



Governing Board Meeting Agenda

4/25/17 LCPCS Band Room

5:30pm

I. Call to Order

Meeting was called to order at 5:39pm by Chair Niki Barton-Hubbard.

II. Attendance/Introductions/Instructions/Aloha Etiquette

Board Directors: Niki Barton-Hubbard, Ama Martin, Rachel Real, Don Bryan, Juliet Higgins, Pam Elders, Naomi Smith, Romeo Garcia

Guests: Jerby Navalta, Gerry Delgado, Bari Russo, Rachel Conder

III. Approve Agenda

MOTION: To approve the agenda made by Pam E., seconded by Rachel R.

DECISION: 6 Ayes. All in favor. **APPROVED.**

IV. Public Comments on Agenda items

1. Pam Elders shared an article called "What 'Setting High Expectations' for All Students Really Means?". A printed copy was submitted as well to be scanned and emailed to the Governing Board.

V. Minute Review & Approval

1. March 28, 2017 Meeting Minutes

MOTION: To approve the March 28, 2017 Meeting Minutes made by Rachel R., seconded by Naomi S.

DISCUSSION: Amendments are already made and presented to the Board.

DECISION: 6 Ayes. None opposed. **APPROVED.**



VI. Financial Review & Approval

MOTION: To approve the year to date Financial Reports as of the End of March as stated by Gerry made by Don B., seconded by Pam E.

DISCUSSION: Don B. started the discussion by stating a proposed revision in the frequency of financial reports. The Finance Committee will be reviewing Profit&Loss and Balance Sheets monthly and will report to the Governing Board any significant changes rather than going through in detail. Significant changes will be brought forward for full board review or approval. Additional financial reports were presented by Gerry D. on the Profit&Loss Statement for 2017-18SY (Budget draft) such as the Expense on line item - Technology and Equipment, and the March 2017 Balance Sheet - Assets and Liabilities.

1. Jan. 2017 Balance Sheet
2. Jan. 2017 Profit & Loss (P&L) Statement
3. Feb. 2017 Balance Sheet
4. Feb. 2017 Profit & Loss (P&L) Statement
5. March 2017 Balance Sheet
6. March 2017 P & L Statement

DECISION: 7 Ayes. None opposed. APPROVED.

VII. Reports

1. Students - none
2. Families - Next Hui Makua Mtg will be on May 10th stated by Rachel R.
3. Staff - none
4. Faculty - Report from Naomi S. on the upcoming Ho'ike Show on May 12th. Testing Season: Elementary finished MAPS, Middle and High School are finishing MAPS. The Elementary will start on SBAC for the next week. Field Trips, Excursions and Celebrations coming up.
5. Community / Hui Kāko'o Non-Profit - Email Report received from Bari Russo and read by Ama M. for the board: Support base is growing with \$9600 brought in from Annual Silent Auction. Hired Amy Flanders to be a Community Education Coordinator. Don B. also reported on the the Wood Shop Program offering discounts for teachers. The next Hui meeting will be held May 9, 8am in the Woodshop.
6. Director - Report from Romeo G. on the following: WASC Accreditation, Schoolwide Plan 2017-2020 School Years (Title I Document), Staffing Plan for 2017-18, Teacher and Staff



Evaluations, Academic Targets for 2017-18, Student Discipline Issues, Testing Update, Professional Development, School Plant Renovation Update, CIP Update, Funding Opportunity, Kaupe'a Contract Update, Charter Contract Renewal, Class of 2017 Graduation, Cell phone Policy Change, and Uniform Policy.

7. Committees:

- i. Development - Report from Rachel R. on the success and profit made from the Cookie Sale, Book Fair and Music Fest.
 - ii. Finance - Report from Don B. and Gerry D. on financing and purchasing a school bus.
 - iii. Governance - Report from Naomi S. on the upcoming General Governing Board Training with the Charter School Network. Romeo G. received an email confirming the exact schedule which is May 13th at 8:30am - 12:00am at UH Hilo and forwarded to Bethany M. and Niki H. There will be elections for Faculty and Staff Board members in May.
 - iv. Personnel - none
- 8. Chair/Executive Committee - none**

VIII. Unfinished Business

A. Previously Addressed by the Board

B. Items not Previously Addressed by the Board

i. APF Academic Targets - admin

MOTION: To defer APF Academic Targets to the May Board meeting made by Niki H.

DECISION: 7 Ayes. All in favor. DEFERRED.

IX. New Business

1. Governing Board Member Application

MOTION: To approve the Member Application made by Pam E., seconded by Naomi S.

DISCUSSION: This application is designed to gather information regarding individuals applying for Board membership in three categories: Community-at-Large; Parents/Family of Students, and; Appointed. Staff and Faculty reps were not included in this form since these member categories are elected directly by their respective groups. This form includes (in the "Directions" box), qualities outlined in our Bylaws which are considered when evaluating applicants. The "For Official Use Only" indicates steps to complete in processing the application. Item III asks whether the applicant is related to anyone who is a current or former employee of LCPCS since the answer could affect the required number of members.



