

The Education Laboratory
A Hawai'i New Century Public Charter School
Regular Scheduled Local School Board Meeting
Thursday, March 22, 2012, 4:00 p.m.
Castle Memorial Hall 103

Approved April 19, 2012

Present: Michelle Au, Heidi Cortez, Doug Doi, Lui Faleafine, Melanie Ishihara, Keoni Jeremiah, David Oride, Frank Pottenger, Ted Rachlin, Dwight Takeno, Tracy Teixeira, Linda Venenciano, Myrtle Yamada, Karyn Yoshioka

Guest: Kathleen Berg

Excused: Verlie-Ann Malina-Wright, Kevin Mann, Carrie Ogami Fuller

Meeting called to order 4:00 p.m.

Minutes of Previous Meeting: February 16, 2012

Corrections were made and a motion was made by Pottenger to accept the minutes as corrected. Takeno seconded. The motion carried unanimously.

I. Reports

A. CRDG Director's Report—Berg

- Passed out the recent edition of the College of Education publication, "Currents"
- Business consultant, Dr. Robert Bench, working with CRDG, using info from the ULS/CRDG retreats to plan for future

B. Treasurer's Report—Yoshioka

- Checking Account report distributed. See attachment *Statement of Cash Receipts, Disbursements and Total Cash Balance for the period February 1, 2012- February 29, 2012*
- This year's audit cost a little more than last year's audit because of our higher level of federal funding
- Budget report distributed. See *University Laboratory School, SY 2011-2012 Budget Projection/Report, (As of February 29, 2012)*
- By statute, the CSAO can retain up to 2% of the per pupil allocation to cover their operational costs. For the past two years, the CSAO has been retaining their share before disbursing funds to the schools. During this period, CSAO has taken less than their allocated 2%; mainly to compensate schools for the network infrastructure.
- Clarification about the "Education Jobs Salary Reimbursement" listed under the Revenue heading—it is federal money that comes through CSAO.

Question: How are school equipment purchases made?

Response: To date, all the school's equipment purchases (mainly computers) have been made through the "Friends of the Laboratory School" account at UH Foundation (UHF). Donations to the UHF "Friends of the Laboratory

School” account are earmarked for ULS use only. Because UHF is established for UH entities only, only an UH entity such as CRDG can expend UHF funds. To make a purchase, the Principal submits a request through CRDG who in turn approves and submits the order to UHF. UHF will place the order for CRDG. When the items are received, UHF has to “gift” the equipment to CRDG and it’s recorded as a fixed asset in the University’s fiscal system. CRDG, as a UH department, is the official custodian of the equipment. CRDG has a separate account for the ULS, so equipment purchases made from this UHF account can be easily identified and accounted for.

Question: Who owns the property if it’s no longer used by ULS?

Response: Property is either disposed of or transferred to CRDG (becomes CRDG property).

C. Principal’s report

- Following the last LSB meeting the school received the official letter from the Western Association of Schools & Colleges (WASC) for a three-year accreditation term. In year 1 the school begins WASC training and data collection, in year 2 the school begins the self-study report, and in year 3 the school completes the self-study and a WASC team visits the school.
- Research proposals from the teachers were received. Presentations to the faculty will be heard tomorrow (March 23). Proposals selected by faculty vote will then go to the PCC for approval. Teachers with supported projects are given a course release. Selected proposals will be shared at the next meeting.
- Fourth quarter kick-off, all school Fun Run (today). Booster club helped organize the event.
- Intent to return to ULS forms are due tomorrow. New students intent to attend are also due. Non-entry grade level students’ forms are due next Friday.
- March 24, Spring Banquet
- April 28, Paina–still accepting silent auction donations
- ULS student artwork featured on page 19 of Currents

II. On Going & New Business

A. Update current labor issues (if any)

- Governor rejected the HSTA counter proposal, no new meetings scheduled. Negotiations are on going. It is preferable to wait for the master contract to be resolved before working on our supplemental contract, and negotiating with HSTA, for ULS teachers.

