**EXECUTIVE COMMITTEE - AGENDA SETTING MEETING**

**MINUTES**

**Tuesday, October 9, 2018 at 5:30 PM, Room 12**

**[2] 1. Call to Order**

Meeting was called to order at 5:54 pm by Chair Pam Elders.

**[3] 2. Attendance**

Directors: Pam Elders, Alfred Kent

 Guests: Jerby Navalta

**[5] 3. PUBLIC COMMENTS:**

**4. BOARD AGENDA ITEMS:**

1. **FOR INTERIM DIRECTOR’S Report:**
2. Report on Enrollment numbers/Class size issues
3. Hiring/Staffing Update
4. CSI Update
5. Update on Preparation for Faculty Evaluations

**[5] b. CONSENT AGENDA ITEMS: [Reports DUE in writing, Friday before Board meeting].**

1. Meeting Minutes Review - 9/25/18 Meeting Minutes and 10/04/18 Special Meeting Minutes

2. Financial Review (if applicable, quarterly financials) -

3. Committee Reports: Finance; Governance; Personnel; Development/Hui Makua **(Update on Donor**

 **Event)**; Academic; **Ad Hoc Committees - Grounds and Climate Surveys**

4. Hui Kako’o O Laupahoehoe -

5. Staff Report - Jessica

6. Faculty Report - Paula

 **[5] c. CORRESPONDENCE ITEMS:**

i. Revision to LCPCS Profile on Commission website

ii. Inquiry Consulting Services

iii. Em: Public Comment from Juliet Higgins

iv. Hawaii Charter School Commission Contract - Renewal

 **[10] d. GB ANNUAL REVIEW SCHEDULE - OCTOBER 2018 Schedule Review**

 **[10] e. SCHOOL DIRECTOR’S PROGRESS REPORT (Jessica) - Pam will check-in with Jessica to confirm**

 **required data is available**

 **f. OLD BUSINESS**

1. Enrollment Policy Revision (Kahele) - **Defer to November**
2. Attendance Policy **[10]**
3. Value-Added Measure (Kahele)
4. Strategic Plan-School-Wide Plan Presentation to Board (Kahele) - deferred from September meeting
5. Revision of School Director’s Progress Report SY 2018-19; Results for SY 2017-18 (Pam) - continuation from September meeting **[30]**
6. NSF Discovery Research PreK-12 (DRK-12) Grant Application--Adopt revised schedule or vote tonight? **[60]**

 **g.** **NEW BUSINESS**

1. Donor’s Dinner (Development Committee) - **referred to Kelly/Development Committee**
2. Financial Policies and Procedures Manual - **referred to Fred for review**
3. Nepotism Policy (Personnel Committee) - **referred to Personnel**
4. Audit Report – Carbonaro CPAs **[20]**
5. Inventory Procedures (from Finance Committee) - defer to November
6. Process/Timeline for School Director Hire/Including budget for consultant **[10]**

 **[10] h. Executive Session**

* 1. Board Self-Assessment
	2. Personnel Matters

  **[1] i. Secretary recap & Announcements**

1. Next Board Meetings
2. *Finance Committee* – November 13, 2018
3. *Personnel Committee* –
4. *Governance Committee* –
5. Special Meeting -
6. *Regular Monthly Board* - October 23, 2018
7. Board Training **[REQUIRED]**- October 12-14, 2018 at 8:00 am - 4:00 pm (Carver Policy)

 b. School Events

1. Please see [calendar on lcpcs.org](http://lcpcs.org/news/calendar)

Assignment of tasks

**Meeting adjourned at 7:10 pm.**