

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: **Regular Board Meeting**

Date: **August 28, 2018** Time: **5:30pm** Room: **Band Room**

GB APPROVED:

09/25/18

1. Call to Order

Meeting was called to order at 5:30 pm by Chair Pam Elders.

a. Attendance/Quorum

BOARD DIRECTORS (12)

Present: (11)

Absent: (1)

PUBLIC / GUESTS (11)

Pam Elders - Chair

Romeo Garcia - School Director (On Leave)

Jerby Navalta

Jessica Kaneakua - Vice Chair

Kaui Trainer

Alfred Kent - Treasurer

Del Delos Santos

Kelly Campbell - Secretary

Travis Clark

Trevor Gloor (via Google Hangouts)

Ariel Tergcoglon

Paula Dickey

Calce Castagnetti

Daphnie Martins

Kaulana Smith - DCIA

Peter Sternlicht

Megan Patten

Don Bryan

Crystal Ivey

Jareese Amaral - Student Representative

Talia Capdepon

Kahele Nahale-a - Interim Director

Wesley Capdepon

b. Agenda Review (includes Aloha Etiquette)

8f) Enrollment Policy will be deferred until September meeting. Item 8b) Approval of Unaudited Financials will be moved to 8a).

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. Peter Sternlicht announced CIP funding news. Previous status of the CIP was that the lowest bid came in 50% over budget. The DOE leveraged additional \$300,000 to award the contract for Band Room upgrades.
- b. Don Bryan clarified news from Mark Nakashima's summer newsletter announcement of an award of \$394,000 for campus improvement. This allocation is coming via DOE for roof repairs and learning equipment.
- c. Greetings/Introduction from both guests (parents, faculty, staff) and Board members.
- d. Kaui Trainer is looking for a person to be a coordinator for the Music Festival. Kelly Campbell volunteered to take the position (Board Development Committee-Hui Makua).

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 7/24/18

[July 24, 2018 Meeting \(draft\)](#)

b. Financial Review (quarterly)

Discussion on item 8b) Approval of Unaudited Financials

c. Committee Reports

c1. Finance

[FinancialMeeting Agenda&Minutes2018-08-14](#)

c2. Governance

[Governance Comm MINUTES 080918](#)

c3. Development/Hui Makua

[Hui Makua/Development August 2018](#)

d. Hui Kaka'o Laupahoehoe

n/a

e. Staff Report

[GB Staff Report August 2018](#)

f. Faculty Report

n/a

g. Interim Director's Report

Kahele provided a brief verbal overview of her written Interim Director's Report. Information is organized into the three strategic issues outlined in LCPCS' Strategic Plan. Campus enrollment is at 292 including Pre-K; Kaup'e'a enrollment is 91. Kahele is highlighting the Organizational Chart with staff and the importance of following the chain of command in regard to communicating issues, making requests, etc. Board requests for information should be made to the School Director.

[Interim Director's Report August 2018](#)

To approve items in the Consent Agenda

MOTION

made by Don B.

seconded by Alfred K.

Ayes 10

Opposed -

Abstain -

Pam E., Jessica K., Alfred K., Kelly C., Daphnie M., Peter S., Don B., Paula D., Jareese A.
Trevor G. (via Google Hangouts)

DECISION

APPROVED

4. Correspondence

[NOTE: Correspondence which requires a Board response]

a. LCPCS Campus Plan

b. Alaka'ina

[b1. Em: Alaka'ina](#)

[b2. CCCCR Definition Handout 6](#)

[b3. NaHopenaAoE3](#)

[b4. Resume SKMN Iulai 2018](#)

c. Welcome Back to School

d. Hamakua Times August 2018

[d1. Hamakua Times August 2018 page 14](#)

[d2. Hamakua Times August 2018 page 15](#)

e. Value Added Measures for SY2018-19 and pilot invitation

[e1. 1 VAM General Guidance - DRAFT](#)

[e2. 2 VAM Proposal Template - DRAFT](#)

[e3. 3 VAM Proposal Template Instructions - DRAFT](#)

[e4. Em: from Jennifer Higaki](#)

[e5. VAM Pilot Overview](#)

f. Response Letter from Pam Elders - The Fruit Tree Planting Foundation

g. Letter to Travis Clark - Out of Classroom Education

h. Em: Office of the Governor re: Hurricane Lane

5. Governing Board Annual Review Schedule

Reviewed the July, August and September Due Dates both accomplished and in-process.

