



# Laupāhoehoe Community Public Charter School

## Governing Board Meeting Minutes

6/25/15 5:30 pm LCPCS Room 9A

### I. Call to Order

The meeting was called to order at 5:50p by Chair Bethany Morrison. Outgoing Board Director's were thanked for their dedication to the school. New Director's for the SY15-16 present were introduced.

### II. Attendance

*Board Directors:* Chair Bethany Morrison, Vice-Chair Niki Barton-Hubbard, Treasurer George Martin, Thomas Bearden, Rachel Real, Jason Blair, Juliet Higgins, Alapaki (Paki) Nahale-a.

*Guests:* Don Bryan, Kahele Nahale-a, Naomi Smith.

### III. Approve Agenda

MOTION: To approve the June 25, 2015 meeting agenda *made by Rachel Real, seconded by Jason Blair.*

*Discussion:* None.

DECISION: Aye by all. No Opposed. APPROVED

### IV. Public Comments on Agenda items NONE

### V. Minute Review & Approval

MOTION: To approve and accept the May 26, 2015 minutes *made by Niki Barton-Hubbard, seconded by Thomas Bearden.*

*Discussion:* Amendments suggested and noted in the minutes draft.

DECISION: Aye by all. No Opposed. APPROVED with amendments

### VI. Financial Review & Approval

MOTION: To approve and accept the May 2015 financial statements *made by Thomas Bearden, seconded by Niki Barton-Hubbard.*

*Discussion:* Financial statements reviewed by Finance Committee Chair George Martin.

DECISION: Aye by all. No Opposed. APPROVED

### VII. Reports

1. Students - NONE
2. Families – Verbal given by N. Barton-Hubbard
3. Staff – Verbal given by K. Nahale-a
4. Faculty – Verbal given by N. Smith & K. Nahale-a
5. Community/Hui Kāko'o Non-Profit - Verbal given by N. Barton-Hubbard
6. Director – Verbal given by P. Nahale-a



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### 7. Committees:

- i. Development – Verbal given by Committee Chair N. Barton-Hubbard
- ii. Finance – Verbal given by Committee Chair G. Martin
- iii. Governance – Verbal given by Committee Chair N. Barton-Hubbard
- iv. Personnel – Verbal given by Committee Chair T. Bearden

### VIII. Public Comment on Non-Agenda Items NONE

### IX. Unfinished Business

#### 1. Disability Insurance Proposal

Gerry

MOTION: To defer action *made by Niki Barton-Hubbard, seconded by Bethany Morrison.*

*Discussion:* Business Manager still waiting on quotes.

DECISION: Aye by all. No Opposed. DEFERRED

#### 2. Board Candidate Review

Governance

MOTION: To extend Director Jason Blair's term, ending 7/22/15, for one more year *made by Niki Barton-Hubbard, seconded by Bethany Morrison.*

*Discussion:* Jason will consider the extension and let the Board know.

MOTION: To defer action *made by Niki Barton-Hubbard, seconded by Bethany Morrison*

DECISION: Aye by all. No Opposed. DEFERRED

### X. New Business

#### 1. Amendment to Director of Operations Contract

Tracy

MOTION: To amend the Director of Operations contract to add a 1 year term to the existing contract of 2014-2016 *made by Thomas Bearden, seconded by George Martin.*

*Discussion:* In lieu of a raise for the 2015-16 school year, the board proposes to give Director an extension to the original contract of 1 year. The amended contract will expire unless renewed or amended by the Board on June 30, 2017. The Director received a favorable evaluation and is not asking for a raise. Proposal is recommend as an offer of support. Furthermore and extension would cancel the need to do another evaluation in January 2016.

DECISION: Aye by all. No Opposed. APPROVED

#### 2. Uncollectible Accounts Receivable

Gerry

MOTION: To accept the recommendation from Finance Committee to authorize the write-off of Accounts Receivable *made Bethany*



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*Morrison, seconded by Thomas Bearden.*

*Discussion:* As discussed in Finance Committee, 2 accounts failed the attempt to collect on them: \$100 from a school participant in the Basketball Tournament held 2 years ago & \$1100 for pre-school rental. This has been an audit “red flag” on the books for 2 years now.

DECISION: Aye by all. No Opposed. APPROVED

### 3. Review New Position

Gerry

MOTION: To review new position and approve recommendation to post job opening internally *made George Martin, seconded by Niki Barton-Hubbard.*

*Discussion:* See supporting document “Organizational Development and School Support Specialist Job Description”. This .5FTE position is not budgeted for in the current budget. Finance Committee recommends approval of the unfunded position, as the job duties are needed in the upcoming school year. If approved funds will be sought and secured to cover the cost.

DECISION: Aye by all. No Opposed. APPROVED

### 4. Executive Officer Elections

Governance

MOTION: To defer action *made by Niki Barton-Hubbard, seconded by Bethany Morrison.*

*Discussion:* The terms of two of the current Executive Officers are ending. Chair and Vice-Chair will continue in their positions until the first meeting of the new school/fiscal year at which time existing Board Directors as well as incoming Directors will have the opportunity to serve as an Executive Officer.

DECISION: Aye by all. No Opposed. DEFERRED

### 5. SY15-16 Governing Board Meeting Schedule

Governance

MOTION: To approve the proposed Governing Board meeting schedule for SY15-16 *made by Niki Barton-Hubbard, seconded by Thomas Bearden.*

*Discussion:* Directors reviewed the proposed schedule for any conflicts with dates.

DECISION: Aye by all. No Opposed. APPROVED

## XI. Executive Session

### A. Unfinished Business

#### 1. None



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### 2. *New Business*

1. Legal Issues
2. Personnel Matters

- a. New Hires

Paki

MOTION: To approve new hires Liana Honda, Basile Hurat, Jesse Navalta, Danasha Seguerre, Kaytlin Requelman-Ancheta, Denise AhChoy, Shantell Urbanozo, Mia Manzo, Kahele Nahale-a *made by* \_\_\_\_\_, *seconded by* \_\_\_\_\_.

DECISION: Aye by all. No Opposed. APPROVED

3. Concerns

### XII. **Secretary recap & Announcements**

1. Next Board Meetings

- a. *Development Committee* – 7/7/15, 6:00p, Admin Conference Rm
  - b. *Executive Board Agenda Setting* – TBD
    - i. TBD - Proposals DUE
  - c. *Personnel Committee* – TBD
  - d. *Finance Committee* – TBD
  - e. *Governance Committee* – TBD
  - f. *Regular Monthly Board* – TBD

2. State Charter School Commission Meetings & Deadlines

- a. 7/9 – Commission General Business Mtg, O'ahu

3. Upcoming School Events

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

4. Assignment of tasks

### XIII. **Adjourn**