

MINUTES

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

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

PRESENT: Michelle Au, Doug Doi, Lui Faleafine, Melanie Ishihara, Keoni Jeremiah, David Oride, Frank Pottenger, Greg Ravizza, Jennifer Seki, Tracy Teixeira, Myrtle Yamada, Karyn Yoshioka

EXCUSED: Heidi Cortez, Verlie-Ann Malina-Wright, Dwight Takeno, Linda Venenciano

GUESTS: Gabriella Gualano, Shareef Wang, Donald Young

CALL TO ORDER: 4:08 p.m.

MINUTES OF PREVIOUS MEETINGS: October 20, 2011

Motion to accept minutes with corrections by Lui. Seconded by Pottenger. Motion passed unanimously. Yamada abstained.

ORDER OF BUSINESS:

(Doi thanked those board members “graduating” from the LSB – Gabriella Gualano, Jennifer Seki, Greg Ravizza, and Jim Shon and Bill Teter (absent) for their work on the board and presented plaques.)

- I. Reports
 - A. CRDG Director's Report (Young)
 1. ULS CRDG Partnership Coordinating Council Minutes of 11/10/11 (Attachment 1)
 2. Through July 27
 1. Tried to resolve some issues regarding shared facilities and especially computers
 2. Identify ways to share faculty between (Research and Development (R&D) or Professional Development (PD))
 - a. Resulted in some questions that need to be further investigated
 3. IRB committee on human subjects process
 - a. No trial balloons have been submitted as of yet.
 - b. IRB approval is on a project-by-project basis
 3. Next meeting December 14
 1. Projects: Mathematics (2) and Science
 4. No Na Mamo official book launch
 5. Last of Ka Wana series, “Aloha” released

B. Treasurer's Report (Oride)

1. Checking Account Report, October (Attachment 2)
2. Presentation of the 2011-2012 SY budget (David Oride, Shareef-Wang – ULS Business Manager) (**Action Item**)
 1. School Business Manager Shareef Wang (2000 ULS graduate) worked with Jeremiah on putting together the budget for this fiscal year (SY 2011-2012 Budget Projection) (Attachment 3)
 - a. New format for expenditure format
 - i. Salaries will be broken down into categories (Casual hires, Substitute teachers, etc.)
 - ii. No purchases of equipment are projected for this year.
 - iii. Used final budget from 2010-2011 year as a basis for 2011-2012 year's budget.
 - iv. Less federal funding this year.
 1. Second allocation of per pupil funding was adjusted to actual higher amount.
 2. Student count projection in May was for 450, actual count 447.
 - v. Repairs
 1. Maintenance (such as re-keying locks)
 2. Work orders to University of Hawaii
 2. Oride recommends that the board accept the school budget for the 2011-2012 school year.
 - a. Motion to accept budget by Lui. Seconded by Pottenger. Motion passed unanimously.
 3. Audit
 1. May be taking longer due to the level of federal funding ULS received.
 2. Using the same vendor saved time.
 3. Deadline to submit audit to CSRP is January 31, 2012.

C. Principal's Report (Jeremiah)

1. Official enrollment count: 447 (October); Current enrollment is 446 which will be submitted November 15th.
2. CSAO is finalizing numbers for all Charter Schools is 9326 students (419 students less than May projected count).
3. December 13, 2011 – one day visit from two members of WASC committee.
4. CSAO will try to build LSB training into January (See flyer)
 1. Joint venture with Charter School Network
5. Visitors
 1. November
 - a. Kalihi Kai Elementary, Farrington High School, Kalakaua Middle School, Master of Education in Teaching MEdT cohort.

- b. Observations mostly of Mathematics classes
 - c. Japanese Sister Schools: Nishinippon (November 29) and Sohseikan (December 1) High School visits
- 6. Student Winter Concerts
 - 1. November 29 – Choir
 - 2. December 1 – Elementary showcase
 - 3. December 13 – Orchestra
 - 4. December 14 – Band
- 7. Jean Sakihara
 - 1. October 26 – Japan Day – Kimono Culture students
 - 2. November 15 – Sensei was interviewed by KZOO (inside Shirokiya)
 - 3. November 19 and 12 – Community Event
 - 4. Multimedia (Chris Zorn) short film showcasing the kimono program
- 8. Wendy’s High School Heisman Award
 - 1. Michelle Fainberg (senior)
- 9. Miki Tomita
 - 1. Participated in United States Department of Agriculture round-table panel.
 - 2. Accompanied Michelle Obama’s tour to Ma’o Farms last week.

