Schoolwide Learning Results.**

TO MEET THESE GOALS LANIKAI SCHOOL OFFERS ITS STUDENTS THE FOLLOWING:

AN ENVIRONMENT that is secure and welcoming and that engages children's interest and celebrates their accomplishments.

A CORE CURRICULUM that exceeds state and national standards, is differentiated according to student abilities and interests, is aligned between grade levels and subject areas, and is inclusive of arts, technology, and physical development.

CLASSROOM INSTRUCTION that is student-centered and responsive to each child's needs, and that fosters inquiry, exploration, independent thinking, collaborative effort, and productive reflection on one's own work.

A COMMUNITY in which all participants—children, teachers, staff, parents, and board—are both teachers and learners and are mutually supportive.

TEACHERS, ADMINISTRATORS, AND STAFF who are creative, knowledgeable, focused on the welfare of each child, and appropriately certified.

FACILITIES AND RESOURCES that meet the needs of all students.

## Attachment #2

### FACILITIES COMMITTEE BOARD REPORT

DECEMBER 12, 2007

#### SAFETY ISSUES

FIRE LANE – Based on Fire Inspection:

- Resulting decision based on Fire Department Inspection:
- Leased portable can stay where it is, as stated by the Kailua Fire Department Inspector. However, City and County Zoning restrictions may require 20 feet.

**Committee Recommendation:**

Have State come out to advise.

FENCING OF SCHOOL PERIMETER:

Approx. 3 week wait to repair fences.

Remove fence at Crosswalk on Aalala Road and install gates for Emergency access.

For installation of said gates – prepare Offer to Bid. Monies to be allocated.

**Committee Recommendation:**

Publish request for bids with DOE sanctioned landscapers and allocate funds ASAP.

#### OTHER

ELECTRICAL ASSESSMENT:

Committee and Administration moved forward by providing Kevin Muranaka, Electricians Inc, one-line electrical plans of the schools electrical service. Mr. Muranaka volunteered to conduct assessment on a volunteer basis. As of December 11<sup>th</sup>, Mr. Muranaka stated that he needed to come on-site to evaluate the true nature of what systems existed at the school and was unsure when this might be arranged.

Spoke with the Darin Yokoyama, President of Electricians Inc.

Professional Electrical Assessment would cost between \$2,500 and \$3,500, for the following services:

Assessment, Engineer review, and written report.

Typical Electrical Upgrade for School runs between 80,000 and 250,000.

### Committee Recommendation:

Board must proceed with Professional Assessment as to reduce delays and further expenses for new Building. Without it all future Capital improvements, as well as immediate plans cannot be executed as we are on electrical overload. Request that written report consider both immediate and long terms needs for the School.

### FACILITY NEEDS ASSESMENT:

David Saucedo and Deirdre Leyne met to discuss present needs and future needs at Lanikai.

Potential Growth Areas for 2008:

Early Learning – JK through First Grade.

Cafeteria

Music Program

Steps needed to support these needs and clear the way for future projects:

1. Electrical Assessment – Without it nothing can be done, school remains stagnant.
2. Bring in new Building – Put it where swing set is beside the LC. Move JK into new building and reinstall music program in the portable where JK was. Leaving SPED as is.
3. Berm removal – To be executed during the summer break of '07 and have landscaping ready for new school year. Committee feels the berm bears removal, and the drainage in its surrounding area needs to be addressed.
4. Clear direction from Board and Administration as to potential growth areas. Build Capital Improvement Plan for the next 5- 10 years, on a yearly basis. Clearly outlining yearly expenditures, taking into account all needs (facilities and resources of all kinds). I.e. expansion of the early learning centre, as well as the reincarnation of the cafeteria.

### THE FOLLOWING ITEMS REMAIN UNADDRESSED:

#### Shade Coverings:

Without architectural renderings from the company, permits from State and City & County could not be obtained. Subsequently, between the committee's discovery of said problem and the initial contact made back in August; the Committee was told that the original provider of supplies at cost had been sold and that the original quote was no longer valid.

Also, Committee has since learned of DOE project involving the sewage lines at the school. Scheduled date unknown, level of construction unknown. All we know is that it affects the area where the Shade Covering would be, between the Administration Bldg. and the Cafeteria.

#### Process:

In the short period between August and December discovery by the committee and the Administration as to the proper workings and lines of communication between Lanikai and the

DOE has been both educational and painful. Principal Saucedo has done an outstanding job in reestablishing a working relationship with DOE Facilities and has proven very helpful. The DOE Facilities group had been very leary of Lanikai and, at present, are much more responsive to the needs of the school.

Without a clear plan and timeline projects and issues fall between the cracks. Request that special meetings be held in the New Year to establish these timelines and plans. Request date after the Electrical Assessment has been conducted. End January 2008.