

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: **Regular Board Meeting**

Date: **July 25, 2017** Time: **5:30pm** Room: **Band Room**

GB APPROVED:

08/22/17

1. Call to Order

Meeting was called to order at 5:43 pm by Vice Chair Bethany Morrison.

a. Attendance/Quorum

BOARD DIRECTORS (9)

PUBLIC / GUESTS : 7

Present: 8

Absent: 1

Pam Elders - Chair

Jill Doying

Jerby Navalta

Bethany Morrison - Vice Chair

Gerry Delgado

Don Bryan - Treasurer

Naomi Smith

Romeo Garcia - Director of Operations

Peter Sternlicht

Rachel Real

Marc Roberts

Juliet Higgins

Thomas Bearden

Tenille AhChoy

Niki Hubbard

Kaulana Smith

b. Agenda Review (includes Aloha Etiquette)

MOTION

To approve the agenda

made by Pam E.

seconded by Don B.

Ayes 6

Pam E., Bethany M., Don B., Rachel R., Juliet H., Kaulana S., Romeo G. (non-voting)

Opposed -

Abstain -

DECISION

APPROVED

c. Timekeeper

Assigned timekeeper is Romeo G.

2. Public Comment on Agenda Items

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

- a. Niki Hubbard (comment on item#8. New Business: a.) - supports the Board in using the CIP funds if decision is approved to proceed with the proposed construction of STEM Oriented Technical Media Lab.

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

a1. May 23, 2017

[see document: 05.23.17 LCPCS Board Meeting Minutes](#)

a2. June 13, 2017 Special Meeting

[see document: 06.13.17 LCPCS Special Meeting Minutes](#)

a3. June 27, 2017

[see document: 06.27.17 LCPCS GB Meeting Minutes](#)

b. Financial Review (2016-2017)

[see document1: 6-30-17 Balance Sheet](#)

[see document2: 6-30-17 Profit and Loss](#)

c. Committee Reports

- c1. Finance
- c2. Governance

[see document: July 17 Finance Agenda](#)

[see document: Minutes Gov Comm 7-10-17](#)

To approve the consent agenda: Minutes Review, Financial Review, Committee Reports with amendments to the Finance Committee Report

MOTION

made by Pam E.

seconded by Don B.

DISCUSSION

Request revision on the Finance Committee Meeting Minutes to include Pam Elders' name in the attendance.

Ayes	6
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

4. Correspondence

[NOTE: Correspondence which requires a Board response]

- a. ACS WASC Official Commission Notification

Romeo G. announced the great news: LCPCS received the 6-year accreditation from WASC.

[see document1: ACS WASC Flags Banners Stamps Order Form](#)

[see document2: Laupahoehoe Community Charter School](#)

5. Reports

- a. Director - Report from Romeo G.

[see document: BOD Report July 25, 2017](#)

- b. Hui Makua - Announcement from Rachel R.: Hui Makua meeting on Aug. 9th.

6. Old Business

a) Acceptance of Newly Elected Members of the Board

MOTION

To accept the following as the elected member of the board, with terms starting July 1st, 2017 and ending as provided in the LCPCS by-laws: 1. Faculty--Kaulana Smith 2. Staff--Jill Doying

made by Pam E.

seconded by Rachel R.

DISCUSSION

[see document: BP: Acceptance of Newly Elected Members of the Board](#)

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

b) Annual GB Review Schedule

MOTION

To approve the Annual GB Review Calendar to be set in June and reviewed/revised as needed monthly

made by Pam E.

seconded by Don B.

DISCUSSION

[see document1: BP: Annual GB Review Schedule](#)

[see document2: Annual GB Review Schedule Sample](#)

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

c) School Director's Progress Report

MOTION

To approve that the School Director will submit to the GB at their August 2017 meeting, a document which outlines mission aligned, over-arching goals and objectives drawn from the WASC VC Report, LCPCS Strategic Plan, Academic Targets, and the Title 1 School-Wide Plan as

made by Pam E. *seconded by Juliet H.*

seconded by Juliet H.

[see document2: School Director's Progress Report](#)

School Director's response: Going through the process is useful both to the Board and the School Director to gather different documents together so as to be clear on their objectives and to seek further clarifications if needed.

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

APPROVED

MOTION

seconded by Juliet H.

[see document: BP: Follow A Class](#)

*Note: the submitted Board Proposal mentioned Third Grade Class while the proposed motion and discussion during the meeting focused on the Kindergarten Class.

Factors to consider: Certain ages' personalities change, Board Training in student confidentiality, additional responsibilities for the faculty or the Director, availability of funds and resources, the amount of manpower and time to be used in reviewing or studying student's data.

NOT APPROVED

MOTION

seconded by Rachel R.

[see document: BP: Student Elected Board Member](#)

Mr. Garcia will confirm if student is still interested in the position of Board Student Representative and ask what are the restrictions on his participation based on his religious practices: participation in an election vs. being able to vote on business. Otherwise, Mr. Garcia will follow-up with students who may be interested in the position and schedule an election. To defer action on Student Representative until fall to determine if student is still interested or other students would be interested for the position

seconded by Rachel R.

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DEFERRED

MOTION

seconded by Don B.

[see document1: BP: Board Member Recruitment Plan](#)

[see document2: Board Member Recruitment Letter](#)

[see document3: Board Member Recruitment Plan](#)

[see document4: Board Recruitment Matrix](#)

[see document5: GB Orientation Checklist](#)

DISCUSSION

*Note: since proposal was not addressed on the 7/25 meeting, recruitment period is extended from Aug. 31st to Sept. 30th.

