

**Lanikai Elementary Public Charter School
Board of Director's Meeting
Lanikai School Library, 6:30pm
Wednesday, May 14, 2008**

Minutes

Board Members Present

Zachary Stankovits
Louis Saint-Cyr
David Saucedo
Phil Whitesell
Paul Vierling
Roni Willkie
Darraghlynn Lee

Community Members Present

* large community attendance

1. Call to Order: 6:42pm

2. HQT Presentation

- Charter School Administrative Office Executive Director, Reshala DuPuis, PhD. presented an informative presentation on highly qualified teacher guidelines. The presentation outlined the HQT requirements for teachers with 2 or less years of teaching experience and 2 or more years of teaching experience at elementary schools, and for special education teachers. She left the following contacts for individuals seeking more information:

<http://doe.k12.hi.us/teacherquality>

HQT@notes.k12.hi.us

CSAO Federal Programs Team

Corinna Cornejo: ccorneho@hcsao.org

586-3781

DeAnn Keo: deann@hcsao.org

586-3799

Note: Document attached.

3. Board Chair Comments

- **Regulatory Environment & Governance**

Zachary Stankovits stated that Lanikai must remain in compliance with the unions and regulatory agencies that it must work with. This prevents discussion of human resource issues of any kind.

Zachary also clarified that the Lanikai Elementary Board of Directors is responsible for the operation of the school and ensuring that the school follows state and federal laws. Funding is a concern for next year and the board will be brainstorming ways to meet our budget needs. He made it clear that this does not include cuts to the music and arts programs. Our programs are what make us unique and desirable.

- **Looking Forward – The Path We’re On**

All board members will have access to the blog in order to be an “author” of the Lanikai BOD Blog site. The Blog is a forum where all stakeholders can comment on issues and find basic information. Furthermore, the board would like to have a more official and interactive website.

Darraghlynn Lee moved that the board task the technology committee with helping the Board set up a website that is used to facilitate communication and has links to minutes, agendas, calendar, member information, link to community discussion page, and the blog. Paul Vierling seconded; unanimously approved.

David Saucedo and Darraghlynn Lee will facilitate this happening.

- **Committee Alignment Project** - Goal is to centralize information on committees and ensure all committees are reporting to the board. The second goal is to ensure that communication and information is flowing through the school and that stakeholders know how and where to get involved.

- Darraghlynn Lee will report to board members on status by next week Wednesday.

4. Community Input

- Zachary Stankovits shared letters from two parents unable to attend (letters attached).
 - Karen Shelbourne, 2nd grade parent.
 - Dawn Skaggs, 4th grade parent.
- Kevin Lockette (parent)

An article in the Advertiser figured charter schools will be receiving \$800 less of per student funding next year. Are any of our programs in jeopardy?

Treasurer Louis Saint-Cyr replied: There are 2 ways of looking at next year. We are in good financial shape; however there is no room for mistakes or unplanned events. The finance committee plans to meet with teachers, walk through budget, ask what we want to accomplish (setting priority) then meet with parents and do the same thing. The community needs to understand that we have very little flexibility with money.

The school is looking at funding from the presumption that funding is not moving on an upward trend, instead the trend is downward. We need to look at how much of a pad, or reserve, of funds we need to protect ourselves in the future. We need to set priorities, have disciplined, be creative, and involve people in the solution.

5. Student Governance Report (unrepresented)

6. Approval of Minutes from April 9, 2008 Meeting – revised minutes will be emailed for approval. **(were approved and sent)**

7. Principal Report

- Congratulations to Mona Gardella and the number of staff and parents who supported her in the operation of the Spring Scholastic Bookfair. The bookfair was a huge success and raised almost \$5,500.
- Our State Science assessments were outstanding, the 5th grade outscored the average of the windward district. Jessica Berrson won 1st in the 5th – 8th grade division of the Windward District.
- Our students were also recognized for achievements in art. Their work is displayed at the Hawaii Convention Center and they were acknowledged in the PACT Kids Day newspaper.
- Summer fun will be hosted at Lanikai Elementary from June 12 through July 16. The summer program is rotated through district schools and this is Lanikai's turn on the rotation.
- Parent Survey Results – the survey results showed that there is an interest in an after school enrichment program and that parents place Japanese high on the list of requested after school subjects. Japanese is a desired class from JK through 6th grade.
- We are currently screening and interviewing, strong candidates for open positions and anticipate filling vacancies in the next 2 weeks.
- Current enrollment number is at 315 students with 42 students in 5th and 6th grades.

8. Standing Committee Reports

a. Health & Safety Committee – CJ Baehr reporting.

