

# Laupahoehoe Public Community Charter School

## Governing Board Meeting Minutes

Meeting Type: Special Board Mtg.

Date: June 4, 2019 Time: 1:00pm Room: Room 12 (by LCPCS Cafeteria)

GB APPROVED:

06/18/19

AGENDA ITEM ACTION				WHO/ACTION
1. Call to Order				Chair / Announce
Meeting was called to order at 1:02pm by Pam Elders.				
a. Attendance/Quorum				
Board Directors		Public/Guests		
Present: (7)	Absent: (1)			
Pam Elders - Chair	Jareese Amaral - Student Rep.	Kaulana Smith		
Alfred Kent - Treasurer		Niki Hubbard		
Kelly Campbell - Secretary		Don Bryan		
David Sheehan		Jill Doying		
Paula Dickey		Jolene Wike		
Daphnie Martins		Tracy Jardine		
Kahele Nahale-a - Interim Director				
b. Agenda Review (includes Aloha Etiquette)				
- Item "11c. SY 2019-20 Draft Budget" will be discussed after closed session and will now be item "14a SY 2019-20 Draft Budget".				
c. Timekeeper: Gabriel N.				
2. Public Comments				All / Information
Public comments are limited to 3 minutes; at the discretion of the Chair, comment length may be extended or reduced.				
1. Niki Hubbard: Voiced her support for the new budget and suggested that it should delineate clearly what programs the budget cannot fund and prioritize them for purposes of fundraising, supplemental grant applications and other fund development efforts.				
2. Don Bryan: Asked for a description of the process of creating the budget for SY2019-20 and how the new budget supports LCPCS' objectives. Also questioned how much of the new budget will go to enrichment programs at LCPCS (for example, Music, AG, Culinary, Woodshop, Auto, etc.)				
3. Adoption of Minutes of: None				
4. Declaration of Conflict of Interest				
5. Ownership Linkage: None				
6. Board Education: None				
7. Ends Items for Decision: None				
8. Governance Process Items for Decision: None				
9. Executive Limitations Items for Decision: None				
10. Board-Management Delegation Items for Decision: None				
11. Required Approvals Agenda (A)				Jolene Wike / Information
11a. SY 2018-19 3rd Quarter Financials		Supporting Docs		
Discussion: Jolene Wike introduced herself and proceeded with presentation of the Profit and Loss Budget vs. Actual reports ending May 30, 2019 and June 2019 (projected) for Per Pupil allocation funds only. She explained that reports to the Commission should only include Per Pupil funds. The Per Pupil P&L Statement ending June 2019, assumes a third per pupil allocation and estimated expenses for June. Jolene noted that actual payroll expenses are always a month and a half behind. The estimated Profit and Loss Statement through June 2019 for all funds (Per pupil, Title I, II, III, CSI, Pre-K, fundraising, etc.) shows expense over revenue in the amount of \$203,596. Jolene added she is projecting \$666,000 in cash remaining at the end of the SY based on the Balance Sheet as of May 31, 2019 and estimated monthly expenses in June of \$300,000.				
Fred expressed concern that the original approved budget was balanced, that income has been above budget due to higher PPA and enrollment than premised, that expenses should be lower due to resignation of full time employees, yet a net loss of \$200,000 is now being projected. Jolene explained that the accounting is on an accrual basis and there were errors in past accruals that have now been corrected. She said the net loss of \$200,000 will be reflected in our year end cash balance.				
11b. Changes to Budget and Financial Tracking Format		Supporting Docs		
Discussion: Jolene explained to Board members that her work at LCPCS has focused on improving the accuracy and format of financial reports. Going forward, several important changes will be put into place: Per Pupil funds will be reported separately for				

