

**Lanikai Elementary PCS
Board Meeting Minutes
January 9, 2008**

Board Members present:
Mona Gardella, Vice Chair
Darraghlynn Lee, Secretary
Kathleen Thomas
David Saucedo, Principal
Kristin Garcia
Mari Ligsay
Paul Vierling
Phil Whitesell

Board Members Absent
Zac Stankovitz, Chair
Louis Saint Cyr, Treasurer
Roni Wilkie
Joyce Schwendimann

Community/Staff present:

Call to order by Vice Chair: 6:40 p.m.

Community Input

None

Approval of Minutes from December 12, 2007

- Correct minor typographical errors.
- Include copy of the Mission & Vision Statement and the Facilities Reports referred to in the minutes.

*Paul Vierling moved to accept minutes as corrected, seconded by Kristen Garcia.
Unanimously passed.*

Note: Paul Vierling requested that we follow the lead of the State Legislature and make an effort to become a paperless board. All agreed that conservation was a good idea. Minutes and other correspondence will be conveyed via email from this time forward.

Comments from Mona Gardella, Acting Chair

Mission & Vision:

At our last meeting we discussed the three P's (people, product, and place) of Lanikai. One of the points listed under these is the importance of celebration. We are in the process of adopting a new mission and vision. How are we going to celebrate our new mission and vision statement. Let's start thinking about how to do it and getting suggestions from our Lanikai Community. (teachers, parents, students etc.)

Kathleen Thomas – What is the best way to bring the children into it? Can we inquire with teachers and see if we can include them through art, writing, or song? (To be discussed with the staff.)

Board Vacancy:

There is still a vacant seat on the board. A note has gone home in the last newsletter before break. Zachary Stankovits or Mona Gardella will follow-up with PTA President Tonya Taylor to request an update.

Reports & Updates:

Student Leadership Report

None

Principal Report

Enrollment

Our enrollment is currently 305 students. Prior to the end of the 2nd quarter enrollment was at 315 students. We do have 6 district students joining us and we have had 6 kids call about attending Lanikai next year.

Discussion – What is the reason that the students left? We do know that some students have moved from Hawaii, another student moved to another school to pursue a different academic environment. The rest are unknown.

Note: Through enrollment discussion there was inquiry about the enrollment process, especially at the kindergarten level. The board requested that the principal ask the people familiar with the process to educate the board on the kindergarten enrollment process.

Please read enrollment committee notes for more related enrollment discussion.

Staffing

Danielle Clark has been hired to fill the vacant counselor position. Mrs. Clarke is also a parent in the Lanikai community. Please welcome her to our staff.

The state has allocated another permanent hire EA (educational assistant) position to Lanikai Elementary. The CSAO (Charter School Administrative Office) has provided a list of eligible candidates to interview, however we would also like to post this position in house to make sure that any qualified Lanikai staff have the opportunity to apply for the position.

Facilities & Finance – refer to committee sections in minutes.

Enrollment Committee

Represented by Kristin Garcia

Proposed Changes to Enrollment Policy (III-4) – This document was provided to board members in November 2007 for review and amendment/adoption. Committee recommended changes are indicated by italics.

Discussion related to enrollment at Lanikai focused on the following areas:

1. The full enrollment policy document.
2. The development of a user friendly informational version of common enrollment elements for public use and distribution.
3. Clarification/development of enrollment procedures.

The discussion, a summary of which follows, was lengthy and touched upon many enrollment issues. The outcome was an understanding that Lanikai needs to further develop its enrollment practices and policies with an awareness Hawaii's educational climate in which it will be competing for students. It was decided that before adopting and moving forward with the policies it would be best for select board members and the enrollment committee to combine their knowledge and expertise to amend the current policy to meet Lanikai's needs in an increasingly competitive educational environment.

Enrollment Discussion Summary:

This year has shown challenges at Lanikai to meet the minimum enrollment to provide the funding necessary to provide educational services with the current staff and programs. Other well known schools are facing the same crises and at least one has had to release teachers due to decreasing enrollment. This brought forth discussion about how students enroll in Lanikai at all levels and at how minimum and maximum class sizes are determined. Further discussion determined that many issues are procedural in nature. Procedures do need to be addressed, but must be separated from the policy. The procedure is the specific way that policy is carried out and should be developed through the Executive Committee in conjunction with the people/groups that carry out the procedure.

Paul Vierling shared information that will impact enrollment at all public schools in the future. The Department of Education is working on legislation that will increase the weighted student formula that is in place through Act 51 with the intent to cultivate a competitive entrepreneurial environment amongst public schools. To succeed public schools, including Lanikai, will need to start thinking as a business that is competing to educate children. This means that the enrollment policy needs to be crafted in a way that impacts the environment, culture of the school and front office where people get their first impression of the school. Lanikai needs to take a proactive approach and be ready for the more competitive environment that will be developing in the near future.