D. Committee Reports

- 1. Labor Negotiation

II. On Going & New Business

A. Election of Community Members (Nomination committee) (**Action Item**)

- 1. Nomination Committee (Ishihara, Teixeira, Yoshioka, Jeremiah)
 - 1. 6 seats vacant
 - 2. Slate:
 - a. Current board members who are running for reelection: Faleafine, Pottenger, Venenciano, Yamada
 - b. Kevin Mann – recommendation by nomination committee
 - i. 1972 ULS grad, Bed., MEd Administration, daughter Marissa Mann is a 2010 ULS graduate
- 3. First election for candidates taking seats of board members whose terms are ending in 2011. All candidates received 50% or more of the votes and will serve from January 2012 to December 2013.
 - a. Faleafine, Jr. Lui
 - b. Mann, Kevin
 - c. Pottenger, Francis “Frank”
 - d. Venenciano, Linda
 - e. Yamada, Myrtle
- 4. Second election to fill remainder of Jim Shon’s term (January 2012-December 2012).
 - a. Ted Rachlin (Class of 1991), BBA, certified public

accountant, experience in tax, financial planning, and non-profit organizations

- b. Doi will contact Rachlin to confirm that he accepts the seat.
- 5. New parent representative elected on Tuesday, November 15, was Carrie Ogami Fuller (Class of 1976), parent of Jack Fuller. Employed at UH Law School as development officer.
 - a. Doi will contact Ogami Fuller to confirm that she accepts the seat.

III. Announcements

- A. 14 students will be participating in Macy's Thanksgiving Parade with a student group from Hawaii, dancing hula.

IV. Adjournment 4:52 p.m.

- A. Motion to adjourn by Lui, seconded by Pottenger. Motion passed unanimously.

Attachments:

- 1. ULS CRDG Partnership Coordinating Council Minutes of 11/10/11
- 2. Checking Account Report (October)
- 3. SY 2011-2012 Budget Projection

NEXT MEETING: January 19, 2012

Respectfully submitted,

Jennifer Seki

ULS CRDG PARTNERSHIP COORDINATING COUNCIL

MINUTES OF 11/10/11

Members Present: Douglas Doi, Keoni Jeremiah, Kathleen Berg, Donald Young (chair)

Excused: David Oride

Guest: Jeanine Lewis, CRDG Summer Programs

Meeting was called to order at 3:35 pm

CRDG Summer Programs

Jeanine Lewis presented the proposed dates for CRDG Summer Programs 2012. Projected start is June 4. Core programs would run through July 6. Summer Adventure would run through July 27, 2012. Discussion focused on the following.

- Keoni Jeremiah asked that Summer Programs consider offering Summer Adventure from the end of the ULS school year to the June 4 official start date to accommodate ULS parents who would want the opportunity. Jeanine will investigate available faculty and potential costs and determine if there is warranted demand to do so.
- Jeanine discussed issues resulting from Summer Programs 2011. Plans are to provide additional staffing and supervision to ensure all materials and facilities are ready and that classrooms are appropriately prepared for opening ULS 2012.
- Plans are to hire additional staff to handle technology demands and provide coverage. That should alleviate demand on CRDG and ULS staff in preparing computers for fall 2012.
- Plans are to budget to reimburse ULS for insurance costs on computers on prorated basis to compensate for Summer Programs use in addition to repairing and replacing computers as needed.
- Based on the proposed dates for completing the 2012 core program on July 6 should allow ample time for custodial work in cleaning classrooms and repairing/replacing flooring as needed.

Joint Employment Scenarios

Chair Young presented a series of scenarios developed with Keoni Jeremiah regarding how and under what conditions CRDG would employ ULS faculty for R&D work. The intent is to think through possible scenarios that would guide decision-making and joint employment when desired by both parties. Discussion focused on clarifications, test cases, and possible complications. Parties agreed to investigate different interpretations of the scenarios with individuals familiar with union rules, policies, contracts, and/or possible interpretation. Further discussion is scheduled for the next meeting.

IRB Status

Kathy Berg reported she is working on the initial submissions as test cases. Nothing has been submitted yet. She is also working with Miki Tomita to coordinate CRDG and ULS applications and processing.

Grant Proposals

There were no grant proposals submitted for discussion or approval.

Next Meeting

The next regularly scheduled PCC meeting conflicts with the College of Education congress meeting.

Members agreed to change the date to

December 14, 2011 at 3:30 pm in CM 103

Adjournment

The meeting was adjourned at 4:30 pm.