[GB Annual Review Schedule August 2018](#)

6. School Director's Progress Report

Director's Progress Report SY 2018-19 (*access permission needed*)

Jessica Kaneakua presented the last report for the Outcome Measures for SY2017-18. Goal 1 Outcome Measure (The percentage of students proficient in English Language Arts (ELA) on the 2017-18 SBA shall be 50%). Goal 1 Outcome Status - **did not meet outcome measure**. Goal 1 Outcome Measure (The percentage of students proficient in math on the 2017-18 SBA shall be 37%). Goal 1 Outcome Status - **did not meet outcome measure**. Goal 2 Outcome Measure (By the end of the 2017-2018 school year, at least 70% of students will respond positively (agree or strongly agree) on social and behavioral competence items on the school climate survey). Goal 2 Outcome Status - **did not meet outcome measure**. Goal 3 Outcome Measure (40% of targeted sub-groups (Native Hawaiian and SPED) demonstrate academic growth as measured by whether they meet or exceed their growth projection in math and ELA on the spring NWEA; Targeted sub-groups have 10% decline in number of dropouts, suspensions, and referrals by the end of the 2017-18 SY). Goal 3 Outcome Status - **did not meet outcome measure**. Goal 3 Outcome Measure (By the end of the 2017-18 school year, at least 70% of students demonstrate student engagement on the School Climate Survey). Goal 3 Outcome Status - **met outcome measure**. Goal 3 Outcome Measure (By the end of the 2017-18 school year, the percentage of students graduating in four years will be 85-100%). Goal 3 Outcome Status - **did not meet outcome measure**. Goal 3 Outcome Measure (70% students respond positively (agree or strongly agree) on social and behavioral competence items on School Climate Survey). Goal 3 Outcome Status - **did not meet outcome measure**. Goal 4 - **did not meet outcome measure** - School Director did not complete.

7. Old Business**a) Board Committee Nominations**MOTION

To approve appointment of Board Directors to Committees: 1) Peter Sternlicht to Governance Committee (Pam Elders, Chair and Fred Kent are current members). 2) Paula Dickey and Jessica Kaneakua to Personnel Committee (Niki Barton-Hubbard is a community member of the PC). 3) Daphnie Martins and Jessica Kaneakua to Development Committee (Kelly Campbell is a current member of the DC). 4) Paula Dickey, Kelly Campbell and Jessica Kaneakua to Academic Committee (Trevor Gloor and Pam Elders are current members of the AC)

*made by Don B.**seconded by Peter S.*[BOARD COMMITTEE Membership as of 8-14-18](#)DISCUSSION

A sign-up sheet was passed around for the board members to sign-up for a committee of their choice.

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

Trevor G. (via Google Hangouts)

Ayes

9

Opposed

-

Abstain

-

DECISION**APPROVED**

8. New Business**f) Enrollment Policy Revision**DECISION**DEFERRED****8a) b) Approval of Unaudited Financials**MOTION

To approve Financial Reports for Fourth Quarter of the SY2017/2018 as presented

*made by Alfred K.**seconded by Peter S.*[BOARD PROPOSAL Accept4Q2018Finances](#)DISCUSSION

June 2018 FY17-18 Financials

YE17-18RiskAssessmentSummary

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

Trevor G. (via Google Hangouts)

Ayes

9

Opposed

-

Abstain

-

DECISION**APPROVED**

**** due to guests' interest on items 8g) Staffing Plans for classes in excess of 22 students and 8h) Staffing Plans for classes with more than 30 students, Chair Pam E. moved both items - 8g) and 8h) up to 8b) and 8c), seconded by Paula D. All in favor.**

8b) g) Staffing Plans for classes in excess of 22 studentsMOTION

To approve plans to provide teachers in grades K-5 with more than 22 students with adequate supports; including addition of approximately \$17,500 for hire of a .75 FTE Educational Assistant for Grade 3

*made by Paula D.**seconded by Peter S.*[Proposal - Staffing Plan for 22+](#)DISCUSSION

DCIA is planning a training program for EAs. ISD noted that EA assignment can be adjusted if class size changes. Ability grouping was discussed as a strategy to address class size, but more research and discussion is needed.