Revised MOTION: To approve the Member Application with the addition of the dates when the next election for Community-at-Large and for Parents/Family are going to occur made by Pam E., seconded by Naomi S.

DECISION: 7 Ayes. None opposed. APPROVED.

2. Board Organizational Chart

MOTION: To approve the Organizational Chart made by Pam E., seconded by Naomi S.

DISCUSSION: During a previous Board Meeting, the Board discussed the necessity of creating an Organizational Chart to represent the entirety of LCPCS; the board governance structure as well as the operational organization. This proposal represents the governance piece to which the operational organizational would be added. The Board instructed the Governance Committee to make the following changes: remove the dotted lines indicating informal relationships and the Board Chair box.

Restated MOTION: To refer the Organizational Chart back to Governance to make the changes as discussed made by Niki H., seconded by Don B.

DECISION: 7 Ayes. All in favor. DEFERRED.

3. Consent Agenda

MOTION: To include a "Consent Agenda" (CA) on the regular meeting agendas of the GB and its Committees. The CA is presented at the beginning of the meeting for approval. Any member may request removal of an item from the CA for any reason. Items not removed may be adopted by regular voice vote without discussion, although questions or comments on individual items may be allowed at the discretion of the Chair. Removed items may be considered immediately or placed on the regular meeting agenda at the discretion of the Chair. Documents listed on the CA are available for member review with sufficient time for all board members to review each document made by Pam E., seconded by Don B.

DISCUSSION: A Consent Agenda (CA) is used by many public and non-profit entities as a means to approve items which do not require further discussion or consideration because they are routine, informational, procedural, self-explanatory or non-controversial. The CA may



include such items as: meeting minutes, proposals, contracts or reports that have already been discussed previously; informational reports such as those from committees, Director, staff, etc.; correspondence requiring no action; financial reports; appointments; dates of future meetings or; operational items for which the Board approval is required by the receiving agency. Consent Agendas are used because they help streamline meetings and allow the Board to focus on substantive issues. Procedure: The Board Chair during the Agenda-Setting Meeting, decides which items to include on the CA. The CA appears on the regular Board Agenda as a single item for approval with the specific documents listed and available to all members in sufficient time prior to the meeting to allow complete review. Prior to approval of the CA, any member may request removal of an item for any reason--e.g., for further discussion or to register a "no" vote. Formal removal may not be required, however, if a Board member has a simple question or comment about an item. The caveat here is that extensive conversation defeats the purpose of the CA. Once an item is removed, the Chair decides whether to address the matter immediately or place it on the regular meeting agenda.

Restated MOTION: To approve the stated motion with amendments to try using the Consent Agenda for the next 3 months made by Naomi S., seconded by Don B.

DECISION: 6 Ayes. 1 Abstain. APPROVED.

X. Discussion Item - Title I Plan and CNA

MOTION: To defer discussion of Title I Plan and CNA for May Meeting made by Pam E., seconded by Niki H.

DECISION: 7 Ayes. All in favor. DEFERRED.

XI. Discussion Item - Budget 17-18 - Finance/Admin

DISCUSSION: Report by Gerry D. on the 2017-18 Initial Draft Budget. The budget assumes 310 students (250 on-campus and 60 on-line). All current positions are included in the budget. Board Directors reviewed the list of possible additional positions which might be included such as 0.5FTE Grant/Admin Support Positions, additional Counselor, Malamalama Program, Culinary Teacher, Second Garden



Teacher. Title I income is reduced by about \$100,000. The Finance Committee will develop a prioritized list for approximately \$50,000 in unbudgeted funding. Don B. invited all Board members to submit ideas -- “big values” and special projects. Priorities will be discussed at the next Board meeting.

**XII. Discussion Item - Decision Making Template for Board Training
-Governance**

**MOTION: To defer Decision Making Template for Board Training made
by Niki H.**

DECISION: All in favor. DEFERRED.

XIII. Executive Session

A. Unfinished Business

B. New Business

1. Legal Issues
2. Personnel Matters
3. Concerns

XIV. Public Comments on Non-Agenda Items

XV. Secretary recap & Announcements

1. Next Board Meetings
 - a. Agenda Setting - May 9, 2017, 5:30pm
 - b. Finance Committee Mtg - May 9, 2017, 6:00pm (after Agenda Setting)
 - c. Regular Monthly Board Meeting - May 23, 2017, 5:30pm
 - d. Governance Committee Mtg - May 4, 2017, 3:00pm
 - e. BOARD TRAINING - May 13, 2017 at 8:30am-12:00pm, Hilo
 - f. Due Dates for commission
2. School Events
 - a. Please see [calendar on lcpcs.org](http://calendar.on.lcps.org)
3. Assignment of tasks



**Laupāhoehoe Community
Public Charter School**

*GB APPROVED:
5/23/17*

XVI. Adjourn

Meeting was adjourned at 8:18pm made by Don B., seconded by Rachel R.