

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

Minutes

Members Present

**Zachary Stankovits
David Saucedo
Phil Whitesell
Paul Vierling
Darraghlynn Lee**

Members Absent

**Roni Willkie
Louis Saint-Cyr**

Community

**Kim Sumonivich
Joyce Schwendimann**

Call to Order – 6:38pm

Board Chairman

The board chair recapped his past 2 years of service including the activities that the board has completed during this time, the status of current activities, and his recommendations for moving forward. Some of the activities include:

- Bylaws Revision
- Instituted Best Practices Financial Reporting
- Instituted Policy Manual
- Negotiated '08 to '09 HTSA Contract
- Hired Interim Principal
- Hired Permanent Principal
- Defined Short & Long Term Strategic Direction
- Implemented Professional Development Plan for Principal
- Principal Contract
- Development of New BOD Website

Executive Committee Report

- The committee requested that the principal have the authority to admit additional geographical exception students (GE's) in grades 2 through 6 in order to solidify student enrollment numbers. Paul Vierling moved to accept, Phil Whitesell seconded – unanimously passed.
- A description for the Executive Committee (Attachment #1) was presented for board approval. Phil Whitesell moved to accept the description, Paul Vierling seconded – unanimously passed.

- The EC recommended that a recorder be hired to assist in writing minutes for board meetings in order to allow the secretary to fully participate in meetings. Paul Vierling moved to accept the motion, Phil Whitesell seconded – unanimously passed.

Principal Report

- Principal recommends that the school return the trailer to Hawaii Modular. After discussion of alternative solutions for handling the trailer Paul Vierling moved that the principal be authorized to handle the return/sale of the trailer in the manner that best benefits Lanikai school, Darraghlynn Lee seconded – unanimously passed.
- Enrollment is up to 320.
- New Staff – Change in Positions:
 - Sherry Feusch – SPED
 - Alexis VanGorder – moving from Kindergarten to Junior Kindergarten
 - Shawna Ramos – moving from Junior Kindergarten to Kindergarten
 - Lorna Gomes – moving from 2nd to 3rd grade.

Standing Committee Reports

Health & Safety Committee – year end report received (Attachment #2).

Enrollment Committee – no report.

Policy Committee

Phil moved to amend the Board Governance - Policy #6: Policy on Committees as presented (Attachment #3). Darraghlynn Lee seconded – unanimously passed.

Note: Discussion revealed that prior wording was not clear about each committee's role in selecting membership.

Strategic Planning Committee – report received and attached (Attachment #4).

Facilities Committee –

DOE will finish installing a wheel chair ramp to the health room before the start of the new year.

Ceiling fans are slated to be installed in the A Building this fall.

Finance Committee – approval of budget tabled.

Note: There was discussion about internet services and web hosting. The outcome was a recommendation to have a scope of work/list of recommendations for our school network and

needed services so that a request for proposals can be made. The Geek Squad was named as one of the sources to help in the identification of the scope of work that needs to be completed.

Move to Adjourn at 7:47pm made by Phil Whitesell, seconded by David Saucedo – unanimously passed.

Attachment #1

Executive Committee description

EXECUTIVE COMMITTEE

Responsibilities

The Executive Committee acts as an advisory body to the Board. At the direction of the Board, the Executive Committee may implement specific policies and decisions previously approved by the full Board.

Specific responsibilities include:

1. Setting the annual schedule for Board meetings.
2. Setting the agenda for Board meetings.
3. Identifying issues to be considered by the Board.
4. Recommending policies and actions to the Board.
5. Annually reviewing and approving descriptions of standing and ad hoc committees, including membership.
6. Charging committees with specific tasks and responsibilities.
7. Determining criteria and process for evaluation of the principal's performance (principal recused).
8. Determining principal's salary (principal and staff recused).
9. Being available to the Principal as requested for advice and assistance on school matters (staff recused).

Meetings

The Executive Committee meets monthly and may schedule additional meetings as needed. Regular committee meetings are posted. All Executive Committee are closed unless specifically designated as open to the school community.

Membership

Executive Committee membership consists of the officers of the Board: president, vice-president, treasurer, and secretary and the principal, *ex officio*.

Attachment #2

Report to Board, July 2008 Health and Safety Committee

Members 2007-2008

Mari Ligsay, EA, Chair of Committee	Cynthia Fong, Technology
Dawn Skaggs, parent	Jane Hinrichs, parent, PTT
Jasmine Amona, Hawaiian Studies	Jennifer Stogner, parent, PCNC
Kahea Kauhi, EA	Michael OConnell, RTI
Victoria Villegas, 1 st grade	Wayne Masuda, PE
Cj Baehr, admin support	Danielle Clarke, parent, counselor
Ann Pederson, parent, PCNC for 2008-2009	

The original Health and Safety Committee membership of 14 people, listed above and including only one non-staff parent, has been reduced through attrition. As staff members have dropped out, several additional parents have stepped in to assist with specific issues, particularly bullying and nutrition. Finding a suitable time to meet that accommodates the schedules of so many people has been difficult. The regular meetings scheduled for 2:30 on the Thursday after the board meeting have been supplemented on several occasions in order to achieve improved attendance. Recommendation: As the committee now has several specific kinds of issues to deal with, it appears that several *ad hoc* sub-committee units might well focus on individual issues and set their own schedule rather than attend meetings that try to deal with all issues.

