

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: **Regular Board Mtg.**

Date: **January 23, 2018** Time: **5:30pm** Room: **Band Room**

GB APPROVED:

02/27/18

1. Call to Order

Meeting was called to order at 5:38 pm by Chair Pam Elders.

Food for Thought: "Social fabric is created one room at a time. It is formed from small steps that ask 'Who do we want in the room?' and 'What is the new conversation that we want to occur?' In community building, we choose the people and the conversation that will produce the accountability to build relatedness and move the action forward." [Community: The Structure of Belonging, by Peter Block]

a. Attendance/Quorum

BOARD DIRECTORS (9)

PUBLIC / GUESTS (2)

Present: (7)

Absent: (2)

Pam Elders - Chair

Romeo Garcia - School Director

Jerby Navalta

Bethany Morrison - Vice Chair

Rachel Real

Niki Hubbard

Don Bryan - Treasurer

Jill Doying - Secretary

Kaulana Smith - Faculty

Alfred Kent

Gabriel Navalta - Student Representative

b. Agenda Review (includes Aloha Etiquette)

Add items (e) and (f) to 4.) Correspondence. Jessica Kaneakua is unable to attend to present Item 5) *Continuous Improvement Continuums for Schools*. She is attending a conference. In her absence, Pam will introduce the Continuums.

c. Timekeeper

Jerby N.

2. Public Comments On Agenda Items

n/a

[Public comments are limited to 3 minutes; at the discretion of the Chair, comment length may be extended]

3. Consent Agenda (CA)

[NOTE: Any GB Director may request removal of an item from the CA for any reason. Removed items may be considered immediately or placed on the regular meeting agenda at the discretion of the Chair. Board members may ask questions to clarify or comment on CA items.]

a. Minute Review from December 19, 2017

[see document: 12.19.17 GB Meeting Minutes - DRAFT](#)

b. Financial Review

[see document: November 2017](#)

c. Committee Reports

c1. Finance (Don)

[see document: Finance Comm Mtg 011818](#)

c2. Governance (Pam)

[see document: Governance Comm Mtg 010418](#)

c3. Personnel (Bethany)

n/a

c4. Development/Hui Makua (Rachel)

n/a

d. Hui (Barry)

n/a

e. Staff Report (Jill)

[see document: GB Staff Report January 2018](#)

f. Faculty Report (Kaulana)

[see document: GB Faculty Report January 2018](#)

g. Director's Report (Romeo)

[see document: Director's Report January 2018](#)

MOTION

To approve items in the Consent Agenda

made by Don B.

seconded by Jill D.

Ayes

7

Opposed

-

Abstain

-

DECISION

APPROVED

Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.

4. Correspondence

[NOTE: Correspondence which requires a Board response]

- a. DOE, Office of Superintendent, Application for Title 1 CSI funds, Dec. 27, 2017
see document: [Memo to Romeo Garcia and Pam Elders \(Laupahoehoe Comm PCS\)](#)
- b. Memo from School Director re: CSI Funding, Dec. 28, 2017
- c. Hamakua Timea, "Seasider News", Page 1 [see continuation of article on Page 6](#)
- d. Copy of the Motor Vehicle Order Agreement
- e. Action on Distribution for Federal Impact Aid Funds
- f. Shelter-in-Place Guidance for Ballistic Missile Threats
see document1: [DOE Shelter-in-Place Memo & attachments](#)
see document2: [Emergency Plan Template \(Pilot Project\)](#)
see document3: [Emergency Procedures Guide \(EPG\)](#)

5. Continuous Improvement Continuums for Schools

INFORMATION/DISCUSSION

Presentation made by Pam Elders discussing 4 items (see attachments below). Question: Is Jump Start on College readiness, not just for seniors, but also for juniors, sophomore and freshmen? who implements it? Review of *Multiple Measures of Data* graphic in "5 Tips" brochure: we collect a lot of data, our challenge is data analysis (what is data telling us?) and using it in a systematic way from Board to classroom with the outcome of improving student academic proficiency.

- see document1: [School Accountability and Improvement](#)
see document2: [Comprehensive Support and Improvement OVERVIEW](#)
see document3: [5 tips for achieving excellence-its all abt data](#)
see document4: [Continuous Improvement Continuums for Schools](#)

6. Governing Board Annual Review Schedule

- see document1: [GB Annual Review Schedule \(1.23.18\)](#)

Reviewed Board member election timeline which Governance Committee will address at the next meeting. Discussed two submissions: Interim Academic Targets and Value-Added Goals which are contract requirements. The Board Timeline also includes a tentative approval schedule for the 2018-19 Budget which will be reviewed and possibly revised at the next Finance Committee meeting.

- see document1a: [Interim Academic Targets](#)
see document1b: [Value Added Goals](#)

7. Old Business

a) Kaup'e'a Contract: Follow-up re: Contract Negotiations

UPDATE/DISCUSSION

DEFERRED

b) Organizational Chart

REVIEW/DISCUSSION

[see document: LCPCS Organizational Chart](#)

Change needed to be made on Organizational Chart: Administrative Assistant Job Description should be: Administration Support Specialist. It will remain under the Office Manager.

c) Board Member Recruitment Updates

INFORMATION/DISCUSSION

[see document: Social fabric is created one room at a time](#)

At least 15 individuals have been contacted as prospects or candidates for Board membership, however, we have received no applications. Members suggested contacting UH Hilo Education Department (Don will follow-up), hosting a coffee hour for parents, holding a joint recruitment event with Hui Makua, Hui Kako'o O Laupahoehoe and the LCPCS GB. Don and Alfred volunteered to follow-up on several leads.

d) Resolution to Authorize Budget Director to Open an Account at FHB

MOTION

First Hawaiian Bank is requesting that Board minutes include a motion approving authorized signers (Board Chair, Treasurer, School Director and Office Manager).

made by Bethany M.

seconded by Don B.