Question: Is there talk of a teacher strike?

Response: That doesn’t seem to be a direction being considered yet

Question: If there were a teacher strike, what would be the impact on the Race to the Top funds?

Response: Significant if there is no instruction. The HSTA leadership is up for re-election in April.

B. Continuation of forming committees

- Budget committee—Yoshioka (chair), Rachlin, Jeremiah, Yamada, Ogami Fuller, Oride, and recently added Faleafine
- Board Training committee—Teixeira (chair), Ishihara, Doi, Pottenger, Mann, Au, Cortez
- Negotiations committee—Takeno (chair), Oride, Jeremiah, Faleafine, Yoshioka, Ishihara, Ogami Fuller

Question: Would there be conflicts of interest if ULS employees were on the Negotiations committee?

Response: Historically this committee was mixed with ULS employees and non-employees. The committee provided guidance to the LSB and then suggested who they wanted to have representing the LSB in the negotiations. The LSB then voted to approve the representatives. This practice will continue.

Question: Should we have just one committee to discuss both union's contracts and issues?

Response: Makes sense for one committee to know the challenges of labor negotiations

- Rachlin suggested forming a revenue committee—to boost fundraising efforts and with a different focus from the Budget committee whose focus is on managing the LSB account
- Discussion: Could form a subcommittee from the Budget committee; other school organizations have such committees (development committees or revenue committees); suggest to have a focus and story to generate funds

Question: Do we first need to have a non-profit status?

Response: Table the question for the Budget committee to address and provide recommendations. CSAO encouraged the start-up charter schools to consider setting up non-profit status, knowing that the state funds would probably not be enough to cover costs. Faleafine raised concerns about the composition of the LSB should we have a non-profit entity connected to the school. A non-profit could help us grow into the community, education community too. Jeremiah envisions that a fundraising non-profit board designed to support the school would be separate from the LSB. Might have people on both boards but their roles would be distinct.

Question: If we had a non-profit entity could we still keep the UHF account?

Response: Yes, ULS also has support from the non-profit Booster Club and the Alumni Association—each has their own board, own bylaws, etc. The primary purpose of the newly created 501(c)(3) organization would be to

support the school. Such an entity would eliminate going through CRDG to access the donated funds.

III. Announcements

- Teixeira—ULS Paina on April 28th. All invited to attend this family event. Received lots of donations, people have been very gracious; 600 hot dogs and hamburgers were donated by an alum; volunteer student performers; parents have been very helpful
- Next meeting April 19, 2012

IV. Adjournment

Motion to adjourn made by Pottenger to adjourn and seconded by Teixeira.

Motion passed unanimously.

Meeting adjourned at 4:59pm.

Respectfully Submitted by,



Linda Venenciano
LSB Secretary

Attachments

1. Statement of Cash Receipts, Disbursements and Total Cash Balance for the period February 1, 2012February 29, 2012 Checking Acct Rpt (Feb 2012 Checking Acct Rpt.pdf)
2. University Laboratory School SY 2011-2012 Budget Projection/Report (As of February 29, 2012), (SY2011-2012 Budget Report2.pdf)

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

**Checking Account Report
Local School Board**

Statement of Cash Receipts, Disbursements and Total Cash Balance
for the period February 1, 2012 - February 29, 2012

Statement of Cash Receipts:

Cash Balance Forward	\$1,822,503.50
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Deposits

FICA/Medicare Reimbursement (Oct-Dec 2011)	\$44,620.59
CSAO (Title IIa)	\$15,000.00
LeJardin/Lutheran (player participation reimbursement)	\$975.25
Hilo Union Reimbursement (Airfare, Lodging, Substitute)	\$389.13
SPED Supplies	\$250.00
CSAO Allocation #3 (2011-2012 School Year)	\$259,631.00

Total Cash On Hand	\$2,143,369.47
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***Disbursements**

