

**Lanikai Elementary Public Charter School
Board of Director's Meeting
Lanikai School Library, 6:30pm
Wednesday, April 9, 2008**

Minutes

Board Members present:

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

Board Members Absent

Louis Saint-Cyr, Treasurer

Community/Staff present:

Jennifer Stogner
Ilan Noy
C.J. Baehr
Deirdre Leyne

1. Call to Order: 6:39 p.m.

2. Community Input

Ilan Noy expressed his concern that meeting times for the Finance Committee were being rescheduled without public notice. He would like to be a part of these meetings and feels excluded. He also expressed frustration about the board needing to be more transparent. Mr. Noy has had trouble finding the board meeting minutes online and could only find the minutes from last December. He stressed that he would like to see things become more transparent and meeting announcements adhered to or clearly rescheduled with appropriate lead time.

Jennifer Stogner commented that she has spoken with Cynthia Fong about adding a calendar page to the website that has links to agendas and meeting minutes.

Phil Whitesell asked if parents and community members have been advised about how to find information. The Lanikai Newsletter was one suggested source of informing the public.

All board members agreed that we must make certain that rescheduled meetings are publicly posted with lead time so that interested stakeholders can attend.

3. Student Governance (not represented)

4. **Approval of Minutes from March 12, 2008 Meeting – unanimously approved. (I apologize that I do not have the note of who moved/2nd)**

5. **Comments from Board Chairman**

On April 2 the board had a special meeting, to review and adopt or reject the new bylaws. The board voted by majority (74%) to pass the new bylaws and also decided on an effective implementation date of May 1. Board members elected a new board from the existing board members. Members elected will continue to serve out their existing terms. The following board will be in place on May 1, 2008.

Parent: Zachary Stankovits & Louis Saint-Cyr

Teacher: Darraghlynn Lee

Staff: Roni Wilkie

Comm: Phil Whitesell, Paul Vierling

Principal: David Saucedo

Student Representative: Casey Doyle

6. **Principal Report**

Enrollment. We have been working to secure the enrollment numbers. There has been no change since the last meeting. Met with JK & K and have one slot open for JK and will have a decision on Monday.

Staffing. We have some people in transition, openings in 5th, 3rd, and K.

Facilities. Electrical survey was conducted last week. (more detail in Facilities report)

Health and Safety. Need to compile survey data and get it out to parents.

Pacific Mediation Center. The PMC is providing a \$4000 grant to train teachers and students to resolve conflicts. We have an opportunity to participate in this training. A speaker recently presented to the staff.

7. **Standing Committee Reports**

- **Health & Safety Committee** – Mari Ligsay: Working with state as indicated in last Wednesday’s newsletter to meet requirements for federally funded school meal programs, nutrition wellness, health & safety. The process of involving stakeholders and demonstrating in writing to the federal government that we are a health-conscious school is part of our recent change in policy. Committee also endorses proposed Policy II-2. Child Abuse or Neglect. (See Policy Committee report, below.)

▪ **Enrollment Committee** – Jennifer Stogner:

- The committee has reviewed the surveys for the returning students.
- Lottery – approved all siblings and staff who have applied for GE's. Will hold lottery to fill remaining openings in grades with more applications than openings.
- Next Monday should know where we are and will accept additional GEs if necessary to ensure we have appropriate enrollment for the fall.
- Phil Whitesell moves that the board accept the report including the committee's policy and guidelines. Further, that the board will forward the statement to the policy committee for further development and distinguishing between board policy and administrative procedures. 2nd by Paul Vierling.

Discussion included agreement that the main confusion in the document is the combination of policy and procedures.

Mari Ligsay called for the question; the motion was unanimously passed.

Note: Phil Whitesell commented that anyone who wants to participate in the process please contact the policy committee and come to meetings.

C. Policy Committee – Phil Whitesell & CJ Baehr

- Policy II-2. Child Abuse or Neglect - Already had a speaker to explain that everyone on staff and visitors to the school are mandated reporters if they suspect any abuse.

