

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: Regular Board Meeting

Date: August 27, 2019 Time: 5:30pm Room: Room 12 (by LCPCS Cafeteria)

GB APPROVED:

09/24/19

AGENDA ITEM ACTION			WHO/ACTION
1. Call to Order			Chair / Announce
Meeting was called to order at 5:30 pm by GB Chair Pam Elders.			
a. Attendance/Quorum			
<div>Board Directors<div>Present: (6) Pam Elders - Chair Alfred Kent - Treasurer David Sheehan Daphnie Martins Melanaea Mather Kurt Rix - School Director</div>Absent: (2) Kelly Campbell - Secretary Paula Dickey</div> <div>Public/Guests Gabriel Navalta Niki Hubbard Joshua DeWeerd</div>			
b. Agenda Review (includes Aloha Etiquette) Item "7e. Mega Ends" will be considered first; before item 7a.			
c. Timekeeper: Gabriel N.			
2. Public Comments			Guest(s)
Public comments are limited to 3 minutes; at the discretion of the Chair, comment length may be extended or reduced.			
a) Josh DeWeerd: Josh explained his role as Public Charter School Commission School Lead for LCPCS. b) Pam reminded members of the "Governing for Greatness in Hawaii Charter Schools" training scheduled for Monday September 16 in Hilo or September 17 in Kona. Two emails have been sent out to members to facilitate on-line registration. Pam E., Fred K., and Kurt R. plan to attend. c) Pam confirmed the date for the GB Values Dialogue/Talk Story on Monday September 30th. Board members will have roles as listeners/recorders so it is important to reserve this date. The exact time has not been set as yet.			
3. Adoption of Minutes			Members / Decide
3a. July 23, 2019 Minutes Minutes were accepted.		<div>Supporting Docs Motion: To adopt the July 23, 2019 GB meeting minutes as presented. made by Fred K. Ayes: Opposed: Abstain:</div> <div>seconded by David S. 6 - Pam E., Alfred K., David S., Daphnie M., Melanaea M., Kurt R. (non-voting) o o</div>	
4. Declaration of Conflict of Interest - No conflicts of interest announced.			
5. Ownership Linkage - None			Members / Announce
6. Board Education			
6a. Charter Contract Renewal Application			
The Performance & Accountability Committee memo of October 5, 2018 relating to the "Renewal Application and Criteria for State Public Charter School Contracts" was shared with Board members. Josh confirmed that to his knowledge this is the most recent Commission communication in regard to contract renewal. Pursuant to HRS 302D-5(a), the Commission is authorized to determine whether each charter contract merits renewal or nonrenewal. LCPCS' three year contract is up for renewal effective July 1, 2020. Members reviewed Appendix A: General Statement of Assurances, specifically items 15, 16, and 17 which relate to GBs. The Board Member Information form was reviewed and members will submit their forms by the September Board meeting. Fred addressed the five year financial plan. The Board asked Josh to provide more information about the format and requirements of the financial plan. Members also reviewed Exhibit 2, the timeline "for schools with three year contracts expiring June 20, 2020" which will commence in November with a Renewal Performance Report summarizing the school's performance record and any weaknesses or concerns in regard to renewal which the school should address in its application due in December 2019. The Board reviewed the Performance Academic, Financial and Organizational Performance Frameworks. Josh did not know if the Frameworks would be changed for 4.0 contracts and he will			

try to secure this information.