- Monday is the pilot “MidPac March” in preparation for the event that the bridge into Lanikai collapses. This walk will take place with the 6th grade class every fall. The students will walk across the fairway to a home on other side on Iana Street by Keolu Drive. After the walk parents will work with the committee to make a plan to include the safety of the entire school.
- The committee needs to do the end of the year report on nutrition and physical education programs.
- The pilot of the lunch recess and lunch time switch is taking place. It has been noted that there is a significant decrease in the amount of food thrown away.

b. Enrollment Committee – no report

c. Policy Committee – CJ Baehr reporting

- The Policy Committee welcomes Roni Willkie is a new member of the enrollment committee.
- Report submitted by Phil Whitesell follows.

As requested by the Board on April 9, 2008, the Policy Committee has revised the policy on enrollment. In addition to the Policy Committee members, three additional persons participated in the revision process: Kristin Garcia, Enrollment Committee member and former Board Member; Jennifer Stogner, PCNC and Enrollment Committee member; and Roni Willkie, curriculum coordinator and Board member. Two parents and former Board members were also asked to participate: Kathleen Thomas and Kevin Lockette. They reviewed the initial draft, but were unable to attend the group's working sessions.

The group followed the Board's request to distinguish between Board policy and administrative procedures. Three documents were developed:

1. Board policy on enrollment. This broad statement sets the goals and philosophy for enrollment. It is included as an attachment to this report and will be presented for Board action on May 14.
2. LEPCS Enrollment Guidelines and Administrative Procedures. This document is undergoing final review and approval by the Policy Committee and school administration and will be presented to the Board on May 14 if possible, otherwise no later than the June 11 Board meeting. The revisions are intended to simplify and clarify procedures and to place primary responsibility for carrying out enrollment procedures with the school administration.
2. Suggested revisions to the description of the responsibilities of the Enrollment Committee in keeping with revisions in policy and procedures. This description will be forwarded to the Enrollment Committee for further review. The enrollment committee should then forward the description to the Board Executive Committee for

approval in keeping with the Policy on Committees. Target date for completion of this process is June 11.

- Proposed Enrollment Policy

Lanikai Elementary Public Charter School (LEPCS) welcomes all appropriately aged children from the Lanikai geographic school district and encourages all Lanikai families to consider enrolling their children in Lanikai School, “A Path to Excellence in Learning and Life.” In addition, based on openings at each class level, Lanikai School welcomes applicants for geographic exceptions. All families are viewed and valued as long-term participants in the LEPCS learning community.

LEPCS shall achieve stable and optimum enrollment levels to ensure that:

- 1. The quality of the classroom experience is enhanced by striving to maintain an optimum student-teacher ratio, based on current data and research, and by maintaining stability in grade-level enrollment from year to year;*
- 2. Class sizes and the number of classes are adequately supported by classroom space and other physical facilities, learning facilities, and financial resources.*

The Lanikai School administration shall implement, review, and amend as required the enrollment procedures set forth in the “LEPCS Administrative Enrollment Guidelines and Procedures.” These procedures shall be made available upon request in hard copy to all applicants for enrollment, teachers, staff, Board members, and other interested parties of the school community.

Phil Whitesell moved to adopt the enrollment policy. Seconded by Roni Willkie. The motion was unanimously passed.

- d. Strategic Planning Committee

- PTA submitted a letter to The Castle Foundation for funding to support Strategic Planning and Board Development in public education leadership. (\$40,000 funding suggested.)
- Meeting with Tom Mitrano has been put on hold. Update – Tom Mitrano has offered to facilitate a discussion to further flush out the needs of the board with regard to strategic planning and board professional development.
- 2008 report to WASC is being developed and will be submitted in 2 weeks to meet the June 1 deadline.

- e. Facilities Committee

- The electrical assessment was not completed and is on hold.
 - The art and administrative building have been painted.
 - Berm removal is still scheduled for June 8th.
- f. Finance Committee
- The April budget was handed out and reviewed.
- g. Technology Committee – no representation
- h. Executive Committee
- Zachary Stankovits moved to amend the bylaws section 4.01 to state “... bylaws may be amended by a $\frac{3}{4}$ majority...” Seconded by Phil Whitesell.
 - It was suggested that the motion be amended to a “ $\frac{2}{3}$ majority” instead of a “ $\frac{3}{4}$ majority.” - It was agreed and the motion was unanimously passed.
 - An overview of the past Executive Committee meeting was presented.
- 9. Adjournment** – Darraghlynn Lee moved to adjourn, seconded by Roni Willkie.
Unanimously passed.

Closed Session Followed