Listing of comments and questions presented during the discussion, they are not listed in any order to indicate importance:

- Why can't applications be accepted when someone wants to submit them? (It is understood that there are related DOE procedures that need to be considered.)
- The policy listing of classes does not include the fully self-contained classroom (FSC).
- We need to ensure that we have the appropriate enrollment documentation/information available for parents according to the law. (e.g. a document that includes information relevant to parents and guardians, not the full policy)
- Why is there so much paperwork and requirement to enroll a student in kindergarten? Does this foster a customer service environment?
- Clarification is needed on procedures for student enrollment, un-enrollment and geographic or resident status.
- What are the maximum numbers for enrollment and how are they determined? We can't take more than we have room for, yet we do want to focus on keeping our classes populated.
- Our school culture should embrace people and make them welcome – our policy and procedure needs to be consistent with this culture.

- Are we aware of the regulatory factors that impact enrollment issues? David Saucedo to check with the Charter School Administrative Office.
- The document—as well as all customer related documents—needs to be evaluated through the lenses or perspectives of Lanikai’s customers.
- Section 4.9 is very subjective and may be a liability if there is ever a perceived discrimination.
- We need to focus on reasons to say, “Yes, we gladly accept residential and GE students.”

Paul Vierling moved that the policy be returned to the committee with the specific request that they discuss and consider revising the policy language to be more welcoming and engaging, seconded by Kathleen Thomas. Unanimously passed.

Note: It was expressed that the committee has done considerable work on the enrollment documents! The changes are not a result of a lacking on the committee’s work. Instead it is an awareness of two prominent facts. First, that there needs to be a policy that is written for public consumption, not strictly internal guidance, therefore the tone of the language needs to be appropriate for public usage. Second, the educational environment will become exceedingly competitive in the future and Lanikai needs to focus on customer service within the education industry. The board would like to move forward by partnering with the committee to re-evaluate the overall policy in light of the Board’s awareness of an increasingly competitive environment and the goal to provide customer services to Lanikai parents and students.

Facilities Committee

Presented in Principal’s Report

Dierdre Leyne will be moving forward with the electrical estimate. A report may be available at the next board meeting.

Finance Committee

Presented in Principal’s Report

On Monday, January 7, the board gathered to review the budget and determine what funds could be frozen and what areas could be cut in order to ensure that there is funding set aside to offset any unexpected expenditures that Lanikai may be forced to incur over the remainder of the school year.

The finance committee is reviewing these funds with Kim Ng, school accountant, to ensure the accuracy of the funds. If necessary the committee will also be discussing freezes with any individuals impacted by a holding of funds.

Health and Safety Committee

Represented by Mari Ligsay

Board members will review and be ready to amend/adopt the following Health and Safety policies by the next meeting:

1. General Harassment

Note: Adoption of these policies was delayed because they were not appropriately distributed and put on the agenda by the board secretary – many apologies H&S committee.

Policy Committee

Represented by Phil Whitesell

Amendment/Adoption of pending policies:

1. Conflict of Interest (I-3)
2. Separation of Duties (I-4)

Kristen Garcia moved to adopt Conflict of Interest (I-3) and Separation of Duties (I-4) as they are written, seconded by Darraghlynn Lee. Unanimously passed.

3. Non-Discrimination (I-5)

Kathleen Thomas noted that although the statement specifically listed a variety of groups, the statement did not list non-discrimination for disabilities. Appropriate verbiage to include non-discrimination toward disabilities.

Kathleen Thomas moved that the Non-Discrimination (I-5) policy be adopted as amended, seconded by Mari Ligsay. Unanimously passed.

Amendment/Adoption of new policies:

1. Committees (I-6)

Amendments:

- 3. Written description: ... This description should be submitted to the executive committee **for approval** and maintained by the secretary of the board.
- 6. Committee Meetings:
 - 1st bullet - Meetings are scheduled **and posted** in advance through the school year.
 - 5th bullet – A vice-chair or chairperson’s designee may carry out the functions **of** the chair if the chair is unable to do so.

Note: The process of how information about committees and opportunities to express interest to join a committee needs to be clearly defined. The process will be better defined by joint effort of the committees and the Executive Committee. This issue is noted, but is not appropriate as part of the policy discussion.

Kristin Garcia made a motion to adopt the policy as amended, seconded by Phil Whitesell. Unanimously passed.

Strategic Planning Committee

Represented by Phil Whitesell

- The Committee is working on a statement of purpose and has asked to meet with the Executive Committee on February 19.
- The Western Association of Schools and Colleges approval is in a holding period. The next step is a self student. We are currently working on this part of the process.
- The committee will be meeting on January 15.

PTA Announcements

None

Additional Comments/Notes:

Executive Committee meeting is scheduled for Monday at 4:30p.m. in the Lanikai Library.

Add board members signing of revised code of ethics to the February meeting agenda.

Paul Vierling moved to adjourn the meeting, seconded by David Saucedo. Unanimously passed.

Meeting adjourned at 8:52 p.m..

Submitted by Darraghlynn Lee