



# Laupahoehoe Public Community Charter School

## Governing Board Meeting Minutes

Board Chair Signature:  
*Pamela Elders*

Meeting Type: Regular Board Meeting

Date: September 24, 2019 Time: 5:30pm Room: Room 12 (by LCPCS Cafeteria)

GB APPROVED:

10/22/19

AGENDA ITEM ACTION		WHO/ACTION
1. Call to Order		
Meeting was called to order at 5:29 pm by GB Chair Pam Elders.		
a. Attendance/Quorum		
Board DirectorsPublic/Guests		
Present: (6)Absent: (2)		
Pam Elders - ChairAlfred Kent - TreasurerGabriel Navalta		
<del>Alfred Kent - Treasurer</del> Kelly Campbell - SecretaryKaulana Smith		
<del>Kelly Campbell - Secretary</del> Megan Patten		
Daphnie Martins - Community Rep.Joshua DeWeerd (Charter Commission)		
David Sheehan		
Melanaea Mather		
Oriah Nagahiro - Student Rep.		
Kurt Rix - School Director		
b. Agenda Review (includes Aloha Etiquette)		
Item 8d. Recruitment was moved to Executive Session.		
c. Timekeeper: Gabriel N.		
2. Public Comments		
Public comments are limited to 3 minutes; at the discretion of the Chair, comment length may be extended or reduced.		
Guests were introduced including Megan Patten who will replace Paula Dickey as Faculty Board Member.		
3. Adoption of Minutes		
3a. August 27, 2019 Minutes		Supporting Docs
There were no corrections to the Minutes.		
Motion: To adopt the August 27, 2019 GB meeting minutes as presented.		
made byseconded by		
David S.Daphnie M.		
Ayes: 4 - Pam E., Daphnie M., David S., Melanaea M.		
Opposed: 0		
Abstain: 1 - Oriah N.		
4. Declaration of Conflict of Interest -		
5. Ownership Linkage - None		
5a. Values Talk Story-Agenda and Role Review		
Supporting Docs		
Discussion: Chair Elders reviewed preparations for the Board-sponsored Values Talk Story scheduled on Monday September 30, 4-6 p.m. to solicit feedback from our owners regarding the phrase in our Mission Statement "...using traditional cultural values." Members reviewed the agenda, HA framework, and list of those invited to participate. Guidelines were presented to help Board members prepare for their roles as facilitators/recorders in small group sessions. The Proposal for Services from Lead Facilitator Carrie Kuwada Phipps was shared. A sign-up sheet was circulated for various tasks such as food purchasing, set-up, facilitation-recording, and greeting/registration.		
6. Board Education		
6a. Report on Governance Training (9-16-19)		
Supporting Docs		
Discussion: Board members reviewed written summaries of take-aways from Fred and Pam from the Commission-sponsored training, "Governing for Greatness," led by Brian Carpenter who is an advocate of Policy Governance and was trained by John and Miriam Carver. Josh volunteered to ask Brian for copies of his Governing for Greatness booklet to distribute to Board members.		
6b. TGC – Coaching Services Video		
Discussion: Members reviewed a summary of The Governance Coach technical assistance services.		

8. Governance Process Items for Decision	
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8a. GP-14, Governance Succession Planning	Supporting Docs
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GP-14 has already been approved by the Board but since it was not reviewed in our training with Andrew Bergen, it is coming back for a second look. No corrections were suggested. Chair Elders shared the revised *Board Recruitment Matrix*; additional items have been added under "Knowledge/Expertise" after review of a *Sample Board Profile* at the governance training led by Brian Carpenter. This form will be sent to members to complete so we can evaluate our current membership needs. Chair Elders shared her concerns about Board succession, and proposed sharing facilitation of Board meetings to build this skill set.

Motion: *made by*  
**David S.**

*made by*  
**Mela M.**

Ayes: 5 - Pam E., Daphnie  
M., David S.,  
Melanaea M., Oriah  
N.

