

**The Education Laboratory**  
**A Hawai'i New Century Public Charter School**  
 Regular Scheduled Local School Board Meeting  
 Thursday, March 24, 2011, 4:00 p.m.  
 Castle Memorial Hall 103

**PRESENT**

Michelle Au, Doug Doi (Chair), Lui Faleafine, Jr., Gabriella Gualano, A. Keoni Jeremiah, David Oride, Frank Pottenger, Greg Ravizza, Jennifer Seki, Jim Shon, Tracy Teixeira, Bill Teter, Linda Venenciano, Myrtle Yamada, Karyn Yoshioka

**ABSENT**

Verlie Ann Malina-Wright, Dwight Takeno,

**I. CALL TO ORDER**

Chair Doi called the meeting to order at 4:00 p.m.

**II. MINUTES**

Answers to the questions highlighted on the minutes from Feb 17, 2011—on the motion to approve the calendar, Faleafine moved and Pottenger seconded.  
 Motion to accept to accept minutes as corrected was made by Faleafine and Pottenger seconded. 11 in favor, 0 against, 4 abstained, motion carries.

**III. REPORTS**

- A. CRDG Director's report
- A Partnership Coordinating Committee (PCC) meeting was held. Chair Doi, Jeremiah, Oride also attended. Four projects were approved:
    - 1-Investigating how to support students with diverse needs in mathematics. Project involves observations and debriefing with teachers.
    - 2-Analyzing the long-term impact (at the high school level) of the middle school computer program (Dr. Nguyen's course) on students.
    - 3-Evaluating the science program, work led by Dr. Brandon
    - 4-Testing vocabulary
 All projects are at no cost, and are consistent with what ULS is already doing. Projects are of low impact to the students and teachers; the last three are surveys to be taken by students.
  - Director Young's request on funds for start-up of building postponed. This will not be on the next Regents meeting agenda.
- B. Treasurer's report
- Oride reported checking account activity and submitted an end of February report.

	Revenue		Expenditures		Available Balance
	Projected SY10-11	2/28/11 YTD	Projected SY10-11	2/28/11 YTD	
Total	\$3,146,775	\$2,780,309	\$3,029,520	\$2,103,267.55	\$926,252.45

See attached report for details.

- General comment is that we are “in good shape”  
ULS recently received the third check from CSAO.
- Question: What upcoming big purchases can we expect?  
Response: Facilities use fee, possible needs from the department
- Question: What can we expect for the cash flow over the remainder of the fiscal year?  
Response: We are in pace with the projected budget and anticipate being able to maintain it over the year.

### C. Principal’s Report

- Letter from Marion Higa, Office of the Auditor, will be auditing all charter schools. It will include a performance audit and not purely a financial audit. Requests made for school’s performance records, hiring procedure, how information collected for the annual report, among other data. Principal Jeremiah will be meeting with them, providing them with access to files. Some question as to what they are legally allowed to see. Initial meeting was held with Principal Jeremiah, Oride, and office manager Sharif Wang. Selected charter schools to be reviewed but a collective picture will be reported. Anticipating issues with confidentiality, Principal Jeremiah will be prepared to contact the AG’s office as issues arise.
- Education week at the Legislature, ‘31 flavors of the Charter Schools’ ULS had a display during the event.
- Tsunami warning— ULS admin needed to make a decision to close school earlier than most other neighborhood schools because of the longer commute some of our students need to otherwise arrange/cancel. Students got the word through email and chat, parents through Booster Club email. Impressed with the speed of communication.
- Lunch program—time to review vendors, student representatives asked to participate in the process
- Research requests received from departments—about 5 proposals, Principal Jeremiah and an appointed committee of 3 teachers will help support form the argument before it is forwarded to the PCC for approval
- Meeting held with potential new parents. March 31st deadline for intent to apply, as well as for intent to return. Projecting an enrollment of 450.
- ULS upcoming events shared with Board (see attachment)—Gualano reported on Project Pono, Recycle-A-Thon on Sat 3/26. This is a fundraiser, food \$3, admission \$1 or 5 cans, CFL exchange, activities for kids, movie, several vendors showcasing their products, services
- Courtney Abellera—won Silver Key for her art work and will travel to Carnegie Hall to accept the award