Phil moves to adopt policy, Paul seconds. Discussion. Can we list the policy under both? No reason to not list it two times. Call for the question – Darraghlynn Lee. Unanimously Passed.

- Policy I-3. Drug Free Workplace - It is enough to have a formal statement, but decided we should have a policy.

Darraghlynn Lee moves to accept/Kristin Garcia 2nd. Mona Gardella called for the question. Unanimously passed.

D. Strategic Planning Committee – CJ Baehr

- CJ Baehr – The last meeting was on March 18. Committee has decided to carry out WASC self-study next year using a format developed for independent schools rather than for DOE schools.

- CJ has spoken to Tom Mitrano, potential facilitator for board training and school strategic planning. Committee will pursue the content and cost with Tom. Other facilitators will also be considered.
- Committee has discussed establishment of a Technology Committee in line with board's policy on committees. No recommendation at this point.
- The PTA is a 501[c][3].
- Next meeting next Tues Apr. 15.

Paul moves to accept committee report. Kevin Lockette 2nd – unanimously passed.

E. Facilities Committee – Deirdre Leyne

- Electrical assessment was conducted Friday, April 4. The report will be sent out as soon as it is received. Committee will try to review and translate what the report means to Lanikai, especially in regard to getting the new portable classroom functional.
- Parking changes began last Wednesday. Some parents were happy for visitor spots. Location of visitor parking was an issue. Visitors moved to the second row today; parking passes handed out to staff. Decent reception on both parts. Still need to change arrows in second row. For safety all teachers who park in the back lot are asked to back into the parking lot so that the rear of the vehicle is to the hill.
- Notification this week, from a foundation RFP for a beautification grant for the school. Want to get feedback from the community about what to do with the grant. Has to involve kids/art & music \$ 5,000 Submission by September.
- Meeting with PTA to discuss other grants. Need to take initiative to look into shade coverings for LC kids/ cafeteria – make sure the cafeteria is not used as a storage area.
- There was additional request for safety for children when people have to move cars from back during school hours.
- The bike path was repainted by DOE w/out consultation from Lanikai. We do not want the bike lane, bikes should be walked down the sidewalk.

F. Finance Committee – Report submitted.

For the month of March, the school operated under budget and has a surplus of \$20,783. Almost all categories of the budget were under plan with the exception of labor, health insurance and utilities.

As previously explained, labor and health insurance will remain over budget for the rest of the year because the school elected to keep additional staff in the classrooms. This was an expense which was not budgeted. The reason utilities is over budget is water. This variance is explained by the additional watering of the grounds during Spring Break and a charity car wash.

The school currently does not build into its monthly budget calculations for accruals. As a result of this, monthly operational figures are imprecise. As an example, money was spent in March on textbooks, the cost of these books will be identified only in the April budget. This can give us the impression that we are on budget when we are not. This will be corrected in next year's budget.

Finally, it looks like the school will finish the year with \$200,000 in restricted cash and \$200,000 in unrestricted cash. At this point, the school has very little latitude relative to its budget and unplanned expenses.

G. Technology Committee – no report.

Discussion on Committees

- Because the board is downsizing we need to make sure that all of the people who want to be involved in the school know where these committees are and where they meet.
- This is a great opportunity for the new board to announce who we are and all the things that set the platform for the boards to get going. Highlight the committees and open the invitation to everyone and get a new start.
- Executive committee needs to accept the responsibility to work with the committees and help with overall organization and informing of the public regarding the need to participate.
- Stakeholders should get a synopsis of where we (Lanikai School) is going and send out information about how people can get involved.
- The next Executive Committee Meeting is April 21, at 4:30pm in the Library.

At this time exiting board members and the remaining board wished each other well.

H. **Meeting was adjourned 7:52 pm.** Paul Vierling moved to adjourn, Phil Whitesell seconded.