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

Trevor G. (via Google Hangouts)

Ayes

9

Opposed

-

Abstain

-

DECISION**APPROVED**

8c) h) Staffing Plan for classes with more than 30 studentsMOTION

To approve staffing plan to provide high quality teaching and learning opportunities for students for classes with more than 30 students

DISCUSSION

[Copy of ClassSizeData](#)

[Proposal - Staffing Plan for 30+](#)

REVISED MOTION

To approve staffing plan to provide high quality teaching and learning opportunities for students for classes with more than 30 students; in Kinder class add a 1.0 FTE Educational Assistant with the approximate budget amount of \$22,500 and provide interim support between 8/28/18 until a new person is hired

made by Paula D.

seconded by Trevor G.

DISCUSSION

Proposal - Staffing Plan for 30+ (Revised)

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

Trevor G. (via Google Hangouts)

Ayes 9

Opposed -

Abstain -

DECISION

APPROVED

8d) c) Approval of Sookyung Kim to Finance Committee as Community MemberMOTION

To accept nomination by Alfred Kent, Treasurer, of Sookyung Kim, a financial professional with fiduciary experience, to Finance Committee as non-director community member for a term of 3 years

made by Pam E.

seconded by Peter S.

DISCUSSION

[BOARD PROPOSAL Nomination SookyungKim2018](#)

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

Trevor G. (via Google Hangouts)

Ayes 9

Opposed -

Abstain -

DECISION

APPROVED

8e) d) Outcome /Value - Added Measures for SY 2018-19

[e1. 1 VAM General Guidance - DRAFT](#)

[e2. 2 VAM Proposal Template - DRAFT](#)

[e3. 3 VAM Proposal Template Instructions - DRAFT](#)

[e4. Em: from Jennifer Higaki](#)

[e5. VAM Pilot Overview](#)

DISCUSSION

ISD Kahele Nahale-a gave an overview of Value-Added Measurements (VAM). VAMS were added to the current 3 year Charter Contract requirements. In the past, optional School Specific Measures could and can still be added to the contract. The 2017-18 Value-Added Measures created around project-based learning for middle school have expired. New VAMS need to be developed and submitted to the Commission for approval before the end of the first quarter. The Commission created a pilot project this year to walk schools through the process of creating the Value-Added Measures. Kahele will participate in the pilot and develop the Value-Added Measures which will be presented to the Board at the September meeting for approval and submitted to the Commission by the end of September. ISD Kahele is planning to submit a VAM relating to the HÅ: BREATH Statements and will circulate proposed VAM(s) to Board members by Monday 9/17 before the 9/25 Board Meeting during which time the proposed VAM(s) will be considered.

8f) e) Turnover, 2017-18 School YearDISCUSSION

Jessica reported 2017-18 staff turnover rates. 65 staff members for SY2017-18. 9 staff members left their positions at the end of the year, 14%. An additional 4 staff members resigned their position in order to move to another in-house position (considered as empty position), total of 13 turnover, 28%. HIDEOE turnover was 37% in 2012.

8g) a) Delegation Criteria - Evaluation Guidelines for Ad Hoc Committee on Grounds Usage

MOTION

To approve the criteria/guidelines with Board addition of "Preliminarily assess siting of new classrooms," and to officially initiate the Ad Hoc Committee of the Board

made by Peter S.

seconded by Trevor G.

DISCUSSION

[draft campus plan proposal](#)

[Grounds Usage Plans - Guidelines August 28, 2018](#)

Ayes 9

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

Trevor G. (via Google Hangouts)

Opposed -

-

Abstain -

-

DECISION

APPROVED

9. 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. Salary Issues

b. Current Personnel Issues Update

10. Announcements

a) Upcoming Meetings

- i. Agenda Setting - September 10, 2018 at 5:30 pm
- ii. Finance Committee - September 10, 2018 at 4:00 pm
- iii. Governance Committee - September 10, 2018 at 3:00 pm
- iv. Regular Board Meeting - September 25, 2018 at 5:30 pm
- v. Due Dates for Commission - September 1, 2018
- vi. 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 8:57 PM.

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