#### D. Committee Reports

##### 1. DIP Revision: No updates

2. Collective bargaining: Scheduled meeting with HSTA set for past Monday but HSTA cancelled due to prohibited practices issues (1) Historical step increases, should these be given retro to the Lab School teachers? (2) Have faculty been appropriately placed on the pay scale? Discussions with Takeno helping to interpret the HSTA supplemental agreement, not clear what was precisely in the document. Need to address on-going issues regarding the definition of “full time teaching” at ULS. Teacher-researcher concept is new for HSTA. Intent of the supplemental contract is to honor teachers through the transfer without forcing them into the traditional teacher mold.

Question: What was the information asked of teachers used for?

Response: Principal Jeremiah—some was used to complete personnel files, rest is being held until negotiations proceed.

Question: Will 5 classes be considered full time (or 4 and Dept Chair, or similar combination to make 5)?

Response: Oride—financially, we need to maintain this definition.

Discussion: there is currently only one teacher who teaches 5 classes. Most others teach 4 and do another duty. Full time is considered 5 units. Need to examine what the economics of step increases for teachers would be. Also need to consider what a supplemental agreement with HGEA might require from our budget.

#### IV. ON GOING AND NEW BUSINESS

##### A. Legislative update

- Shon distributed budgetary ‘Reality Check’ which provided figures comparing projected 2011-2012 per pupil allocation, cost of total salaries, and incoming funds from federal and state government with figures from the last two school years. Notes state that there was a deficit of -\$342,756.80 in 2009-10 and a projected deficit of -\$63,694 for 2010-11 (without taking into account possible outcomes from HGEA negotiations). There is no room for increases in our collective bargaining.
- What strategies do we need to look at? ULS receives supplemental funding from UH Foundations, Booster Club, and Alumni Association to make up shortfall. Principal Jeremiah \$2.7 million projected \$105,620 from federal impact families, donations from a several sources including UHF \$150,000. See attachment titled, “Education Laboratory Budget Summary: Reality Check.”

##### B. Budget committee business

Motion made by Oride to use the same auditor, CW Associates, from last year to conduct this coming year’s auditor. Seconded by Ravizza

Vote: unanimously in favor, motion carried

##### C. Procurement Procedures

Oride distributed proposed procurement procedures, to accompany the approved procurement policy.

Question: Is it reasonable to have a 50% tolerance level on the total amount of a purchase order to be paid to the vendor?

Response: Sometimes shipping costs exceed estimates. Other examples, price of cobalt (used in art class) fluctuates with the price of commodities making it difficult to anticipate precise cost. Necessary to have this procedure in order to ease process of purchasing.

Motion to accept the presented procurement procedures and to combine this document with the previously approved procurement policy document was made by Oride. Seconded by Pottenger.

Vote: unanimously in favor, motion carried.

Recommendation to include the date of approval on the document.

**D. Hiring Procedures**

Committee requests to defer to the next meeting.

**E. Committee Revision Presentation:**

Faleafine shared the “Parents And Children Together Board of Directors Structure and Committees” document. PACT serves 18,000 families and clients throughout the State. Faleafine is a board member. He asked the LSB members to read through this document and share observations at the next meeting of how the two differ and possibly consider adopting/altering our current methods.

**V. ANNOUNCEMENTS**

Nine students entered in the State Speech and Debate Championship, will travel to Dallas in mid-April

**VI. ADJOURNMENT**

Motion to adjourn was made by Pottenger and seconded by Faleafine.

Vote: unanimously in favor, motion passes.

Meeting adjourned at 5:53 p.m.

Respectfully Submitted by,

Linda Venenciano  
LSB Secretary

Attached documents:

University Laboratory School SY 2010-2011 Budget Projection/Report (As of February 2011)

Upcoming University Laboratory School Special Events!

Education Laboratory Budget Summary: Reality Check

Procurement Policy and Procurement Procedures

Parents And Children Together Board of Directors Structure and Committees