

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: Regular Board Meeting

Date: October 22, 2019 Time: 5:30pm Room: Room 12 (by LCPCS Cafeteria)

GB APPROVED:

11/26/19

AGENDA ITEM ACTION		WHO/ACTION
1. Call to Order		
Meeting was called to order at 5:35 pm by GB Member David Sheehan.		
a. Attendance/Quorum		
Board Directors	Public/Guests	
Present: (9)	Absent: (0)	
Pam Elders - Chair		Gabriel Navalta
Alfred Kent - Treasurer		Joshua DeWeerd
Kelly Campbell - Secretary		Niki Barton
Megan Patten - Faculty Rep.		
Daphnie Martins - Community Rep.		
Oriah Nagahiro - Student Rep.		
David Sheehan		
Melanaea Mather		
Kurt Rix - School Director		
b. Agenda Review (includes Aloha Etiquette)		
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.		
There were no public comments.		
3. Adoption of Minutes		
3a. September 24, 2019 Minutes	Supporting Docs Motion: To accept the September 24, 2019 GB meeting minutes as presented. <i>made by</i> Mela M. <i>seconded by</i> Daphnie M. Ayes: 8 - Pam E., Fred K., Kelly C., Megan P., Daphnie M., Oriah N., David S., Mela M. Opposed: None Abstain: None	
4. Declaration of Conflict of Interest -		
5. Required Approvals Agenda		
5a. Annual Audit	Supporting Docs Motion: To delegate governing board authority to accept the SY2018-19 fiscal audit to the Finance Committee with any amendments they may recommend, and submit it to the Charter Commission by the required due date of November 1, 2019. <i>made by</i> Fred K. <i>seconded by</i> David S. Ayes: 8 - Pam E., Fred K., Kelly C., Megan P., Daphnie M., Oriah N., David S., Mela M. Opposed: None Abstain: None	
Discussion: Member Fred K. shared that since the audit has not been submitted to the Finance Committee (FC) for review and comment, the Committee is unable to give an opinion to the Governing Board in regard to Board action. In addition, he recently spoke to Rozanne Connell [Carbonaro CPAs & Management Group] who informed him the audit is not ready for Board review at tonight's meeting. Since it has not been reviewed to-date, and given the deadline [submission to the Charter Commission by November 1], Fred proposed delegation of audit acceptance and possible required response(s) to the FC. Pam added further discussion will occur in closed session.		
6. Ownership Linkage		
6a. Values Statement (Draft)	Supporting Docs	
Chair / Announce		
Guest(s)		
Members / Vote		
Members / Announce		
Rozanne Connell / Accept		

<p>Discussion:</p> <p>Pam E. opened the discussion, reminding members the Values Talk Story was one of the planned activities in the Board's Ownership Linkage Plan. The resulting summary for member review is a compilation of notes from the two focus groups convened on September 30 as well as notes from a similar meeting with faculty conducted last school year by DCIA Kaulana Smith. Pam observed a striking similarity in the values cited by each group and was impressed by the strong emphasis on tolerance and respect for cultural and individual differences. Mela M. added these are values which typify Hawaii. Pam's hope is that participants feel the document is representative of the intent and spirit of their group's conversation. Mela took notes in her group and occasionally observed the conversation strayed from "traditional" cultural values. She thought adding the word "Kuleana" to "Responsibility" might be more familiar to families. Daphnie M. thought "traditional" does not always strictly refer to values associated with Hawaiian culture. Pam was pleased with the turnout and observed from review of the notes that it can be challenging to avoid the temptation to suggest solutions and activities to address the topics rather than staying in the vision space. Pam plans to send this out to participants for their feedback. Later it will be rolled out to all families. Kurt shared his ideas about how these behavioral expectations may be incorporated into the social-emotional learning curriculum.</p>	<p>Motion: To accept the Values Statement as drafted and to release the statement to LCPCS Staff and Faculty, publicize to the Hamakua Times, post to the school website, etc.</p> <p><i>made by</i> Fred K.</p> <p><i>seconded by</i> Megan P.</p> <p>Ayes: 8 - Pam E., Fred K., Kelly C., Megan P., Daphnie M., Oriah N., David S., Mela M.</p> <p>Opposed: None</p> <p>Abstain: None</p>	<p>Members / Review & Next Steps</p>
<p>7. Board Education</p>		
<p>7a. BRIARS Video/Workbook</p> <p>Discussion:</p> <p>Members viewed a video by Brian Carpenter entitled "The Briars Method: the board doctor's SIX fundamentals of charter school board financial oversight." A Workbook which accompanies the video was circulated to members. Since the video is about an hour in length, view-time will be split between meetings in October and November. The video session concluded with three critical "why" questions: 1. Why does responsibility for financial oversight ultimately rest with the Board rather than with management?; 2. Why can't the board just delegate its oversight duties to management?; 3. Why do I teach that boards should be composed only of people who are independent of management? Discussion followed each question.</p>	<p>Supporting Docs</p>	<p>Members / View & Discuss</p>
<p>8. Governance Process Items for Decision</p>		
<p>8a. GP-1 Governing Style</p> <p>Discussion:</p> <p>GP-1, <i>Governing Style</i> was reviewed by members. A proposal to add "...except as required to perform its financial oversight responsibilities" was proposed by Fred K., and approved by the GB.</p>	<p>Supporting Docs</p> <p>Motion: To approve GP-1 with the following addition to the ending of the last sentence in the first paragraph: "... except as required to perform its financial oversight responsibilities."</p> <p><i>made by</i> Pam E.</p> <p><i>seconded by</i> David S.</p> <p>Ayes: 8 - Pam E., Fred K., Kelly C., Megan P., Daphnie M., Oriah N., David S., Mela M.</p> <p>Opposed: None</p> <p>Abstain: None</p>	<p>Members / Vote</p>
<p>8b. GP-2 Board Job Contributions</p> <p>Discussion:</p> <p>GP-2, <i>Board Job Contributions</i> was reviewed and proposed revisions accepted by the Board.</p>	<p>Supporting Docs</p> <p>Motion: To approve GP-2 Board Job Contributions with revisions as presented.</p> <p><i>made by</i> Mela M.</p> <p><i>seconded by</i> Fred K.</p> <p>Ayes: 8 - Pam E., Fred K., Kelly C., Megan P., Daphnie M., Oriah N., David S., Mela M.</p> <p>Opposed: None</p> <p>Abstain: None</p>	
<p>9. Finance Committee</p>		
<p>9a. Enrollment Report</p> <p>Discussion:</p> <p>Two enrollment reports were reviewed by Board members. The large kindergarten class in SY 2018-19 and drop in students the</p>	<p>Supporting Docs</p>	

