

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: **Regular Board Mtg.**

Date: **October 24, 2017** Time: **5:30pm** Room: **Band Room**

GB APPROVED:

11/28/17

1. Call to Order

Meeting was called to order at 5:34pm by Chair Pam Elders.

a. Attendance/Quorum

BOARD DIRECTORS (9)

Present: (6)

Absent: (2)

PUBLIC / GUESTS (6)

Pam Elders - Chair

Don Bryan - Treasurer

Jerby Navalta

Bethany Morrison - Vice Chair

Rachel Real

Roseanne Connell - Auditor *(item #5)

Jill Doying - Secretary

Del Delos Santos

Romeo Garcia - School Director

Niki Hubbard

Kaulana Smith - Faculty

Alfred Kent *(item #9a)

Gabriel Navalta - Student Representative

Scott Thompson

b. Agenda Review (includes Aloha Etiquette)

Introduction for Mr. Alfred Kent as a potential Board Member.

c. Timekeeper is Jerby N.

2. Public Comments On Agenda Items

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

a. Pam Elders announced submission of an article on Board Member recruitment for publication in the November issue of the *Hamakua Times*. Each month, she will submit news about our school including photographs.

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 September 26, 2017

[see document: 09.26.17 Meeting Minutes - DRAFT](#)

b. Financial Review

n/a

c. Committee Reports

c1. Development

*see item #3f. Hui Makua Report

c2. Finance

[see document: Finance Committee Minutes 10-5-2017](#)

c3. Governance

[see document: Governance Committee Minutes 10-4-17](#)

c4. Personnel

[see document: Personnel Committee Report 10-14-17](#)

c5. Hui

[see document: Hui Kako'o O Laupahoehoe](#)

d. Staff Report

[see document: Staff Report October 2017](#)

e. Faculty Report

[see document: Faculty Report October 2017](#)

f. Hui Makua Report

[see document: Hui Makua/Dev Comm October 2017](#)

MOTION

To approve Consent Agenda

Ayes

4

Opposed

-

Abstain

-

made by Kaulana S.

seconded by Jill D.

Pam E., Jill D., Kaulana S., Gabriel N.

DECISION

APPROVED

4. Correspondence

[NOTE: Correspondence which requires a Board response]

a. Financing Agreement for bus purchase

[Letter from State of Hawaii - Department of Budget and Finance](#)

5. Annual Audit Report

MOTION

To accept the Audit Report as presented by Roseanne Connell (Auditor)

<u>MOTION</u>		<i>made by Bethany M.</i>	<i>seconded by Jill D.</i>
		see document1: FY17-18 Final Audit Draft 10-23-17	
<u>DISCUSSION</u>		see document2: Communication with Governance	
		see document3: Management Letter	
		<i>Please note that documents presented are for your information and not for distribution.</i>	
Ayes	5	Pam E., Bethany M., Jill D. Kaulana S., Gabriel N.	
Opposed	-		
Abstain	-		
<u>DECISION</u>		APPROVED	
6. School Director Report		see document: Director's Report October 2017	
7. Governing Board Annual Review Schedule		see document: GB Annual Review Schedule - October updated	
8. Old Business			
a) Renegotiation of School Director Contract - Documents, Process and Timeline			
<u>REPORT/DISCUSSION</u>		The Evaluation Form developed by the DOE for evaluation of school principals will be used with some locally relevant additions. The Personnel Committee decided to seek input from the School Director's direct reports as well as the Chair of the Hui Board. The Evaluation Form was sent out to all the Director's supervisees (School Leadership Team) and Hui Chair asking them to return their input by October 20th. Also, Mr. Garcia received a form for self-evaluation as part of the process. The Personnel Committee will schedule a follow up meeting to prepare the Director's Evaluation and make a recommendation regarding the School Director's Contract (content, term and compensation). A Special Board meeting will be held on October 30th to approve the School Director's Contract.	
b) MAP and SBAC Testing Results			
<u>INFORMATION/DISCUSSION</u>		see document: StriveHILaupahoehoePCS	
		Additional information provided from Jessica Kaneakua - NWEA MAPS Outcomes 2016.	
		Conclusion: The board needs additional data and in depth analysis for MAP and SBAC Testing.	
c) ACS WASC Action Plan Committee - Board Role / Timeline			
<u>DISCUSSION</u>		The WASC reviewed the Self Study, did a site visit to the school, provided a report of findings and observations and wants a response from the school which is due on December 1st.	
		see document: Accreditation Plan 2017	
d) School Director's Progress Report - Objectives and Measure			
<u>DECISION</u>		DEFERRED	
9. New Business			
a) New Board Member Election			
<u>MOTION</u>		To accept nomination by the Governance Committee of Alfred Kent to the LCPCS Governing Board for a term of 3 years	
		<i>made by Bethany M.</i>	<i>seconded by Kaulana S.</i>
<u>DISCUSSION</u>		see document: BP: Fred Kent	
Ayes	5	Pam E., Bethany M., Jill D., Kaulana S., Gabriel N.	
Opposed	-		
Abstain	-		
<u>DECISION</u>		APPROVED	
b) Bus Acquisition - lease to own or purchase			
<u>MOTION</u>		To authorize acquisition of a new bus up to an amount of \$100,000 CIF Hilo financed on a lease-to-purchase basis. In the event lease-to-purchase is deemed "financing" by our auditor, then we approve a cash purchase in that amount, subject to 3 bids and recommendation by Business Manager of specifications	
<u>RESTATED MOTION</u>		To authorize acquisition of a new bus up to an amount of \$125,000 CIF Hilo financed on a lease-to-purchase basis. In the event lease-to-purchase is deemed "financing" by our auditor, then we approve a cash purchase in that amount, subject to 3 bids and recommendation by Business Manager of specifications	
		<i>made by Bethany M.</i>	<i>seconded by Kaulana S.</i>

DISCUSSION

[see document: BP: Bus Purchase Oct 2017](#)

Ayes	5	Pam E., Bethany M., Jill D., Kaulana S., Gabriel N.
Opposed	-	
Abstain	-	

DECISION

APPROVED

10. 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 Self - Assessment plus/delta
- b. Conflict Resolution Process - update
- c. 6-month Assessment - School Director: No action taken.

11. Announcements

a) Upcoming Meetings

- i. Personnel Committee Meeting - October 27, 2017 at 5:30pm
- ii. Special Board Meeting - October 30, 2017 at 5:30pm
- iii. Agenda Setting - November 14, 2017 at 5:30pm
- iv. Finance Committee - November 14, 2017 after Agenda Setting
- v. Regular Board Meeting - November 28, 2017 at 5:30pm

b) School Events

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

12. Adjournment

Meeting was adjourned at 7:20pm for Public; 7:42pm for Executive Session by Chair Pam Elders.

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Where Every Student is Known, Valued, and Loved**