February 5, 2012 Payroll	\$104,895.69
February 20, 2012 Payroll	\$105,930.82

Payroll Expenses	\$210,836.51
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Check #	Vendor	Amount
312	NALS (IALS Intuition Dues)	\$300.00
314	Fastenal (Makery Supplies)	\$747.59
315	Riverside Publishing (DLN Testing Materials)	\$108.81
316	RCUH (MaPS ULS Xeroxing for Sept-Oct 2011)	\$696.48
317	Education Works (Art & Elementary Supplies)	\$1,403.05
318	HGEA (Union Dues-January 2012)	\$509.54
319	HSTA (Union Dues-January 2012)	\$2,205.30
320	Zee Medical Inc. (School's First Aid Supplies)	\$49.39
321	Barnes & Noble, Inc. (English Supplies)	\$102.61
322	JW Pepper & Son, Inc. (Performing Arts Supplies)	\$444.98
324	CW Associates (Audit final bill FY '11)	\$6,596.86
325	Western Association of Schools & Colleges (Accreditation Membership)	\$756.00

Non-Payroll Expenses	\$13,920.61
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Total Disbursements	\$224,757.12
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TOTAL CASH BALANCE	<u><u>\$1,918,612.35</u></u>
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*Items Purchased

University Laboratory School
SY 2011–2012 Budget Projection/Report
(As of February 29, 2012)

Sources of Revenue	Basis of Funding	Revenue	
		Projected	Actual YTD
FY 12 Student Allocation	(447 @ \$5,628.68 pupil)	\$ 2,516,020	\$ 2,512,011
Fringe Benefit Reimbursement	2010-11	\$ 186,000	\$ 179,878
Federal & DoD Impact Aid	(447 @ \$242.17 pupil)	\$ 108,250	\$ 108,100
Education Jobs Salary Reimbursement			\$ 97,747
Title IIa Support		\$ 15,000	\$ 15,000
CSAO Facilities Allocation	(447 @ \$274.49 pupil)	\$ 122,697	\$ 122,724
SPED Supplies		\$ 1,500	\$ 250
Outside Funding Sources (Booster Club, Other Schools, etc)		\$ 50,000	\$ 40,975
Outside Funding Sources (UH Foundation)		\$ 90,000	
Total		\$ 3,089,467	\$ 3,076,685

Expenditures	Projected Budget	(as of 2/29/12) YTD Expenditures	Outstanding/ Pending Expenses	Available Balance	
					DOE Required Contracted Services
Salaries	\$ 2,479,077.00	\$ 1,709,998.82	\$ 769,078.18		
Casual Hires	\$ 45,000.00	\$ 16,345.40	\$ 28,654.60		
Substitute Teachers	\$ 50,000.00	\$ 20,040.00	\$ 29,960.00		
Service Fees (bank, payroll, etc)	\$ 6,000.00	\$ 3,675.15	\$ 2,324.85		
Supplies (classroom, office)	\$ 70,000.00	\$ 40,097.39	\$ 29,902.61		
Equipment (computer equipment, furniture, etc)	\$ -	\$ -	\$ -		
Professional Dev. (travel, fees, materials)	\$ 35,000.00	\$ 3,483.56	\$ 31,516.44		
Utilities (phone, postage, etc)	\$ 35,000.00	\$ 10,768.55	\$ 24,231.45		
Printing / copying	\$ 20,000.00	\$ 6,831.10	\$ 13,168.90		
Repairs	\$ 10,000.00	\$ 1,380.79	\$ 8,619.21		
Transportation (Drivers, buses, vans, gas, etc)	\$ 30,000.00	\$ 8,352.43	\$ 21,647.57		
Athletics	\$ 100,000.00	\$ 84,307.76	\$ 15,692.24		
Athletic Coaches	\$ 50,000.00	\$ 12,200.00	\$ 37,800.00		
Facilities Use	\$ 100,000.00	\$ -	\$ 100,000.00		
Other (Advertising, fingerprinting, software, misc.)	\$ 55,000.00	\$ 19,363.03	\$ 35,636.97		
Total		\$ 3,086,161.00	\$ 1,937,926.38	\$ -	\$ 1,148,234.62

Nov' 11 Mtg
Board Approved