

# Laupahoehoe Public Community Charter School

## Governing Board Meeting Minutes

Meeting Type: **Regular Board Mtg.**  
 Date: **December 19, 2017** Time: **5:30pm** Room: **Band Room**

GB APPROVED:  
01/23/18

### 1. Call to Order

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

#### a. Attendance/Quorum

##### BOARD DIRECTORS (9)

Present: (8)

Absent: (1)

##### PUBLIC / GUESTS (5)

Pam Elders - Chair  
 Bethany Morrison - Vice Chair  
 Don Bryan - Treasurer  
 Jill Doying - Secretary  
 Romeo Garcia - School Director  
 Kaulana Smith - Faculty  
 Alfred Kent  
 Gabriel Navalta - Student Representative

Rachel Real

Jerby Navalta  
 Del Delos Santos  
 Jessica Kaneakua  
 Scott Thompson  
 Niki Hubbard

#### b. Agenda Review (includes Aloha Etiquette)

#### 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 November 28, 2017

[see document: 11.28.17 LCPCS GB Meeting Minutes - DRAFT](#)

#### b. Financial Review (if applicable, quarterly)

October 2017 Financials

#### c. Committee Reports

##### c1. Finance

[see document: Finance Comm MINUTES 12-14-17](#)

##### c2. Governance

[see document: Governance Comm MINUTES 12-7-17](#)

##### c3. Personnel

n/a

##### c4. Development - Hui Makua

n/a

#### d. Hui

n/a

#### e. Staff Report

[see document: GB Staff Report December 2017](#)

#### f. Faculty Report

[see document: GB Faculty Report December 2017](#)

#### g. Director's Report

[see document: Director's Report December 2017](#)

#### h. WASC Plan

[WASC Action Plan 2017-2020](#)

#### i. CSI Plan with Revisions as noted in 12/13/17 Email (see Correspondence letter f) Email from Shelley Ferrara)

[- see document: Attachment B. Application 8.31.2017 LCPCS \(1\) \(003\)](#)

#### j. Approve Fred Kent to Finance and Governance Committees

[- see document1: BOARD PROPOSAL FORM Fred Kent Committee Appts. Dec 19 2017](#)

[- see document2: Board Committee Chairs and Members SY2017-18 \(updated 12:11:2017\)](#)

#### k. Open Account at First Hawaiian Bank (FHB)

##### MOTION

To approve items presented in the Consent Agenda

made by Don B.

seconded by Alfred K.

Ayes 6

Opposed -

Abstain -

Pam E., Don B., Jill D., Kaulana S., Alfred K., Gabriel N., Romeo G. (non-voting)

##### DECISION

**APPROVED**

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#### 4. Correspondence

[NOTE: Correspondence which requires a Board response]

**a. Hamakua Times, December 2017**

[Hamakua Times, December 2017 page 8;](#)

[Hamakua Times, December 2017 page 9](#)

**b. Purple Plow Awards & Certificate of Excellence**

- see document1: Certificate - Purple Plow

- see document2: LCPCS Students Win National Purple Plow Challenge

- see document3: Press Release Purple Plow Awds 11-30-17

**c. Certificate of Excellence - High School Students Islands Conference (sample)**

**d. Thank you to Paula & Jessica for Test Scores Presentation**

**e. Environmental Notice, Department of Health, July 2014**

**f. Email from Shelley Ferrara, 12-13-17, "follow up to interview today," CSI Revisions Needed**

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#### 5. Governing Board Annual Review Schedule

[see document: Annual GB Review Schedule as of 12/2/17](#)

Members reviewed due-dates and additions, including election process for Board members (February-June). Members noted that outreach and advertising for elected positions is essential.

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#### 6. Old Business

**a) Board Member Recruitment Updates**

INFORMATION

Pam shared two recent contacts in regard to potential candidates for Board membership.

**b) School Director's Progress Report - Objectives & Measures**

DECISION

**DEFERRED**

**c) Audit Response**

MOTION

The LCPCS Governing Board instructs the School Director to certify that policies and procedures are in place and followed to assure: 1) segregation of duties and internal controls in regard to preparation of checks, posting to general ledger, and reconciliation of bank accounts; 2) monthly review by check signer of bank statement activity, cancelled checks and reconciliation reports; 3) proper documentation of credit card purchases or approval of expenditures lacking backup as well as monthly review of credit card statements by School Director or Board Treasurer of School Director's purchases. School Director also assures policies and procedures are posted in a timely manner on the school website as required by the Charter Commission. Board certifies monthly review of reconciliation reports and related documentation including cancelled checks and monthly review of credit card reconciliation and backup

DISCUSSION

[see document1: BOARD PROPOSAL FORM AUDIT FINDINGS CORRECTIVE ACTION 11-29-17](#)  
[see document2: Laupahoehoe 11-20-17 Financial Audit Findings Notice of Concern Response](#)

REVISED MOTION

The LCPCS Governing Board instructs the School Director to certify that policies and procedures are continuously in place and followed to assure: 1) segregation of duties and internal controls in regard to preparation of checks, posting to ledger, and reconciliation of bank accounts; 2) monthly review by check signer of bank statement activity, cancelled checks and reconciliation reports; 3) proper documentation of credit card purchases or approval of expenditures lacking backup as well as monthly review of credit card statements by School Director or Board Treasurer of School Director's purchases. School Director also assures policies and procedures are posted in a timely manner on the school website as required by the Charter Commission. It is the Board's responsibility to ensure monthly review of reconciliation reports and related documentation including cancelled checks and monthly review of credit card reconciliation and backup by the Board Treasurer. Treasurer will note completion of monthly review via submission of Finance Committee Minutes to the Governing Board.

