

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: **Regular Board Meeting**

Date: **July 24, 2018** Time: **5:30pm** Room: **Band Room**

GB APPROVED:

08/28/18

RECEPTION - New and Departing Board Members

1. Call to Order

Meeting was called to order at 5:41 pm by Chair Pam Elders.

a. Attendance/Quorum

BOARD DIRECTORS (11)

PUBLIC / GUESTS (6)

Present: (8)

Absent: (3)

Pam Elders - Chair
Jessica Kaneakua - Vice Chair
Alfred Kent - Treasurer
Kelly Campbell- Secretary
Trevor Gloor (via Google Hangouts)
Daphnie Martins
Don Bryan
Peter Sternlicht

Paula Dickey
Romeo Garcia - School Director
Jareese Amaral - Student Representative *
* newly-elected Board member

Jerby Navalta
Jill Doying
Jeff St. Pierre
Niki Hubbard
Jenny Bach
Donna Mitts
Kaulana Smith

b. Agenda Review (includes Aloha Etiquette) item #6. School Director's Progress Report placed on-hold until the next meeting.

c. Timekeeper 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. Jenny Bach and Donna Mitts offered feedback to the Board regarding acceptance of the Fruit Tree Planting Foundation donation (re: item8g).

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 June 26, 2018

[06.26.18 GB Meeting Minutes - DRAFT](#)

b. Financial Review

No significant variances.

c. Committee Reports

c1. Finance

[LCPCS Finance Committee Agenda-Minutes 071018](#)

c2. Governance

[Governance Comm MINUTES 071218](#)

c3. Personnel

n/a

c4. Development/Hui Makua

n/a

d. Interim Management Team Report

[IMT Update - July 2018](#)

MOTION

To approve items in the Consent Agenda

made by Don B.

seconded by Peter S.

Ayes 8

Pam E., Jessica K., Alfred K., Kelly C., Don B., Daphnie M., Peter S.
via Google Hangouts: Trevor G.

Opposed -

-

Abstain -

-

DECISION

APPROVED

4. Correspondence

[NOTE: Correspondence which requires a Board response]

a) [Hard to Staff Teacher Incentive Funding for FY2017-2018](#)

b) To Middle/High School Staff, LCPCS Master Schedule, 6/20/18

b1. [Master Schedule SY18-19 Faculty](#)

- b2. [Rti Schedule Elem](#)
- b3. [School Bell Schedule SY18-19 Parent](#)
- b4. [Secondary Master 2018.19 - ALL](#)

c) [Intramural Sports](#)

d) [Thank you for your partnership with Hawaii First FCU Save First!](#)

e) Hamakua Times July 2018 [Hamakua Times July 2018 - page 10](#) [Hamakua Times July 2018 - page 11](#)

f) ACH Transfer of 4th Qtr FY18 FICA/Medicare Reimbursements

fi. [ACH Transfer Notification 4th Qtr FICA-Medicare SY2017-18](#)

f2. [FICA-Medicare 4th Qtr FY2017-18 Summary](#)

g) [Third Amendment to Educational Services Agreement - Kaupea](#)

h) NAEP in 2018-19

h1. [Email from Robert Hillier](#)

h2. [NAEP Proctor Information](#)

h3. [Superintendent's Memorandum on NAEP](#)

i) [Letter to Parent - Middle and High School](#)

j) [Big Island Ethics Training by State Ethics Commission](#)

k) [Final Pre-K welcome letter](#)

l) [Congratulations to Hawai'i Youth Sustainability Challenge Awardees!](#)

m) [Gym - roof](#)

n) [Whole Kids Foundation - Taken Off On Hold List](#)

5. Governing Board Annual Review Schedule

[GB Annual Review Schedule JULY 2018](#)

May, June and July activities were reviewed.

6. School Director's Progress Report

Reports on-hold till the next Board meeting.

7. Old Business

a) Board Recruitment Updates

DISCUSSION

The Board's Bylaws authorize the seating of 7-16 members. By Charter Law, no more than 1/3 of voting members of the Board may be an employee or contractor of the school or related to an employee/contractor of the school. Our current goal is to have at least 10-11 Board members. Currently, we have 10 members, 9 of whom are voting members (including Student Rep). It is the responsibility of all Board members to recruit candidates for Board membership. The Board is required to submit an annual assurance form to the Commission stating that the school has been in compliance with all regulations pertaining to charter school operations during the past year. The Governance Committee will be reviewing the Bylaws to assess possible changes to address the one-third requirement.

b) Statement of Assurances Update

DISCUSSION

We have no feedback to date from the Commission regarding the one-third membership requirement discussed in 7 a) above.

8. New Business

a) Student Member Election - Jareese Amaral

MOTION

To approve the appointment of Student Board Member Jareese Amaral to a one year term on the LCPCS Governing Board

made by Alfred K.

seconded by Peter S.

[BOARD PROPOSAL FORM Appointment of Student Member Jareese Amaral](#)

DISCUSSION

Only 8 Seniors for the 2018-2019 SY. Highly recommended by the previous Student Rep. Gabriel Navalta.