DISCUSSION

The Board has authorized Budget Director, Refugio Delos Santos, to open an account at First Hawaiian Bank.

[see document: FHB 2](#)

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.

DECISION

APPROVED

7. New Business

a) Conflict Resolution Policy

MOTION

To approve the revised Conflict Resolution Policy

made by Bethany M.

seconded by Don B.

DISCUSSION

[see document1: BOARD PROPOSAL FORM Conflict Resolution Policy 012318](#)

[see document2: Conflict Resolution Policy 07Jan2018 TO BOARD](#)

Ayes	7	Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.
Opposed	-	-
Abstain	-	-

DECISION

APPROVED

b) Complaint and Input Policy & Procedures

MOTION

To approve the revised Complaint and Input Policy & Procedures

made by Bethany M.

seconded by Don B.

DISCUSSION

[see document1: BOARD PROPOSAL FORM COMPLIANT AND INPUT P&P 012318](#)

[see document2: Complaints Policy 07Jan2018 TO BOARD](#)

Ayes	7	Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.
Opposed	-	-
Abstain	-	-

DECISION

APPROVED

c) Proposals re: Financial Policies (from Finance Committee)

i. Adherence to Budget

MOTION

To approve the LCPCS Policy regarding Adherence to Budget

made by Bethany M.

seconded by Alfred K.

DISCUSSION

[see document1: BOARD PROPOSAL FORM Financial Policy re Adherence to Budget 012318](#)

[see document2: budget policy \(Proposal\) REVISED 010918](#)

Finance Committee will discuss contingency during their Finance Committee meeting.

To approve the LCPCS Policy regarding Adherence to Budget with the amendment (in italics) on #4 stating: "In the case of emergency, the Treasurer and Chair of the Governing Board shall approve a variance. *The Treasurer and Chair shall report at the next Governing Board meeting any action taken and the rational for doing so.*" A question was raised about whether "Contingency" is considered a line item and if so, do items 1-4 of this policy apply to it? This question was referred to Finance Committee.

made by Bethany M.

seconded by Alfred K.

Ayes	7	Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.
Opposed	-	-
Abstain	-	-

DECISION

APPROVED

ii. Revision to Procurement Policy

MOTION

LCPCS's current Procurement Policy for purchase of \$7,500 and over requires board approval. The Finance Committee is recommending that this amount be increased to \$15,000 for single and aggregated to purchase

made by Don B.

seconded by Jill D.

DISCUSSION

[see document: Procurement Policy](#)

Ayes	6	Pam E., Bethany M., Don B., Jill D. Kaulana S., Gabriel N.
Opposed	-	-
Abstain	1	Alfred K.

DECISION

APPROVED

d) Budget Proposal: Increase One Position to FTE and Allocate Funds for Contractual Position**i. Tech Coordinator**

<u>MOTION</u>		The Finance Committee is recommending that Laupahoehoe Community PCS increase the Technology Corrdinator from .75 FTE to 1 FTE. This would be around a \$5,600 increase from the current budget. The CSI funding received frees up funds fom Data Administrator of about \$17,000 to compensate for the increase
		<i>made by Alfred K.</i> <i>seconded by Don B.</i>
<u>DISCUSSION</u>		see document: Board Proposal Form - Tech Coordinator
Ayes	7	Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED

ii. Wood Shop

<u>MOTION</u>		The Finance Committee is recommending funding the woodship program through the end of the school year. Current funds are budgeted until the end of February. The increased amount would total around \$6,000 for the rest of the school year. CSI grant frees-up funds to pay for the program.
		<i>made by Alfred K.</i> <i>seconded by Don B.</i>
<u>DISCUSSION</u>		see document: Board Proposal Form - Wood Shop
Ayes	7	Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED

e) Budget Proposal: Approval to Purchase New Marquee

<u>MOTION</u>		LCPCS would like to purchase a new marquee. The current marquee is located at the school's main entrance. It shows the name of the old DOE school (LHES), and has badly deteriorated over the past 30 years. Funds from the Pre-School grant will pay for the new marquee at a cost of \$11,091
		<i>made by Don B.</i> <i>seconded by Alfred K.</i>
<u>DISCUSSION</u>		see document1: Board Proposal Form - Marquee see document2: Marquee Quote
Ayes	7	Pam E., Bethany M., Don B., Jill D. Kaulana S., Alfred K., Gabriel N.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED

8. Executive Session (ES)

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.

a. Board Sel - Assessment plus/delta

b. Update on Conflict Resolution

9. Announcements**a) Upcoming Meetings**

i. Agenda Setting - February 13, 2018 at 5:30 pm

ii. Finance Committee - February 14, 2018 at 6:00 pm

** NOTE: FC meetings are moved from 2nd Tuesday of the month to 2nd Wednesday of the month until further notice

iii. Regular Board Meeting - February 27, 2018 at 5:30 pm

iv. Governance Committee - February 8, 2018 at 5:30 pm

b) School Events

[Please refer to the calendar at www.lcps.org](http://www.lcps.org)

10. Adjournment

Meeting was adjourned at 8:30 pm by Chair Pam Elders.

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