*made by Bethany M.*

*seconded by Kaulana S.*

<u>DISCUSSION</u>		<a href="#">see document3: BOARD PROPOSAL FORM AUDIT FINDINGS CORRECTIVE ACTION 11-29-17 REVISED &amp; APPROVED 12-19-17</a>
Ayes	7	Pam E., Bethany M., Don B., Jill D., Kaulana S., Alfred K., Gabriel N., Romeo G. (non-voting)
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		<b>APPROVED</b>
<b>d) Test Scores - Observations &amp; Next Steps</b>		
<u>INFORMATION/DISCUSSION</u>		Members contributed observations regarding the results as presented: lots of room for improvement; if the numbers/results drive decision-making, we will be on the right track to improve education; this is a baseline for comparison (if we collect data in a consistent manner); the challenge is in systemizing data presentation to stakeholders so it can drive decision-making from classrooms to Board; data-collection over time will enable us to look at short- and long-term trends; we are considering an Academic Committee; the data will help the Board look at outcomes.
<b>7. New Business</b>		
<b>a) Budget Modification &amp; Organizational Chart</b>		
<u>MOTION</u>		To approve the Budget Modification and Organizational Chart as presented
		<i>made by Don B. seconded by Jill D.</i>
		<a href="#">see document1: Copy of 2017-2018 Budget Amendment V8.12.15.17</a>
		see document2: Organizational Chart
<u>DISCUSSION</u>		Per WASC recommendation, it is important to evaluate this proposed budget and organizational chart to audit and align student needs with staff positions and operating costs to ensure our outcomes and related activities are adequately supported. For financial integrity/control, we are approving these positions and operating budgets in the amounts presented as well as the organizational chart.
Ayes	7	Pam E., Bethany M., Don B., Jill D., Kaulana S., Alfred K., Gabriel N., Romeo G. (non-voting)
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		<b>APPROVED</b>
<b>b) Kaupea Board Proposal Form</b>		
<u>INFORMATION/DISCUSSION</u>		The Board authorizes School Director, Romeo Garcia, to enter into contract discussions regarding the 2018-19 contract with Harmony Education; the Board will review and approve the draft contract in January. The Board also authorizes Myles DeCoito to begin a "soft" recruitment. Mr. Garcia estimates that 5-10 additional students would not require additional personnel. He will come back to the Board if it is anticipated that Maui recruitment may necessitate hire of a new position.
		<a href="#">see document: GB Proposal-Kaupe-a-2017-12-15 (002)</a>
<b>c) Climate Surveys</b>		
<u>INFORMATION</u>		Presentation made by Jill Doying and Jessica Kaneakua. Jill provided an introduction, noting that all schools in the HCF network are using the same surveys. These surveys collect 4 types of data: 1) perception; 2) student learning; 3) demographics; 4) programs and processes. The HCF analyzes the data through Impac. We also do the SQS which is a DOE Climate Survey. Jessica presented results in graph form and will post the results on the Team Drive for Board members to examine at their leisure.
		<a href="#">see document: School Climate Survey Comparison by Domain 1-24-17</a>

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**d) Limit on Grants, Monetary Contributions or Other Donations**

MOTION

Monetary contributions or grants shall comply with all applicable State or federal laws. Solicitations for monetary contributions or other donations which exceed \$20,000 shall require prior approval by the Board. Grant applications of \$50,000 or more shall require prior approval from the Board. In either case, prior Board approval is required if the value of the contribution, donation, or grant application is below the threshold stated herein, but will materially affect the activities or policies of the school

DISCUSSION

[see document1: BOARD PROPOSAL FORM Contributions-Grants Requiring GB approval](#)

REVISED MOTION

Monetary contributions or grants shall comply with all applicable State or federal laws. Solicitations for monetary contributions and other donations which exceed \$20,000 shall require prior approval by the Board. Grant applications of \$50,000 or more shall require prior approval from the Board. In either case, prior Board approval is required if the value of the contribution, donation, or grant application is below the threshold stated herein, but will materially affect the activities or policies of the school

*made by Don B.*

*seconded by Bethany M.*

DISCUSSION

Board members noted this policy as approved applies to grants, contributions and other donations going forward, not currently underway.

[see document2: BP FORM Contributions-Grants Requiring GB approval REV 12-19-17](#)

Ayes 7  
Opposed -  
Abstain -

Pam E., Bethany M., Don B., Jill D., Kaulana S., Alfred K., Gabriel N., Romeo G. (non-voting)

DECISION

**APPROVED**

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**8. Executive Session (ES)**

7:58 pm - 8:12 pm

*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 Complaint Resolution
- c. Update from Governance Committee on Board membership

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**9. Announcements**

**a) Upcoming Meetings**

- i. Agenda Setting - January 9, 2018 at 5:30 pm
- ii. Finance Committee - January 9, 2018 after Agenda Setting
- iii. Regular Board Meeting - January 23, 2018 at 5:30 pm
- iv. Governance Committee - January 4, 2018 at 5:30 pm

**b) School Events**

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

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**10. Adjournment**

Meeting was adjourned at 8:14 pm by Chair Pam Elders.

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