6b. Board Member Information Form		Review & Discuss
Chair Elders reviewed the <i>Board Information Form</i> contained in the Performance & Accountability Committee memo of October 5, 2018 relating to the "Renewal Application and Criteria for State Public Charter School Contracts." References to Board Policies were shared to assist Board members in their completion of this form due at the September Board meeting.		
6c. Essential Terms		
The Essential Terms contained in LCPCS' current contract were reviewed, briefly these relate to 1) social-emotional growth; 2) quality instruction; 3) achievement, and; 4) systems of support. Prior to the meeting, Chair Elders had discussed with Josh the possibility of aligning the Board's Ends and the Essential Terms to be submitted in the renewal application. Josh will report back on the feasibility of this endeavor.		
7. Ends Items for Decision		
7a. E-1, Prepared for the Future	Supporting Docs	
Refer to 7e		
7b. E-2, Learning & Innovation Skills	Supporting Docs	
Refer to 7e		
7c. E-3, Foundation of Identity	Supporting Docs	
Refer to 7e		
7d. E-4, Life & Career Skills	Supporting Docs	
Refer to 7e		
7e. E, Mega Ends	Supporting Docs	Members / Decide
Board Policy E, <i>Mega Ends</i> was reviewed. The four Ends set by the Board are closely aligned with DOE strategic outcomes. The DOE outcomes document provides additional detail as well as definition of terms which may inform and amplify the Board's understanding of its Ends. The <i>21st Century Skills: How Today's Students Can Stay Competitive in a Changing Job Market</i> lists skills relating to learning, literacy and life. Board members also reviewed outcomes relating to the Academic Performance Framework (Charter Contract): student academic proficiency; student academic growth; achievement gaps in proficiency between major sub-groups, and; college and career readiness. Essential Terms contained in the current Charter Contract and School-Wide Plan (SWP) were also noted: social-emotional growth; quality instruction; achievement, and; systems of support. Chair Elders would like to align the outcomes in the Charter Contract and SWP with the Board Ends. The Board approved E and E-1 through E-4 as presented.	Motion: To approve E-1, E-2, E-3, E-4, and E Mega Ends as written; all were reviewed on August 27, 2019. <i>made by</i> David S. Ayes: Opposed: Abstain:	
8. Governance Process Items for Decision		Members / Decide
8a. GP-6, Role of Treasurer	Supporting Docs	
Fred K. addressed amendments to GP-6 clarifying the role of the Board Treasurer in regard to the FC's deliverables in regard to GP-8.1.	Motion: To approve GP-6 as ammended. <i>made by</i> Daphnie M. Ayes: Opposed: Abstain:	
8b. GP-8.1, Finance Committee Charter	Supporting Docs	
Fred K. presented the proposed enhancements to GP-8.1 which address in greater specificity the FC's role in providing an opinion to the Board as to whether the School Director has sufficiently addressed EL policies on Finance to the standard of "reasonable interpretation," the Board's compliance with its own budget, and support provided to the Board in terms of policy and board budget development.	Motion: To approve GP-8.1 as ammended. <i>made by</i> Pam E. Ayes:	