A Recruitment letter (with official letterhead) will be sent out to the Governing Board Directors to be posted in places in the community or be given to potential candidates that are interested.

The Board is encouraged to complete the Board Recruitment Matrix which will serve as reference for the recruitment process.

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

g) Amend Board Member Job Description

MOTION

To approve amendment of Governing Board Trustee Job Description

made by Pam E.

seconded by Don B.

DISCUSSION

[see document: BP: Amend Job Description for Board Trustee](#)

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

7. Presentation/Discussion

a. Presentation of Proposal for CIP funds to construct a STEM Oriented Technical Media Lab

Two Community members: Marc Roberts and Peter Sternlicht presented the proposal on STEM Oriented Technical Media Lab.

[see Powerpoint Presentation: STEM Oriented Technical Media Lab](#)

8. New Business

a) Grant Authority to Director to proceed with STEM Oriented Tech Lab

To authorize Director of Operations to cooperate with DOE to utilize previously granted CIP funds to construct a STEM Oriented Technical Media Lab at LCPCS

made by Don B.

seconded by Pam E.

MOTION

DISCUSSION

[see document: BP: Grant Authority to Director](#)

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

b) Finance Committee Member Election

MOTION

To defer Finance Committee Member Election

made by Don B.

seconded by Rachel R.

DISCUSSION

According to the Bylaws and the Finance Committee Description, Finance Committee is made up of GB members not community members. The Board will verify member qualifications from the Finance Committee Description - Appointments and Composition whether to make amendments on the description.

Ayes	7
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Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

Opposed	-
Abstain	-

DECISION

DEFERRED

c) Notice of Contract Compliance from School Director to the GB

MOTION

To defer Notice of Contract Compliance from School Director to the GB

made by Pam E.

seconded by Don B.

Ayes	7
Opposed	-
Abstain	-

Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

DEFERRED

d) Election of Board Officers

[see document: BP: Election of Board Officers](#)

**separate proposals will be submitted for each Board positions

d1. Board Chair

MOTION

To appoint Pam Elders as Chair to serve until June 30, 2018

made by Bethany M.

seconded by Juliet H.

DISCUSSION

[see document: BP: Appointment of Board Chair](#)

Ayes	6
Opposed	-
Abstain	1

Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

d2. Board Vice Chair

MOTION

To appoint Bethany Morrison as Vice Chair to serve until June 30, 2018

made by Pam E.

seconded by Juliet H.

DISCUSSION

[see document: BP: Appointment of Board Vice Chair](#)

Ayes	6
Opposed	-
Abstain	1

Pam E., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

d3. Board Treasurer

MOTION

To appoint Don Bryan as Treasurer to serve until June 30, 2018

made by Bethany M.

seconded by Juliet H.

DISCUSSION

[see document: BP: Appointment of Board Treasurer](#)

Ayes	6
Opposed	-
Abstain	1

Pam E., Bethany M., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)

DECISION

APPROVED

d4. Board Secretary

DISCUSSION

No nominations or appointments made for Board Secretary position. Recruitment for Board Secretary position will continue.

e) Review and Update Committee Membership

[see document: BP: Review and Update Committee Membership](#)

**separate proposals will be submitted for each committee

e1. Finance Committee

		To appoint Don Bryan - Treasurer as Finance Chair with members: Pam Elders - GB Chair, Romeo Garcia - School Director, Business Manager for Finance Committee
	MOTION	made by Don B. seconded by Pam E.
	DISCUSSION	see document: BP: Finance Committee Membership
Ayes	7	Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)
Opposed	-	
Abstain	-	
	DECISION	APPROVED
e2. Governance Committee		
	MOTION	To appoint Pam Elders - GB Chair as Governance Chair with members: Bethany Morrison - Vice Chair, Romeo Garcia - School Director, Kaulana Smith - Faculty for Governance
		made by Pam E. seconded by Don B.
	DISCUSSION	see document: BP: Governance Committee Membership
Ayes	7	Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)
Opposed	-	
Abstain	-	
	DECISION	APPROVED
e3. Personnel Committee		
	MOTION	To appoint Bethany Morrison - Vice Chair as Personnel Chair with members: Pam Elders - GB Chair, Juliet Higgins, Niki Hubbard - community member for Personnel Committee
		made by Bethany M. seconded by Rachel R.
	DISCUSSION	
Ayes	7	Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)
Opposed	-	
Abstain	-	
	DECISION	APPROVED
e4. Development Committee		
	MOTION	To defer nomination or appointment of Chair and members for Development Committee
		made by Rachel R. seconded by Juliet H.
Ayes	7	Pam E., Bethany M., Don B., Rachel R., Juliet H., Tenille A., Kaulana S., Romeo G. (non-voting)
Opposed	-	
Abstain	-	
	DECISION	DEFFERED
9. Public Comment on non-agenda Items		n/a
10. Executive Session (ES)		n/a
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.		
11. Announcements		
a) Upcoming Meetings		
i. Agenda Setting - August 8, 2017 at 5:30pm		
ii. Finance Committee - August 8, 2017 after Agenda Setting		
iii. Regular Board Meeting - August 22, 2017 at 5:30pm		
iv. Hui Makua Meeting - August 9, 2017 at 5:30pm, LCPCS Cafeteria		

v. School Starts - August 7, 2017

b) School Events

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

12. Adjournment

Meeting was adjourned at 8:19pm made by Bethany M., seconded by Juliet H.

Executive Session will include members' assessment of the meeting and suggestions for process improvement.



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