Opposed: ○

Abstain: ○

Due to the resignation of Faculty Board Member Paula Dickey, an election was held to secure a replacement. Megan Patten was nominated by the Faculty. Daphnie suggested the term be extended to 6/30/2022 to improve staggered membership and continuity of expertise. Board members were receptive to this idea as was Megan, and a motion to that effect was made and approved.

Motion: To seat Megan Patten as the Faculty Board Member effective October 22, 2019 and ending 6/30/2022 or until such time as a replacement is nominated by Faculty and seated by the Board.

*made by* **Mela M.** *seconded by* **David S.**

Ayes: 5 - Pam E., Daphnie M., David S., Melanaea M., Oriah N.

Opposed: 0

Abstain: 0

Discussion: Members approved the motion as presented.

Motion: To authorize the Board Chair, Pam Elders, to sign the revised Proposals-Engagement Letter from Carbonaro CPAs dated September 12, 2019 which adds a single audit of federal funds to the original general audit proposal already signed.

*made by* **David S.** *seconded by* **Daphnie M.**

Ayes: 4 - Daphnie M., David S., Melanaea M., Oriah N.

Opposed: 0

Abstain: 1 - Pam E.

Discussion: Moved to Executive Session.

10. Board-Management Delegation Items for Decision		
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10a. BMD-2, Accountability of the School Director	<a href="#">Supporting Docs</a>
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BMD-2 and BMD-3 were combined as a proposal.

Motion: To approve  
BMD-2 and BMD-3 as  
presented.  
*made by*  
**Daphnie M.**  
*seconded by*  
**David S.**  
Ayes: 5 - Pam E.,  
Daphnie M., David  
S., Melanaea M.,  
Oriah N.

See 10a., above.

Opposed: ○  
Abstain: ○

### Members / Vote

11. Required Approvals Agenda		FC Committee / Decide
11a. Year-End (SY 2018-19) Financial Reports		
No report.		
11b. SY 2019-20 Budget Revision		
No report.		
11c. Audit Update		
No report.		
12. Monitoring School Director Performance - None		
13. Executive Session		Members / Discuss
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.		
13a. Self-Evaluation of Board Performance		
13b. Other		
14. Information Requested by the Board		Kurt R. / Review
14a. Charter Contract Renewal		
Kurt and Pam reported on the visit by the Commission performance team on Tuesday 9/24 for the purpose of determining contract compliance. This visit is a lead-up to granting contract renewal and determining its length (up to 5 years). The team observed classroom instruction. In the financial area, bank statements, check register, credit card statements, and inventory were scrutinized. Admissions, enrollment, attendance, dismissal, and transfer documentation was reviewed. The team also looked at transportation documentation and records. Commissioner Kim discussed the Kaupe'a program with staff as well. The application for Charter renewal is slated to be presented to the Charter Commission Board in October. We were advised to forgoe completion of the Board Member Questionnaire contained in the first round of contract renewals as Commission staff is unsure what the approved application will require.		
14b. Essential Terms re: Ends		
Commission could not confirm that Essential Terms will be included in the new contract renewal application. Therefore, alignment of Essential Terms and Board Ends is on-hold.		
14c. Harmony-Educ. Service Provider?		
Josh confirmed Harmony is considered an Education Service Provider.		
14d. Self-Reflection on Acad. Performance		
The Self-Reflection on Academic Performance was submitted. Chair Elders will distribute a copy to Board members.		
14c. Enrollment Numbers		
This will be a regular Board item as suggested by the Governing for Greatness training.		
15. Adjourned at 7:06 pm by GB Chair Pam Elders.		Chair / Announce
16. Announcements		
In order to accommodate Jolene Wike's attendance at FC Meetings, the meeting schedule has been changed to the Thursday following the second Tuesday of the month. The Agenda-Setting Committee meeting has been rescheduled to follow this schedule.		
a. Agenda-Setting - October 10, 2019 (5:30pm Room 12)		
b. Finance - October 10, 2019 (4:00pm Room 12)		
c. Regular Board Meeting - October 22, 2019 (5:30pm Room 12)		
		Total Minutes: 97

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

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