

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: Regular Board Mtg.

Date: May 28, 2019 Time: 5:30pm Room: Room 12 (by LCPCS Cafeteria)

GB APPROVED:

06/18/19

AGENDA ITEM ACTION			WHO/ACTION
1. Call to Order			
Meeting was called to order at 5:31pm by Pam Elders.			Chair / Announce
a. Attendance/Quorum			
<div>Board Directors<div>Present: (7) Pam Elders - Chair Alfred Kent - Treasurer Kelly Campbell - Secretary David Sheehan Paula Dickey Daphnie Martins Kahele Nahale-a - Interim Director</div></div> <div>Absent: (1) Jareese Amaral - Student Rep.</div> <div>Public/Guests Niki Hubbard Kaulana Smith Jill Doying Dennis Flemming Dave Molenaar</div>			
b. Agenda Review (includes Aloha Etiquette) - Item "9a. Faculty Performance Evaluations" moved into closed session - 13. Executive Session - Fred K. will present item "12a. El-4 Quarterly Financial Report"			
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.			All / Information
No public comments.			
3. Adoption of Minutes of: April 23, 2019		April 23, 2019 Minutes	Board / Decision
Discussion:		Motion: To adopt the April 23, 2019 GB meeting minutes as written. <div><div>made by Fred Kent Ayes:</div><div>seconded by Daphnie Martins Pam E., Fred K., Daphnie M., David S., Paula D., Kahele N. (non-voting) Opposed: None Abstain: None</div></div>	
4. Declaration of Conflict of Interest - NONE			Board / Announce
5. Ownership Linkage			
5a. Hamakua Institute		Supporting Docs	Dennis Flemming / Information & Discussion
Discussion: Dennis Flemming, founder and Executive Director of the Hamakua Institute was invited by the Board in order to deepen our collective understanding of our ownership, "The Laupahoehoe School Community." Dennis presented a number of slides summarizing the Institute's community analysis, "Hamakua Collective Assessment: Community Strengths, Needs and Opportunities." Dennis explained the assessment approach was to gather qualitative data to inform and enrich quantitative data; toward this end, 120 individuals were interviewed for this study. Socio-economic characteristics were studied and possible areas for collective action were examined and analyzed: agriculture, forestry, community cohesiveness, tourism, education, and environment. Potential future actions have been identified in areas of agricultural development, new agricultural models and techniques, value chain analysis, community gathering space, youth opportunities, and local commercial centers. In David's experience, successful community change efforts are initiated when people pull together at the grass-roots level to address a broad common need or threat, not when a solution comes from a special interest group or from outside organizations or individuals. Community action efforts often require facilitation and the creation of neutral, inclusive decision-making structures. Dennis expressed a desire to partner with LCPCS which was received favorably by the Board.			

6. Board Education			Board / Discussion
6a. Charter School Contract Renewal Process		Supporting Docs	
Discussion: Pam and Kahele shared their impressions of the May 8 site visit by the Charter Commission team assisting in the charter renewal process. Pam commended Kahele and Tracy for their pro-active preparation for this visit which covered 21 sections of the contract as outlined in the April 26 letter from Executive Director Sione Thompson. Pam shared a document she created which listed the contract sections and the documents, policies and procedures which demonstrate compliance with charter requirements as well as individuals responsible for adherence to contract provisions. Pam and Kahele thought the team members were favorably impressed with our school and Board operations. We are expecting two more visits which have not been scheduled as yet prior to the Commission's final determination of charter renewal and length of term.			Board / Decision
7. Ends Items for Decision - NONE			
8. Governance Process Items for Decision			
8a. GP-4 Role of Board Chair	Supporting Docs		
Discussion: Proposed changes to GP-4 were identified and the rationale explained. Bylaws was added to item 2. and "The Chair is empowered to direct, supervise and evaluate the Board Assistant was added as 2.4.	Motion: To approve as amended. <i>made by</i> David S. Ayes: Daphnie M. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting) Opposed: None Abstain: None		
8b. GP 5 Role of Board Secretary	Supporting Docs		
Discussion: Changes were identified and rationale explained. The changes primarily clarify the oversight responsibilities of the Secretary in regard to the interface with the Board Assistant's role.	Motion: To approve as amended. <i>made by</i> Pam E. Ayes: Paula D. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting) Opposed: None Abstain: None		
8c. GP 5.1 Role of Board Assistant	Supporting Docs		
Discussion: This policy outlines the Board Assistant's role and job duties and incorporates the original Job Description approved by the Board.	Motion: To approve. <i>made by</i> Fred K. Ayes: David S. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting) Opposed: None Abstain: None		
8d. GP-6 Role of Board Treasurer	Supporting Docs		
Discussion: The proposed changes to this policy were reviewed. Fred provided a list of Board Treasurer tasks referenced in the school's Financial Policies and Procedures Manual. Item 1.5 was re-worded for clarity to read: "Nominate community member of Finance Committee to the Board for approval." There was discussion regarding responsibility for securing and maintaining up-to-date bank signature cards and members concluded this is adequately addressed in the school Financial Policies and Procedures and item 1.6 in this policy.	Motion: To approve as amended with correction to item 1.5 <i>made by</i> Kelly C. Ayes: Fred K. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting) Opposed: None Abstain: None		
8e. GP-7 Board Committee Principles	Supporting Docs		
Discussion: No changes were made to this policy. Board approved as-is.	Motion: To approve as written. <i>made by</i> <i>made by</i>		

