

# **Minutes**

The Education Laboratory  
A Hawai'i New Century Public Charter School

## **Local School Board Meeting**

Castle Memorial Hall Conference Room (CM 103), **February 17, 2011, 4 p.m.**

**PRESENT:** Michelle Au, Douglas Doi, Lui Faleafine, Gabriella Gualano, A. Keoni Jeremiah, Francis Pottenger, Jennifer Seki, Jim Shon, Dwight Takeno, Tracy Teixeira, Karyn Yoshioka

**ABSENT:** Verlie-Ann Malina-Wright, Gregory Ravizza, Bill Teter, David Oride, Linda Venenciano, Myrtle Yamada

**GUEST:** Donald Young (Director, CRDG)

**CALL TO ORDER:** Chair Doi called the meeting to order at 4:08 p.m.

**MINUTES OF PREVIOUS MEETINGS:** The board accepted the minutes of the following meetings with corrections to January 20, 2011 minutes suggested by Takeno. The motion to accept with corrections was made by Pottenger and seconded by Shon. The motion passed without objection.

- November 18, 2010 (regularly scheduled meeting)
- December 16, 2010 (special meeting-audit)
- January 20, 2011 (regularly scheduled meeting)

## **ORDER OF BUSINESS:**

### **I. Reports**

#### **A. CRDG Director's Report (Young)**

- Director Young met with representatives from the Vice Chancellor's office February 16, 2011, and was informed that the request to approve expending funds for campus planners to complete a Project Development Report (PDR) for the College of Education (including ULS) will not be on the February Board of Regents Agenda. President's office is requesting additional information on the selection of the recommended architectural firm.

#### **B. Treasurer's Report (Oride)**

- Treasurer's report was emailed to Board members. Chair Doi announced that the report will be deferred until the next meeting when Treasurer Oride is present.

#### **C. Principal's Report (Jeremiah)**

1. The Charter School Review Panel has moved the Lab School's charter reauthorization date from 2014 to 2012. (Document A)
  - a. Reauthorization Procedure for Charter Schools and Reauthorization/Multi Year Report:

- Report to be submitted by 10/15/2012 (following template)
  - Reauthorization important dates: 2/2013 (school visit), 3/15/2013, 4/2013 (panel meeting)
2. The school conducted a teacher in-service training day on February 11, 2011. The presentations were by both ULS and CRDG faculty, and many were previously presented at the CSAO conference.
- ULS Research Program (ULS Research Council)
  - Google Education Presentation (ULS)
  - Project Pono (Dr. Miki Tomita) (ULS)
  - Internet safety (Dr. Truc Nguyen) (CRDG)
  - The Makery (CRDG)

#### **D. Committee Reports**

1. DIP Revision Committee (Teter): Has not met and will report after meeting
2. Collective Bargaining HGEA/HSTA (Shon)
  - a. Meeting of Collective Bargaining Committee was held. There was agreement that there are ambiguities with the HSTA supplemental agreement
    - An informal data subcommittee was formed.
    - E-mail was sent to faculty (transfers) to inquire about credits taught and to obtain employment documentation.
    - Once data is collected, it will be determined if the full Collective Bargaining committee needs to take action

## **II. On Going & New Business**

- A. The school calendar for 2011-12 was approved. (Motion made by Faleafine Seconded by Pottenger. Motion carried unanimously)
- B. Review Committees and Assignments
  1. DIP Committee: Add Keoni Jeremiah (Current: Teter, Pottenger, Malina Wright, Yamada, Don Young)
  2. Budget and Finance Committee: Add Karyn Yoshioka (Current: Oride, Ravizza, Yamada, Faleafine, Jeremiah)
  3. Board Training Committee: No additions (Current: Teixeira, Gualano, Au, Shon)
  4. Negotiations Committee: Add Dwight Takeno (Current: Shon, Oride, Jeremiah, Doi, Ravizza, Teixeira)
    - HSTA: Jeremiah, Teixeira, Shon, Oride
    - HGEA: Shon, Doi, Oride, Ravizza
  5. Nomination Committee:
    - a. Doi's term as Chair is up at the end of 2011, and the committee needs to develop a replacement strategy.
    - b. The committee needs to identify needs and begin considering the board makeup for 2012

6. There will be the need for the board to create a committee for Personnel Review in the near future.
7. Faleafine will do a short presentation on another Non-Profit Organizations' model of three committees at the next meeting

### **III. Announcements**

- A. Charter School Organizational Viability Checklist (Doi & Shon) (Document B)
  1. The checklist was distributed to the board for review and further discussion at another time. Shon explained the purpose and history of the document as a resource toolkit for Charter Schools to used as a checklist for self-assessment.
  2. Jeremiah suggested using the checklist as a basis for creating an instrument with relevant questions to assist with questions that WASC will ask.
  3. Doi to E-mail electronic copies of the document to board members.
- B. Saturday March 5, 2011, 9:00-11:00 a.m. in MPB –Meeting for newly selected Kindergarten and 6th grade parents (and students)
  - Suggestion for the creation of a one page “What is a Charter School?” handout for future use

### **IV. Adjournment**

Motion to adjourn by Gualano (seconded by Au). Motion passed without objection; meeting adjourned at 5:25 p.m.

### **V. NEXT MEETING: March 24, 2011**

Respectfully Submitted

Jennifer Seki

Documents:

Document A – Letter from CSAO dated 2/11/2011

Document B – Charter School Organizational Viability Checklist