**The Education Laboratory
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**Checking Account Report
Local School Board**

Statement of Cash Receipts, Disbursements and Total Cash Balance
for the period October 1, 2011 - October 31, 2011

Statement of Cash Receipts:

Cash Balance Forward \$1,716,595.57

Deposits

\$0.00

Total Cash On Hand **\$1,716,595.57**

***Disbursements**

October 5, 2011 Payroll \$104,442.23

October 20, 2011 Payroll \$103,746.71

Payroll Expenses \$208,188.94

Check #	Vendor	Amount
268	HSTA (Union Dues-August 2011)	\$2,215.33
271	Barnes & Noble (English Supplies)	\$1,853.02
272	Luck's Music Supply (Performing Arts Supplies)	\$416.83
273	Nasco Modesto (Elementary Supplies)	\$81.99
274	Conrad Enterprises (Office Supplies)	\$1,081.90
275	Pac-5 Athletics (SY11-12, Assessment 1 of 2)	\$30,900.00
277	Accrediting Commission for Schools (Accr Visit Fee)	\$600.00
279	HGEA (Union Dues-September 2011)	\$509.54
280	HSTA (Union Dues-September 2011)	\$2,204.80
281	Douglas Doi (Reimb-Visual Arts Supplies)	\$461.57
282	Fabric Mart (Visual Arts Supplies)	\$746.37
283	Oneida Air Systems (Makery Project)	\$1,987.00
284	Fastenal (Makery Project)	\$864.32

Non-Payroll Expenses \$43,922.67

Total Disbursements **\$252,111.61**

TOTAL CASH BALANCE \$1,464,483.96

*Items Purchased

University Laboratory School
SY 2011–2012 Budget Projection/Report
(As of xxx 2012)

Sources of Revenue	Basis of Funding	Revenue	
		Projected	Actual YTD
FY 12 Student Allocation	(447 @ \$5,628.68 pupil)	\$ 2,516,020	\$ 1,445,439
Fringe Benefit Reimbursement	2010-11	\$ 186,000	
Federal & DoD Impact Aid	(447 @ \$242.17 pupil)	\$ 108,250	
Title IIa Support		\$ 15,000	
CSAO Facilities Allocation	(447 @ \$274.49 pupil)	\$ 122,697	\$ 70,270
SPED Supplies		\$ 1,500	
Outside Funding Sources (Booster Club, Other Schools, etc)		\$ 50,000	\$ 40,000
Outside Funding Sources (UH Foundation)		\$ 90,000	
Total		\$ 3,089,467	\$ 1,555,709

Expenditures	Projected Budget	(as of 1/31/12) YTD Expenditures	Outstanding/Pending Expenses	Available Balance
DOE Required Contracted Services	\$ 1,084.00	\$ -		\$ 1,084.00 (DOE Courier Service)
Salaries	\$ 2,479,077.00	\$ 936,705.89		\$ 1,542,371.11
Casual Hires	\$ 45,000.00	\$ 8,863.50		\$ 36,136.50
Substitute Teachers	\$ 50,000.00	\$ 9,960.00		\$ 40,040.00
Service Fees (bank, payroll, etc)	\$ 6,000.00	\$ 1,693.63		\$ 4,306.37
Supplies (classroom, office)	\$ 70,000.00	\$ 23,658.94		\$ 46,341.06
Equipment (computer equipment, furniture, etc)	\$ -	\$ -		\$ -
Professional Dev. (travel, fees, materials)	\$ 35,000.00	\$ 1,043.36		\$ 33,956.64
Utilities (phone, postage, etc)	\$ 35,000.00	\$ 3,109.54		\$ 31,890.46
Printing / copying	\$ 20,000.00	\$ 3,108.44		\$ 16,891.56
Repairs	\$ 10,000.00	\$ 1,905.29		\$ 8,094.71
Transportation (buses, vans, gas, etc)	\$ 30,000.00	\$ 3,548.21		\$ 26,451.79
Athletics	\$ 100,000.00	\$ 35,725.00		\$ 64,275.00
Athletic Coaches	\$ 50,000.00	\$ -		\$ 50,000.00
Facilities Use	\$ 100,000.00	\$ -		\$ 100,000.00
Other (Advertising, fingerprinting, software, misc.)	\$ 55,000.00	\$ 1,398.36		\$ 53,601.64
Total	\$ 3,086,161.00	\$ 1,030,720.16	\$ -	\$ 2,055,440.84

Nov '11 Mtg
Board Approved