

The Education Laboratory
A Hawai'i New Century Public Charter School
Regular Scheduled Local School Board Meeting
Thursday, April 19, 2012, 4:00 p.m.
Castle Memorial Hall 103

Approved May 24, 2012

Present: Michelle Au, Doug Doi, Lui Faleafine, Melanie Ishihara, Keoni Jeremiah, Carrie Ogami Fuller, David Oride, Frank Pottenger, Ted Rachlin, Dwight Takeno, Tracy Teixeira, Linda Venenciano, Karyn Yoshioka

Guest: Kathleen Berg

Excused: Heidi Cortez, Verlie-Ann Malina-Wright, Kevin Mann, Myrtle Yamada

Meeting called to order 4:04 p.m.

Minutes of Previous Meeting: March 22, 2012

Doi moved to accept the minutes. Faleafine seconded. The motion carried unanimously.

I. Reports

A. CRDG Director's Report—Berg

- YIR 2010 publication will be coming
 - The Partnership Collaboration Committee (PCC) voted to accept a variety of employee scenario regarding how CRDG can collaborate with or “hire” ULS teachers. Criteria decided on—need to be sure teachers’ time can be paid and any expenses can be reimbursed and there is a benefit to the school.
 - Will run this policy by Takeno to see if it is acceptable, then will try to implement.
 - This is being created to address concerns raised at the CRDG/ULS retreats where teachers/researchers reported missing out on opportunities for research and collaboration.

B. Treasurer's Report—Yoshioka

- See *Mar 2012 Checking Acct Rpt.pdf*
- Increase in February payroll due to paying winter season coaches
- Mailbox rental fee—mailbox used for applications for school admission, employment (need to keep these separate from regular school mail)
- Payment for art supplies for elementary program
- Budget committee meeting—reviewed accounting policy as suggested by the auditor. See *The Education Laboratory: A Hawai'i New Century Public Charter School Accounting Policy, Draft*.
- One of issues, Fixed Assets—setting a threshold amount on a purchase (out of per pupil funds) that categorizes that item as a fixed asset (equipment).
 - Auditor suggested a low threshold (ex. \$200) be set
 - Budget Committee discussed and decided to adopt the federal (and UH) policy threshold amount of \$5,000.

- Faleafine moved to accept the proposed Accounting Policy, Pottenger seconded. Motion carried unanimously

C. Principal's Report—Jeremiah

- Teachers submitted research proposals; five were reviewed by faculty and passed on to the PCC. Of the five, four were approved by the PCC. Teacher recipients will be relieved of .5 or 1 class load and will provide updates on their research projects. There were two approved projects this year.
- The Pa'ina will be held next Saturday, April 28th. All are strongly encouraged to attend.
- Friday, May 18, 5:30 p.m. graduation ceremony—Board members received personalized invitations from Jeremiah.

II. On Going & New Business

- Takeno, new employment agreements handed out to the teacher faculty.
- Suggest that we have employment agreements with all ULS employees, should work on HGEA employment agreements ASAP. Task to the Negotiations committee to draft the agreements so it is in compliance with respective bargaining units and agreements. Seek unions voice for concern or approval.
- Principal's position different, LSB approves directly.
- Everyone falls under the Principal so these agreements can have his signature not the LSB. Give authority to Jeremiah
- Faleafine moved to authorize the committee to develop an employment agreement for the school staff. Seconded by Pottenger. Motion carries unanimously.
- Next meeting we vote on the Principal's contract.

III. Announcements

- This coming Sunday April 22nd, 1:00–4:00 is ULS campus beautification.
- April 28th is the Pa'ina, 4pm, no tickets needed, will have food booths, entertainment, activities, big tent for folks to eat in covered outdoor area, jumpers for keiki.
- Any update on per pupil allotment? Still in conference committees. Possibly \$5,900?

IV. Adjournment

Next Meeting: May 24, 2012

Doi moved to adjourn, Faleafine seconded. Motion carried unanimously.

Meeting adjourned at 4:33 pm.

Respectfully submitted by,

Linda Venenciano

Local School Board Secretary for the Education Laboratory

Attachments

1. Mar 2012 Checking Acct Rpt.pdf
2. The Education Laboratory: A Hawai'i New Century Public Charter School Accounting Policy, DRAFT

**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 March 1, 2012 - March 31, 2012

Statement of Cash Receipts:

Cash Balance Forward	\$1,918,612.35
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Deposits

	Total Cash On Hand	\$1,918,612.35
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***Disbursements**

March 5, 2012 Payroll	\$105,968.82	
March 20, 2012 Payroll	\$124,304.99	

	Payroll Expenses	\$230,283.81
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Check #	Vendor	Amount
311	Univ of Hawaii (12-mo Mailbox Rental Fee)	\$120.00
323	School Specialty, Inc. (Visual Arts Supplies)	\$1,715.02
326	Pac-5 Athletics (SY 11-12 Assessment, 2 of 2)	\$30,900.00
327	RCUH (MaPS ULS Xeroxing for Nov 2011)	\$355.29
328	Laurie Faure (Linekona Art School PD Tuition Reimb)	\$120.00
329	HSTA Membership Dues (2/20/12 & 3/5/12)	\$2,205.30
330	HGEA Membership Dues (2/20/12 & 3/5/12)	\$509.54

	Non-Payroll Expenses	\$35,925.15
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	Total Disbursements	\$266,208.96
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	TOTAL CASH BALANCE	<u>\$1,652,403.39</u>
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*Items Purchased

The Education Laboratory: A Hawaii New Century Public Charter School

Accounting Policy

- 1. General.** The Education Laboratory will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP).
- 2. Method of Accounting.** All financial activity of The Education Laboratory will be recorded using the accrual basis of accounting. Under the accrual basis of accounting, all revenue and expenses are recognized when earned or incurred regardless of when the related cash is received or paid.
- 3. Fiscal Year.** The Education Laboratory will operate on a fiscal year that begins on July 1st and ends on June 30th of the following calendar year.
- 4. Fixed Assets.** The Education Laboratory will conform to the capitalization amount observed by the federal government. Any acquisition of \$5,000 or more (per unit) of a tangible non-expendable personal property having a useful life of more than one year will be considered as equipment and will be recorded as a fixed asset. All equipment items will be inventoried and accounted for on an annual basis. The Business Manager, in his role as the chief procurement officer, shall review and make certain that property meeting the criteria is properly identified as equipment.

Draft