



Laupāhoehoe Community Public Charter School

Governing Board Meeting Minutes

10/28/14 5:30 pm LCPCS Band Room

- I. **Call to Order:** 5:36 am
- II. **Attendance:** Niki Hubbard, Tracy Jardine, Jason Blair, Bethany Morrison, Thomas Bearden, George Martin, Mia Manzo, Rachel Real, Victoria Jose(5:56 pm), Juliet Higgins, Paki Nahale-a (absent).

Community/Staff: Michael Okoye, Holly Young, Gerry Delgado.

Student representative arrived 5:56 Chair gave her a summary of what we are doing and asked if she wanted to give a student report. She declined.
- III. **Approve Agenda:** Motion by Tracy Jardine second by Thomas Bearden to approve agenda, all members approve.
- IV. **Public Comments on Agenda items:** None
- V. **Minute Review & Approval:** Motion to approve by Niki Hubbard, seconded by Jason Blair to approve minutes with corrections, all members approved.
- VI. **Financial Review & Approval:** Motion by George Martin, seconded by Jason Blair. All members approve of Financials with the exception of Tracy Jardine, abstained, did not see it due to computer issues.
- VII. **Reports**
 1. Students: None
 2. Families: Movie Night on Monday, 11/3/14 in the Library Humanities Room. (Niki)
 3. Staff: None
 4. Faculty: None
 5. Community/Hui Kāko’o Non-Profit: Holly Young, 11/10 is the next meeting. Hui is working on a grant for A++. Niki Hubbard states when you shop on Amazon.com and select Hui as the non-profit 5% will go back to the school. “Shop Smile”
 6. Director: See attached Report from Director Nahale-a.
 7. Committees:
 - i. **Development:** school hosting a Color Run, registration is now and cost will increase the closer we get to the date. Niki Hubbard asks for help to run the program for the day. See her to sign up. Next meeting is 11/4/14.



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- ii. **Finance:** George discuss situation that was brought our attention at last meeting. 150,000 reserve; board was asked to set this aside and we did. Audit showed that the numbers that were given to us were wrong. Liquid assets were combined with cash assets which resulted in an accounting error. This error will cause a deficit at the close of this school year.

Chair would like George to make a recommendation. George recommends and motions that we take 100,000 from our reserve to cover this deficit. In five years we would replace the 100,000, seconded by Jason Blair. Previous mandate was to have 150,000 in reserve every year. Niki Hubbard proposes that we just authorize administration to not hold 100,000 for this year only.

George Martin made a motion to have money back in five years. Chair calls for an amendment to this motion and George declined. Chair calls for the vote: 1 aye (George), all other members say nay. Motion dies.

Secondary motion will be re-visited tonight during the audit and budget
We will revisit after the financial audit section of this agenda.

- iii. **Governance:** None

- iv. **Personnel:** Committee met and are trying to determine the time frame for the Director's Evaluation, it has been decided by committee that the recommendation will be to do the evaluation for the first year towards the end of the year (June) so we have actual data to refer to. We will use the CESSA with the financial addition and few changes to the domain that pertains to student performance; committee would like to add the goals that were approved on August 16, 2014.

Committee would also like Director to come up with specific professional development goals. Director given a January deadline to come up with these goals since right now school business is busy.

The second year evaluation for Director will be scheduled in January 2016.

PD Goals will be specific to him and not about teacher goals.

Next personnel meeting will be held 11/11/14, after agenda setting meeting.

In January we could present Director PD goals and present to the board.

- VIII. **Public Comment on Non-Agenda Items:** Juliet Higgins wonders if anyone has tested the water, it doesn't taste good. She will e-mail Director about her concerns. She says there is an organization that will test schools for free.

She also wanted to mention the Hula hoop girls from the community who come and volunteer K-5 hula hoop period for elementary for free. Hoopnotics.

- IX. **Unfinished Business**



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1. **Board Candidate Review:** Richard Ha. Motion by Niki Hubbard to appoint him for a 3 year term, Tracy Jardine seconds. Local farmer in our area. He owns 600 acres in Pepeekeo and runs a farm he is into local sustainable farming. Governance

Jason Blair is concerned with the agriculture people he would bring to the school because he is pro GMO. Chair states that we are not taking a position on this.

Niki Hubbard hopes that personal agendas can't drive the direction of the school.

Thomas Bearden: he is into reducing the cost of the local economy, he runs a large business.

Chair: from her perspective she wants our board to be balanced. The more we can branch out and provide a broader perspective I think we will be making better decisions, and the community will feel that they are represented.

He would bring to the board a business perspective and agriculture background; since we are agriculture based school this will be useful.