Ayes 8

Pam E., Jessica K., Alfred K., Kelly C., Don B., Daphnie M., Peter S.

Opposed -

via Google Hangouts: Trevor G.

Abstain -

DECISION

APPROVED

b) Hiring Update from IMT

[IMT Update - July 2018](#)

DISCUSSION

Out of the 22 open positions, 20 positions were filled in the intervening 2 months between the close of the last school year and the start of the 2018-19 SY--thanks goes to Jessica who did an outstanding job managing the interview and hiring processes! Open positions are: Social Studies Teacher and 5th Grade Teacher. 6 of the positions--Intervention Specialists--are new, contract positions funded by CSI. Three employees moved to different positions thus creating new vacancies. Jessica recommended review of the on-boarding process. Exit interviews have been conducted and the Board expressed interest in reviewing them. All present agreed staff turnover is a metric the Board needs to monitor.

c) Board Committees - Develop Annual Work Objectives/Reports to Board in August

DISCUSSION

The Chair asked Board committees to set reasonable objectives for the next year and to report next month to the Board. There are 6 Committees: Governance, Finance, Personnel, Development/Hui Makua, Executive/Agenda Setting, Academic.

d) Committee Appointments and Chairs

[BOARD COMMITTEE Membership as of 7-1-18](#)

d1) Finance Committee

MOTION

To approve appointment of Fred Kent to Chair of the Finance Committee and to the office of Treasurer of the LCPCS Governing Board

made by Don B.

seconded by Peter S.

DISCUSSION

[BOARD PROPOSAL FORM Alfred Kent Nom to Treasurer-Chair of FC](#)

Ayes 7

Pam E., Jessica K., Kelly C., Don B., Daphnie M., Peter S.
via Google Hangouts: Trevor G.

Opposed -

-

Abstain 1

Alfred K.

DECISION

APPROVED

d2) Development Committee

DISCUSSION

Kelly Campbell was appointed as member of the Development Committee and the Parent/Hui Makua.

e) Nominations for Board Officers: Chair, Vice-Chair, Secretary, Treasurer

e1) Chair: Pam Elders

e2) Vice-Chair: Jessica Kaneakua

e3) Secretary: Kelly Campbell

MOTION

To approve the nominees for Board Officers: Pam Elders as Chair, Jessica Kaneakua as Vice Chair and Kelly Campbell as Secretary

made by Alfred K.

seconded by Trevor G.

DISCUSSION

All are in agreement with the nomination. Alfred Kent is the Board Treasurer as a result of being appointed as the Finance Committee Chair.

Ayes 8

Pam E., Jessica K., Alfred K., Kelly C., Don B., Daphnie M., Peter S.
via Google Hangouts: Trevor G.

Opposed -

-

Abstain -

-

DECISION

APPROVED

f) Organizational Chart

[LCPCS Organizational Chart 2018-19 Draft July 2018 - Finished Chart \(4\)](#)

DISCUSSION

The Interim Management Team presented the Organizational Chart to the Board for information and feedback. There was discussion in regard to the Pre-K program falling under supervision of the Office Manager, transfer of faculty evaluations to the DCIA, and the educational function of the Tech Coordinator who is currently supervised by the Business Manager. Jessica and Pam will take these observations back to the IMT for discussion and consideration.

g) Long-term Use Plan for Grounds/Facilities-Orchard Proposal

[Fruit Tree Orchard Grant](#)

g1) Form AdHoc Facilities-Grounds Use Committee

To approve formation of an Ad Hoc Committee to develop and propose to the GB a long-term use plan for Campus Grounds. The committee will be chaired by a Board member. Prior to the first meeting, the chair will propose details of the delegation/guidelines and members to the Board for approval

MOTION

made by Peter S.

seconded by Alfred K.

DISCUSSION

[BOARD PROPOSAL FORM Form AdHoc Grounds Use Committee_Revi](#)

Ayes 8

Pam E., Jessica K., Alfred K., Kelly C., Don B., Daphnie M., Peter S.
via Google Hangouts: Trevor G.

Opposed -

Abstain -

DECISION

APPROVED

g2) The Fruit Tree Planing Foundation Grant

To write to The Fruit Tree Planting Foundation and respectfully decline their grant offer at this time

MOTION

made by Jessica K.

seconded by Peter S.

DISCUSSION

[BOARD PROPOSAL FORM The Fruit Tree Planting Foundation Grant](#)

Discussion centered around need for a long-term plan, sustainability, currently untended areas of the school grounds, the location and space required for the orchard (the planned site is no longer available).

Ayes 8

Pam E., Jessica K., Alfred K., Kelly C., Don B., Daphnie M., Peter S.
via Google Hangouts: Trevor G.

Opposed -

Abstain -

DECISION

APPROVED

9. Executive Session (ES)

8:00 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. Personnel Issues

10. Announcements

a) Upcoming Meetings

i. Agenda Setting - August 14, 2018

ii. Regular Board Meeting - August 28, 2018

iii. Board Training - October 12-14, 2018 at 8:00 am - 4:00 pm (Carver Policy)

b) School Events

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

11. Adjournment

Meeting was adjourned at 8:50 pm.

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