submission to the Commission; the report format has been revised to include expense categories in compliance with the Commission's chart of accounts; report data will be derived directly from Quick Books which autocalculates values rather than transferring Excel spreadsheet data to report formats; accruals will be made when a service is rendered, not when the invoice is received.		
12. Monitoring School Director Performance		
13. Executive Session		Board / Discussion
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 Governance Process at this meeting		
13b. Other		
14. Required Approvals Agenda (B)		
14a. SY 2019-20 Draft Budget	Supporting Docs	Board / Decision
Discussion: The discussion opened with review of Governing Board Policies E, <i>Mega-Ends</i> and EL-3, <i>Planning</i> . The four <i>mega-ends</i> ensure that LCPCS students are job, school and life-ready. EL-3, <i>Planning</i> expresses limitations the Board has placed on the School Director in terms of planning/budgeting. E, <i>Mega-Ends</i> and EL-3, <i>Planning</i> will guide the Board's consideration of the proposed budget. In addition, the Board expressed interest in developing a prioritized list of projects and purchases which cannot be funded due to lack of sufficient revenue and/or priority in terms of achievement of goals for all students. Kahele began by saying that this draft budget expenses are not "balanced" to equal anticipated revenue, and consequently, changes will need to be made to expenses. She shared her approach and assumptions: overall prudent and conservative approach to budgeting; 350 students including 87 Kaupe'a; per-pupil revenue of \$7,600 per student (Commission estimate is \$7,900); maintenance of at least \$600,000 or more in reserves; conservative revenue estimates for Title 1 and CSI; Pre-K carry-over of \$185,000; \$10,000 from Hui Kako'o O Laupahoe for woodshop; no change in Kaupe'a fee structure; no expenditure of cash reserves; continued emphasis on emotional wellness; curriculum improvement (alignment and PBL); additional revenue for PreK if preschool SPED students are mainstreamed into PreK program. She reviewed proposed changes in the budget: Josie Harding assumes role of lead teacher in Elementary to support K-12 DCIA Kaulana Smith; auto shop "on-pause" for next SY due to loss of instructor; 12-month Student Success Coach; .5 FTE Director of Student Support; .5 FTE Data Entry position; 1 FTE (two part-time) tech support positions; physical education teacher (includes instruction in health, avoidance of drugs and alcohol, sex education, etc.); mainstreaming PreK SPED in Pre-K program (additional revenue); 1 FTE SPED position in Kaupe'a; \$500/teacher supply budget for PBL. There was discussion about the SPED position for Kaupe'a. Board members questioned whether a full-time position is needed for an estimated 5 SPED students. The position was reduced to half-time which freed-up approximately \$29,000 to allocate elsewhere. As a result, the Board's budget was increased per its request and some funds were added to the vehicles line-item; Kahele will allocate the remainder. Concerns were also raised about two additional positions: 1) necessity of a 12-month Student Success Coach since students are not present during the summer months, and 2) could data-entry be done by existing staff? In regard to the SSC, Kahele responded that a summer project would be to set-up student profiles which include work sampling. She added a concern that assumption of data-entry by an existing staff member is a lot of additional work to assume in addition to one's regular workload. A preliminary wish list was generated which includes: additional half-time counselor (\$42,000); continuation of Ike Hawaii (\$66,000); enrichment programs (culinary-\$10,000 and music-\$10,000); 15-passenger van and/or painting on one existing van to transport students; accrued vacation reserve. Pam asked Kahele about future years, for example, this is the last year for CSI funding. Do we have a plan in place for maintaining continuous improvement capacity? Kahele noted the CSI grant funds a .5 Data Administrator, intervention specialists, professional development, and stipends for enrichment work. Board members agreed that further discussion of the proposed budget is needed and set June 11 at 4 p.m. for a second Special Board Meeting. The Finance Committee meeting will be cancelled		
Motion: No motion made. made by		

Finance Committee meeting will be cancelled.

**15. Information Requested by the Board**

**16. Adjourned at 5:04pm by Pam Elders.**

**Chair / Announce**

**17. Announcements:**

a. Agenda-Setting - June 11, 2019 (5:30pm Room 12)

b. Special Board Meeting - June 11, 2019 (4:00pm Room 12)

c. The Finance Committee Meeting scheduled for Tuesday, June 11, has been cancelled; the Special Board meeting will take its place.

d. Regular Board Meeting - June 25, 2019 (5:30pm Room 12)

**Total Minutes: 242**

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