Vote is called, 1 abstention by Jason Blair, all other board members approved appointment. Secretary will send e-mail to Richard Ha informing him of appointment.

2. **Grading Policy:** deferred Paki

X. New Business

1. Aloha Etiquette: Motion by Niki Hubbard to adopt Aloha Etiquette at board meetings, seconded by Tracy Jardine. Bethany

Discussion: ground rules for board meetings.

Vote called: all board members unanimously in favor of Aloha Etiquette rules.

2. Reorganized By-Laws: Niki Hubbard motions to approve reorganized By-Laws, Tracy Jardine seconds. Governance

Discussion: Niki Hubbard went over all changes and reorganized sections of By-Laws. Board members had several questions on different portions of the changes.

Niki Hubbard motions to table By Law amendments and invite board members to Governance Committee meeting to hash out details. And bring results back to board. All board members agree to table.



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3. **Review of Financial Audit Draft for FY2014-15:**

Gerry

Motion by Niki Hubbard to accept the audit results from Cabenero & Associates, George Martin seconds. Discussion:

Business Manager Gerry Delgado goes over results and findings with board members. This is a draft and once accepted they will finalize it. Gerry Delgado went over the recommendations from audit.

All board members agree to accept Audit report as presented by Business Manager, Gerry Delgado.

4. **Fiscal Year 2014-15 Budget Amendments:** Niki Hubbard makes motion to accept 2014-15 Budget Amendments, seconded by Jason Blair.

Finance

Gerry Delgado, Business Manager goes over budget amendments for board members.

How much do we have right now, on July 1, we have 211,000. So the difference if we use all the funds in the reserve column leaves us roughly 60,000, so that's where the proposal to drop the reserve to 50,000 comes from.

Budget is showing use of the 150,000. So if we approve this it's in conflict with the decision to hold the reserve of 150,000.

Niki Hubbard motions that the mandate to administration to hold a 150,000 reserve annually be dropped for the 2014-15 school year, Tracy Jardine seconds. Vote is called all members agree with the exception of Thomas Bearden and George Martin, Mia Manzo abstains. Motion passes with quorum.

5. **Request from Hui re: Hybrid Bus:** Motion by Tracy Jardine: to inform the Hui that we are not going forward to purchase Hybrid bus at this time.

Tracy

Discussion by Holly on the repercussions of not following through with Hybrid bus. Letters would need to go out informing donors of schools intent. Hui is willing to do this.

George asks if the Hui would consider continuing to fundraise for the bus. Holly thanks George for asking and states that yes, they would consider continuing fundraising for the bus. He still thinks this is a great idea. If directed by the board that is what they are there for to assist the school in fundraising. Hui is looking for clarity.

Bethany motions to defer and do some investigation on



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whether the bus is available to be purchased and bring information back to the board, Niki Hubbard seconds, all members say aye with the exception of George Martin.

6. Strategic Plan Draft discussion & review: Deferred till Director is present. Paki

XI. Executive Session

1. *Unfinished Business*

- a. none

2. *New Business*

1. Legal Issues: None
2. Personnel Matters
2.1. School Director Goals
3. Concerns

Paki

XII. Secretary recap & Announcements

1. Next Board Meetings

- a. *Development Committee* – 11/4, 6:00p
b. *Executive Board Agenda Setting* – 11/11, 5:30p, Admin Conference Rm
i. 11/10 - Proposals DUE
c. *Governance Committee* – 11/11, 6:00p (after Exec mtg), Admin Conference Rm
d. *Personnel Committee* – 11/11, 7:00p (after Gov Comm), Admin Conference Rm
e. *Finance Committee* – 11/20, 5:30p, Admin Conference Rm
f. *Regular Monthly Board* – 11/25, 5:30p, Band Rm

2. State Charter School Commission Meetings & Deadlines

- a. 9/29 – Documentation for Non-HQT due to Epicenter
b. 9/30 - School Policies posted on website
c. 9/30 – FERPA Confirmation
d. 9/30 – Administrative Rules Public Hearings, 3:30p, Kanu o ka 'Aina
e. 10/9 – Administrative Rules Public Hearings, 4p, Connections

3. Upcoming School Events

- a. 10/30 – Re-Scheduled picture re-takes, 8-9a
b. 10/31 – HFFCU Save First! Program sign-up deadline
c. 11/3 – 'Ohana Movie Night, 6p, Library
d. 11/4 – No School: Election Day, Office Closed
e. 11/11 – No School: Veteran's Day, Office Closed
f. Continuous School Improvement Team meetings, Weds, 3pm, Admin Conf Rm

4. Assignment of tasks

XIII. Adjourn: 7:51 pm