	Opposed: ○ Abstain: ○	
9. Executive Limitations Items for Decision - None		
10. Board-Management Delegation Items for Decision		
10a. BMD-4, Monitoring School Director Performance Chair Elders reviewed a graphic entitled " <i>The Cycle from Policy to Monitoring</i> " which begins with Board establishment of Ends and Executive Limitations policies and terminates with Board receipt and judgment on both the reasonableness of the SD's interpretation and the credibility of performance data. Board members approved the policy as presented including the timeline. SD Kurt R. noted that some monitoring reports due earlier in the school year may be submitted with partial data. The Board will need to evaluate the adequacy of monitoring reports/data as we go through the process and adjust as necessary. Chair Elders also referenced the "Development Process for 5-Year School-Wide Plan" which is available on the Google Drive for this meeting.	Supporting Docs Motion: To approve BMD-4 as ammended. <i>made by</i> Daphnie M. <i>seconded by</i> Fred K. Ayes: 6 - Pam E., Alfred K., David S., Daphnie M., Melanaea M., Kurt R. (non-voting) Opposed: ○ Abstain: ○	Members / Decide
11. Required Approvals Agenda		
11a. SY 2019-20 Budget Revision - Organizational Chart In preparation for a possible budget revision, SD Rix reviewed the latest Organizational Chart in comparison to the Organizational Chart Board members reviewed during the budget approval process.	Supporting Docs Motion: No motion was made.	Members / Decide
11b. Year-End (SY 2018-19) Financial Reports Fred K. shared with the Board, " <i>Bank Accounts Cash Balance at End of Month for School Years 2016-17 through 2018-19</i> " and " <i>Bank Account Balance/Additions/Subtractions</i> " October 2017 through July 2019. There was a discussion about the how much should be retained in reserve to cover payroll, unexpected expenditures, and planned capital improvements/purchases, a school bus, for example. The Commission recommends reserving funds equal to 90 days payroll expenses. These considerations must be balanced by expenditures ample enough to improve the educational experience for students during any school year.	Supporting Docs Motion: No motion was made.	
11c. FC Report to Governing Board Fred K. referred Board members to the FC Report. This report was a "test run" in regard to the FC offering an opinion as to compliance with the Board's financial policies (in absence of the SD's monitoring report).	Supporting Docs Motion: No motion was made.	
11d. General Statement of Assurances The Board approved the motion to authorize the Board Chair to sign " <i>Appendix A: General Statement of Assurances</i> " in LCPCS' Charter Application for Contract Renewal to be submitted to the Charter School Commission in December 2019.	Supporting Docs Motion: To authorize the Board Chair to sign Appendix A: General Statement of Assurances in LCPCS' Charter Application for Contract Renewal to be submitted to the Charter School Commission in December 2019. <i>made by</i> David S. <i>seconded by</i> Fred K. Ayes: 5 - Alfred K., David S., Daphnie M., Melanaea M., Kurt R. (non-voting) Opposed: ○ Abstain: 1 - Pam E.	
11e. E-Coach on Retainer Consulting Services The Board discussed the E-Coach on Retainer proposal. Fred noted one quarter's notice is required to terminate the agreement. The value of this service will depend on how proactive the Board and School Director are in accessing available technical support. Chair Elders noted we are in a critical stage of implementation as the Board is moving into the monitoring process. It is important that the Board does this task with fidelity to Policy Governance principles.	Supporting Docs Motion: To approve subscription to E-Coach on Retainer service at a cost of \$1,750 per quarter. <i>made by</i> Fred K. <i>seconded by</i> Daphnie M. Ayes: 6 - Pam E., Alfred K., David S., Daphnie M., Melanaea M., Kurt R. (non-voting) Opposed: ○	

	Abstain:	o	
11f. Student Member	<u>Supporting Docs</u>		
The Board approved appointment of Oriah Nagahiro as student member of the GB effective 9/22. Transportation will need to be arranged and approved by her family.	Motion: To approve the election of Oriah Nagahiro as student member of the Governing Board; effective September 22, 2019 (Public GB meeting).		
	<i>made by</i>	<i>seconded by</i>	
	Fred K.	David S.	
	Ayes:	6 - Pam E., Alfred K., David S., Daphnie M., Melanaea M., Kurt R. (non-voting)	
	Opposed:	o	
	Abstain:	o	
12. Monitoring School Director Performance - None			
13. Executive Session			
<i>The ES serves 3 core functions: (1) assures confidentiality, (2) creates a mechanism for Board independence and oversight, and (3) enhances relationships among Board members and with the School Director. While in ES, only Board members and individuals invited by the Chair may be present. At the option of the Chair, the School Director or other Board members may be excused.</i>			Members / Discuss
13a. Self-Evaluation of Board Performance Chair Elders distributed evaluation forms to be completed and submitted by the next Board meeting.			
13b. Other			
14. Information Requested by the Board			
14a. Updated Organizational Chart (See Agenda Item 11a.)			
14b. Update on MOA with Hui (Meeting scheduled 9-21-19) The Hui has the draft MOA and is reviewing it. There was discussion in regard to liability insurance and requirements of facility use.			
14c. Update on Band Room Renovation (New Contractor: Maxum Construction Co., Tim Burke accepted bid) SD Rix reported that DOE informed him some equipment will not be purchased, but there are no details about this to date.			
15. Adjourned at 8:06 pm by GB Chair Pam Elders.			
16. Announcements:			
a. Agenda-Setting - September 10, 2019 (5:30pm Room 12) b. Finance - September 10, 2019 (4:00pm Room 12) c. Regular Board Meeting - September 24, 2019 (5:30pm Room 12) d. Governing of Greatness: Hilo (9/16); Kona (9/30) e. Values Talk Story (9/30)			Chair / Announce
			Total Minutes: 156

Board Correspondence: Separate Listing (attached)
Committee Minutes and Agendas (posted on the Board Drive)

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