

**Lanikai Elementary PCS
Board Meeting Minutes
February 13, 2008**

Board Members present:

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

Board Members Absent

Zac Stankovitz, Chair
Roni Wilkie

Community/Staff present:

Owen Lovejoy
Megan O'Connell
Jennifer Stogner

Call to order by Vice-Chair: 6:35p.m.

Community Input

Owen Lovejoy commented that he thought the school was doing well and should keep moving in a positive direction.

Approval of Minutes from January 9, 2008.

Note from secretary: One of the Health and Safety policies was previously adopted – this will be reflected in the revised minutes.

Motion by Kristin Garcia to approve minutes, seconded by David Saucedo; unanimously passed.

Comments from Mona Gardella, Board Vice-Chair

1. New Board Member: Welcome to Kevin Lockette who was elected by parents to fill the vacant board seat. Kevin has two students at Lanikai, Griffin in 5th grade and Hudson in 2nd grade.
2. The board member code of ethics was amended and to ensure that our files are accurate all board members will sign a new copy of the document. (document was signed by all present board members)

Reports & Updates:

Student Leadership Report – none

Principal Report – presented by David Saucedo

Culture/Climate: Recently the school has experienced bullying and harassment events. Mr. Saucedo has met with parents and faculty to address these issues. We want to be more proactive and strengthen the school's conflict resolution and character building curriculum. Responsive Classroom and Quantum Learning are two strategies already in place. We are implementing another curriculum during morning meetings to focus on character building. This is only the beginning and we will be developing a stronger curricular focus on character development and conflict resolution.

Handbook: An evaluation of the Lanikai handbook in context of our recent changes in climate is vague in its policy on violence and bullying in school. I would like to look at changing our handbook to include more specific, positively structured information such as rubrics that clearly identify consequences for actions. 17 states have anti bullying laws, we are meeting with the Attorney General so that we can get feedback and guidance in this area as we clarify our policy and our procedure.

Parent Forum: Approximately 26 parents attended. Forty-two issues identified through past forums were brought to the table. The meeting focused on narrowing the list two a few areas of focus. The end result was a focus on the following areas:

- Celebrate Teachers – focus on excellent teachers and excellent teaching practices
- Align Curriculum - focus on exceeding the AYP
- Class Size – keeping class size down is important
- Safety!!! The school needs to maintain a culture where people feel safe. This starts within the school—with the teachers.

Hawaii Distinguished School Award: Last Friday Lanikai Elementary was recognized as one of Hawaii's Distinguished Schools and as A Continuous Improvement School. We received an award and \$500.

Enrollment Committee – presented by Kristin Garcia

Progress on Policy Revision

The committee was tasked to review and revise the enrollment policy so that it has a more positive voice. Parts of the document also need to be written for public consumption. The committee has met twice and reviewed the policy.

Both times the committee chair was absent. The committee believes that the document should be firm and clear so that policies are not manipulated. Kristin noted that the board

request may not have been clearly understood by the committee as a whole and that the more detailed list on the previous minutes would probably be helpful.

The committee will forward a revised copy for the board to review – Kristin would follow up on the request with the committee chair.

Facilities Committee presented by David Saucedo (updated through principal report)

Renovation Timeline: Renovations that have been in discussion for at least 18 months are still pending. Two major issues we are aware of holding up progress are recent personnel changes in the DOE and Linda Lingle authorizing the release of necessary funds. (160 million requested, 40 million released, waiting on the release of 9 million) Renovations are running behind about two years. Backlogs exist in the renovations of sewer systems, and electricity is at least a two year waitlist through the state. We have put inquiries into the funds through our representatives. Tommy Waters is investigating where the money is, we will update him on our status and try to keep pushing things forward.

Portable Classroom – The state has suggested that we talk with Hawaiian Modular about moving forward with the installation of the portable classroom. HM can likely provide help with architectural requirements and zoning guidance. We should invite DOE to stay involved in the process so that they remain aware of Lanikai, our needs and actions.

(there are still other facilities issues that need to be accomplished first)

Electrical Assessment – The electrical assessment has not been completed yet. We are considering moving forward through another engineer to have the assessment completed. We are considering looking at other funding options, such as assigning funds from our lump sum to move forward if necessary.

Finance Committee – presented by Louis Saint Cyr

Louis Saint Cyr handed out a copy of the January budget sheet that showed the budgeted amount, actual amount, and the variance between the two. There were variances in labor costs, staff training, and technology.

We already know that labor costs will be over budget by approximately \$20,000 each month in order to honor employment contracts. Next year staffing will be reviewed and

appropriately budgeted. Training expenses were approximately \$5,000 over because of the need to honor past contracts. The PTA provided a \$3000 donation for technology.

Keep in mind that there was not a working budget for the year. The budget has been redone to show where money is going and to include explanations of variances. This will allow us to plan and carry out fiduciary duties more accurately next year. At the end of each year there should be a sufficient amount of funds in reserve. We are projecting that we will have approximately \$92,000 left at the end of the year—this should have been closer to \$250,000. The fiscal budget runs from July to June. We are building out the budget so that next year we have better control over funds and have sufficient funding to apply to special projects and potential unexpected expenses.

Our current budget format is still a work in progress, but the reporting should include an executive summary, a bank statement, miscellaneous statement, and a budget summary.

Health and Safety Committee – presented by Mari Ligsay

General Harassment Policy – presented to the board before the New Year.

Paul Vierling motioned to adopt the policy, Darraghlynn Lee seconded; unanimously passed.

Mari reported that the following are in the works for the committee:

1. Emergency procedure for lockdown – two part document. Part A - in school procedures, B dismissal procedures, and C, administration of the procedures that we have to follow.
2. Health and Wellness – taken a step further. Contacted man who deals with pub/private school nutrition programs. Looking at his guidance. Also considering a number of other ideas for encouraging healthy habits.

Policy Committee presented by Phil Whitesell

Nothing to report.

Strategic Planning Committee presented by Phil Whitesell

The committee is meeting with the Executive Committee on February 19, 2008 to discuss the overall role of the Strategic Planning Committee at Lanikai.

Technology Committee – None.

PTA Announcements – None.

Meeting Closed at 7:34 – *Joyce Schwindemann moved to adjourn, seconded by Mari Ligsay; unanimously passed.*

Please Note: A closed session immediately followed the board meeting. During this time an Employment Agreement between the Lanikai Board of Directors and Principal Saucedo was discussed and unanimously approved (with agreed upon revisions) by the present board members.

Respectfully Submitted by Darraghlynn Lee