following year was noted. Lessons learned from that experience were shared, primarily the importance of early, active, and inclusive outreach to parents about class-size issues and solutions. The decline in students after middle school was also noted, in particular losses to private schools. Fred K. shared submission of monthly enrollment reports to the GB by the School Director is recommended by Brian Carpenter for the purpose of tracking enrollment numbers and noting trends. Kurt suggested using the format in the "LCPCS Student Enrollment" form for month-to-month consistency in reporting the data.		Fred K. / Review & Discuss	
9b. Bank Account BalancesSupporting Docs			
Discussion: Fred K. presented the "Bank Accounts Cash Balance at End of Month" document for Board members information.			
9c. Budget ModificationSupporting Docs		School Director / Vote	
Discussion: There is no budget modification as yet. It is still in Finance Committee.			
10. Monitoring School Director Performance			
10a. EL-8, Organizational Culture		School Director / Vote	
Discussion: Pam presented BMD-4, Monitoring School Director Performance to review what the Board has said about the monitoring process. The Standard for compliance was emphasized: any reasonable School Director interpretation of the Board policy being monitored. School Director Rix was appreciative of feedback and guidance received from our Policy Goverance Coach, Andrew Bergen. Mr. Rix presented EL-8, sharing the challenges of interpreting policy and settling on appropriate and timely measures. All agreed this is a new and challenging process. Board members allowed Mr. Rix more time to make adjustments in regard to policy interpretation and measures. He will bring EL-8 back for a second review in November making sure Board members have at least 6 days to review the report. Two additional monitoring reports are due to be presented in November, EL-12, Fundraising and EL-13, Treatment of Donors. Pam and SD Rix will confer on whether these can be presented in November.			
10b. EL-4, Financial Condition and Activities			
See discussion in 10a. above. Mr. Rix will bring EL-4 back to the Board in November.			
11. Executive Session			
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.			Members
11a. Board Matrix			
11b. Other - Audit			
12. Information Requested by the Board			School Director
12a. Update on Band RoomSupporting Docs			
Discussion: SD Rix met with the contractor and subcontractor who intend to renew construction November 1 and finish January 1, 2020.			
12b. Update on Charter RenewalSupporting Docs			
Discussion: SD Rix and Chair Elders are in receipt of an email from Josh DeWeerd providing an update on the charter application and timeline. Josh understands the timeline will be extended since the Commission was late in approving the revised application. New questions have been added in regard to virtual and blended learning programs. Pam will forward the email to Board members.			
12c. MOA-Hui Kako'o O LaupahoehoeSupporting Docs			
Discussion: There has been no communication from the Hui in regard to the MOA. We received funds for the woodshop.			
12d. Updated Organizational ChartSupporting Docs			
Discussion: The Organizational Chart is current at this date.			
13. Adjourned at 8:06 p.m. by David S..			

14. Announcements	
Pam drew member's attention to two pieces of correspondence: 1. "Self-Reflection on Academic Performance" and 2. Charter School Commission "Online Blended Learning Workgroup"	Chair / Announce
a. Agenda-Setting - November 14, 2019 (5:30pm Room 12) b. Finance - November 14, 2019 (4:00pm Room 12) c. Regular Board Meeting - November 26, 2019 (5:30pm Room 12)	
	Total Minutes: 151

Board Correspondence: Separate Listing (attached)

Committee Minutes and Agendas (posted on the Board Drive)

**To Emphasize Hands-on Learning and Academic Success
Where Every Student is Known, Valued, and Loved**