Some areas assigned to this committee or called for in H&S policies are still unresolved or have not yet been addressed. The major areas for thought and action during this year have included:

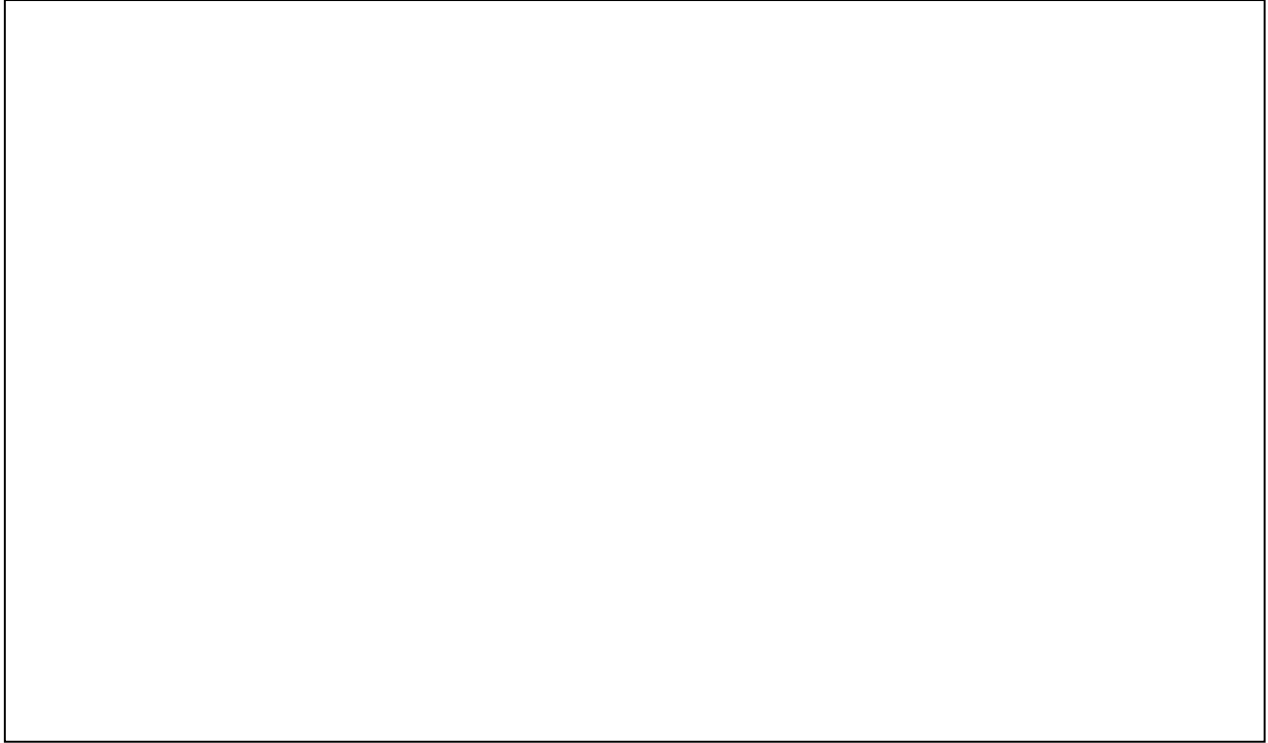
- drafting a wellness and nutrition policy, and creating, implementing, and monitoring nutrition guidelines for school-related activities and events such as Bake Sale fundraising;
- reviewing/amending emergency procedures for fire, earthquake, tsunami, lock down, emergency pick-up, and campus evacuation;
- drawing up bullying guidelines.

Summary of H&S committee actions by area during 2007-2008 academic year:

- Health and Safety Committee formed (spring 2007)
- The committee worked with the policy committee to draw up several policies that pertain to health and safety:
 - An emergency/disaster policy, a sexual harassment policy, and policy describing conduct for field trips, all of which were adopted on 10/10/07;
 - A general harassment policy which was adopted on 1/9/08 and amended on 3/12/08 to include bullying; and
 - A wellness and nutrition policy as required by the Child Nutrition and WIC Reauthorization Act of 2004, which the board adopted on 11/14/07).
- Other Wellness and Nutrition actions
 - Overall goal of the wellness and nutrition work of this committee was formulated at the committee meeting on April 10: To improve opportunities for Lanikai Elementary students to enjoy good health through increased school-wide attention to healthy choices in nutrition and physical activities

Meetings were held on April 10 and May 15 to discuss implementation of wellness/nutrition policy. The following items were discussed but no final actions have been taken: 1) developing goals for nutrition education, physical activity, and other school-based activities that promote student wellness; 2)

establishing nutrition guidelines for all foods available on the campus during the school day; 3) establishing a plan for measuring the impact and implementation of the school's wellness policy; measuring the impact and implementation of the school's wellness policy;



- A decision was made that wellness and nutrition policy items 1, 2, 4, 6, 7, 9, and 11 will be the responsibility of the principal and administrative staff. They are listed below:
- Policy items 3, 5, 8, and 10 will be implemented and monitored by the committee.