	<p>David S. Ayes:</p> <p>Opposed: Abstain:</p>	<p>Paula D. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting)</p> <p>None None</p>	
<p>8f. GP-8.1 Finance Committee Charter</p> <p>Discussion: The Board previously reviewed and approved this policy, but subsequent changes to EL-4 as approved by the Board, necessitated clarification in item 1.1.3 of this policy to statement #2 from EL-4.</p>	<p>Supporting Docs</p> <p>Motion: To approve as revised to articulate <i>made by</i> Fred K. Ayes:</p> <p>Opposed: Abstain:</p>	<p><i>made by</i> Kelly C. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting)</p> <p>None None</p>	
<p>8g. Nominations of Board Officers</p> <p>Discussion: Nominations were offered for Board Officer positions which resulted in a proposed continuation of the appointments of those individuals who currently hold each position: Chair (Pam Elders); Treasurer (Fred Kent); and Secretary (Kelly Campbell). Votes were taken to approve the nominees for each position; nominees in each category abstained in the vote for their proposed nomination (for example, Pam Elders abstained from vote on her nomination to Chair of the Board). A second vote was taken on the slate of officers (Pam Elders, Chair; Fred Kent, Treasurer, and Kelly Campbell, Secretary) with unanimous approval and nominated officers abstaining.</p>	<p>Supporting Docs</p> <p>Motion: To approve slate of officers as nominated. <i>made by</i> Paula D. Ayes:</p> <p>Opposed: Abstain:</p>	<p><i>seconded by</i> David S. Daphnie M., David S., Paula D., Kahele N. (non-voting)</p> <p>None. Pam Elders, Fred Kent and Kelly Campbell on their own nomination and approval of slate of</p>	
<p>8h. Election of Staff and Student Board Representatives</p> <p>Discussion: Paula volunteered to handle the Staff Election and Gabby will coordinate with the Student Body Officers to elect a student representative. Pam will provide election materials from the last election.</p>	<p>Supporting Docs</p> <p>Motion: None. <i>made by</i> Ayes: Opposed: Abstain:</p>	<p><i>seconded by</i></p>	
9. Executive Limitations Items for Decision			
<p>9a. Faculty Performance Evaluations</p> <p>Update/Discussion: Moved to Executive Session.</p>			Kahele Nahale-a / Update
10. Board-Management Delegation Items for Decision - NONE			
11. Required Approvals Agenda - NONE			
<p>11a. Annual School Calendar 2019-2020</p> <p>Discussion: The proposed calendar mirrors the DOE school year. Teacher collaboration dates were reviewed.</p>	<p>Supporting Docs</p> <p>Motion: To approve as proposed. <i>made by</i> David S. Ayes:</p> <p>Opposed: Abstain:</p>	<p><i>seconded by</i> Kelly C. Pam E., Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting)</p> <p>None None</p>	Board / Decision
<p>11b. Statement of Assurances for Organizational Performance Framework</p> <p>Discussion: The Statement of Assurances for Organizational Performance Framework is due to the Commission on June 19, prior to our next regularly scheduled Board Meeting in June. Board members considered and approved a motion made by</p>	<p>Supporting Docs</p> <p>Motion: To approve as written. <i>made by</i> Fred K.</p>	<p><i>seconded by</i> David S.</p>	

the Chair: "The LCPCS Governing Board authorizes Board Chair, Pam Elders, to sign the Statement of Assurances for Organizational Performance Framework due to the Commission on 6/19/2019." Board members reviewed last year's Statement of Assurances, the Epicenter description, and used the Charter Compliance Framework introduced in Item 6a., above, to discuss and review compliance with the Governance section of the Compliance Statement (Sections 302D-12 (a)- (c) and (f)-(i).	Ayes: Opposed: Abstain:	Fred K., Daphnie M., David S., Paula D., Kelly C., Kahele N. (non-voting) None Pam E.	
12. Monitoring School Director Performance			
12a. El-4 Quarterly Financial Report		Supporting Docs	Fred Kent / Information
Discussion: Fred reminded Board members of our Special Board meeting on June 4 to discuss and approve the SY2019-2020 school budget and to review current Financials. Fred shared consultant Jolene Wike has been working with Jill to revamp and improve our financial accounting. Two improvements have been to change from spreadsheet accounting to Quickbooks and to revise the chart of accounts to more closely match the Commission reporting format in regard to reporting income and categorizing expenses. Fred talked to Jolene who reported we are in good financial shape. Our to-date bank balance combined with a second allocation due to us before the close of the School Year will easily cover all expenses with a balance remaining for contingency.			
13. 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.			
13a. Self-Evaluation of Board Performance			
13b. Other - Personnel			
14. Information Requested by the Board			
14a. Enrollment Policy Revision			
14b. Feedback on Organizational Chart			
15. Adjourned at 8:40pm by Pam Elders.			
16. Announcements:			
a. Agenda-Setting - June 11, 2019 (5:30pm Room 12) b. Finance - June 11, 2019 (4:00pm Room 12) c. Regular Board Meeting - June 25, 2019 (5:30pm Room 12) d. Special Board Meeting - June 4, 2019 (1:00pm Room 12) e. 2019 Summer Education Summit - June 14, 2019 (8am-4:30pm, Aloha Tower, Honolulu)			
Total Minutes: 189			

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

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