3. The Health and Safety Committee will establish nutrition guidelines for all foods provided by the school during the school day.
5. Parents are encouraged to provide snacks and homemade lunches that include nutritious servings of fruits, vegetables, sandwiches, etc. that the child likes and will eat, but that will not contain candies, cookies, sodas, etc, with high sugar content that may negatively affect the child's capacity to learn or participate in school or classroom activities in the after-lunch hours.
8. Friday afternoon fundraising snack sales and school parties will focus on nutritional foods with low fat and low sugar content.
10. Recycling of selected items will be encouraged.

▪ **Emergency Planning Actions**

- Administrative policies and procedures for emergencies/disasters were drawn up and/or reviewed and amended by the committee between October 2007 and March 2008. During that time procedures for fire, bomb threat, lock down, earthquake, tsunami, and campus evacuation were delivered to the principal. Our desire is to have hard copies available in the office and in each classroom and, as a cost-cutting measure for 2008-2009, to place all information on the school's website with heavy promotion and clear avenues for access for parents and all staff members. Those items are attached to this report.

- Bullying
 - The committee supported the principal by creating administrative policy and procedures for bullying (attached) and amendments to board's policy on General Harassment to include bullying, and administrative policy and procedures regarding bullying drawn up (March 2008), presented to staff and parents (April 2008)

Attachment #3

I. BOARD GOVERNANCE

POLICY #6

Policy on Committees

The Lanikai School Board may establish standing and *ad hoc* committees. The general purpose of committees is to make recommendations to the board. Committees may take such actions as their members deem necessary to develop recommendations.

1. Standing Committees

Standing committees are permanent committees that relate to the ongoing governance of the school. Standing committees include but are not limited to the following:

- Enrollment
- Executive
- Facilities
- Finance
- Health & Safety
- Strategic Planning
- Policy

2. Ad hoc Committees

Ad hoc committees are established from time to time for specific purposes and are disbanded when they have fulfilled their purposes.

3. Written Description.

Each committee shall prepare a written description of its purpose, composition, and responsibilities. This description shall be submitted to the executive committee for approval and maintained by the secretary of the board.

4. Membership

Committee members and chair are nominated in August of each year by current committee membership on the basis of nominees' expressed interest and expertise. Members and chair are then recommended to the Executive Committee by the committee chair. To ensure balance and accountability, committee members and chair are reviewed and approved by the Executive Committee in September. New members may be nominated and approved at any time. Members may be drawn from the LEPCS community: teachers, staff, parents, Board, and the community at large. If possible, one Board member shall serve on each standing committee. Persons interested in joining a committee may contact the committee chair.

Committee members serving at the time of adoption of this policy shall be considered appointed by the executive committee until the end of the 2007-2008 school year.

Persons may withdraw from a committee by written notice to the executive committee. Members who fail to participate in a productive manner may be removed by the Executive Committee.

5. Responsibilities of Committee Chairpersons to Board of Directors

A committee chairperson has certain responsibilities to the board:

- communicating committee recommendations to the board
- ensuring that a written committee activity report is delivered to members as prescribed by the board so that members may review it before the monthly board meeting
- directing the committee to carry out board directives
- preparing an annual committee report for the board.

6. Committee Meetings

- Meetings are scheduled and posted in advance through the school year.
- Committee meetings are open to observers. Committee chairpersons may allow observers to contribute to the discussion.
- Only committee members may vote.
- The chairperson schedules meetings, sets meeting agendas, conducts meetings, and ensures that accurate notes are kept of committee decisions and recommendations.
- A vice-chair or chairperson's designee may carry out the functions of the chair if the chair is unable to do so.

Adopted: December 12, 2007

Amended: July 9, 2008

Attachment #4

Strategic Planning Committee Report to Board July 9, 2008

Strategic Planning

The Committee has continued to pursue the strategic planning process in conjunction with an appeal to Castle Foundation for funding for both our own planning process and a larger project that might bring strategic planning to educators in other Windward schools.

Tom Mitrano has read our first draft of a scope of work for describing the Lanikai planning process and has made some additional suggestions. Ruby and I continue to work with him but will now wait till we have some indication from Castle about their interest in our brief proposal. Soon after that we hope to put the proposal out to several facilitators who have been suggested.

Castle Foundation proposal

We have begun to flesh out some details just to be ready if Castle wants more details. The next step will be to talk with Windward District administrators to gauge their interest in the project. Ruby is cruising the inland waterway along Alaska's coast as the board meets in July, but she will return at the end of the month, at which time we will be ready to share our ideas with you. In the meantime we are both being attentive to the goals Castle Foundation has outlined on its website. I suggest you all take a look, as well.

WASC

April Taylor has agreed to lead the WASC self-study process beginning in December when her work on her doctoral dissertation will be substantially completed. The WASC training for the Self-Study Coordinators and Principals is scheduled for late September.