

**The Education Laboratory**  
**A Hawai'i New Century Public Charter School**  
Regular Scheduled Governing Board Meeting  
Thursday, August 16, 2012, 4:00 p.m.  
Castle Memorial Hall 103

Approved \_\_\_\_\_ September 20, 2012 \_\_\_\_\_

**Present:** Michelle Au, Heidi Cortez, Doug Doi, Lui Faleafine, Keoni Jeremiah, Kevin Mann, David Oride, Frank Pottenger, Dwight Takeno, Linda Venenciano, Myrtle Yamada, Karyn Yoshioka

**Excused:** Melanie Ishihara, Verlie-Ann Malina-Wright, Carrie Ogami Fuller, Ted Rachlin, Tracy Teixeira

**Meeting called to order 4:02 p.m.**

**Minutes of Previous Meeting: July 19, 2012**

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

**I. Reports**

**A. CRDG Director's Report—Berg**

Defer to Principal's report

**B. Treasurer's Report—Yoshioka**

See attachment *July Checking Acct Report.pdf*

Received the first allocation and Booster club deposit. This is a lump sum gift to the school for school supplies ordered by the teachers for this school year.

**C. Principal's Report—Jeremiah**

- Working with CRDG and UH for the Human Subjects Committee approval to continue the research collaboration work.
- Today was the first College-wide meeting with Don Young as the new COE Dean. Well-attended event, lots of recognitions
- School is back in session. All school pictures for the yearbook were taken on the first day of school by a professional photographer.
- Just completed five nights of Open House programs. Parents were introduced to their children's teachers and were given overviews of the programs.
- New 4/5 grades teacher and new science teacher.
- Jeremiah shared overview of the school programs that he presented to the parents. This included expectations for students and parents.
- Teachers building on the technology professional development activities from 2011–2012. ULS PD for 2012–2013 focuses on assessment. See attachment of presentation slides for details.

- Surveys are being developed to collect feedback from recent graduates (Senior exit survey), alumni, faculty, staff, parents, and students. These will be administered electronically, hard copies can be requested via email or calling the school.
- There are four current research projects at the school funded by the school.
- CSAO requests earlier financial and audit reports, the deadlines need to be moved up one month. Our auditor was contacted and assured us of their ability to complete the FY2011-12 audit report by the new deadline of December 15, 2012. ULS business manager will have to work toward a new deadline too of submitting the FY2011-12 unaudited financial reports (SFRS forms) by September 15, 2012.

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

### **A. Discussion/Action on Weighted Student Formula (WSF)**

- The proposal has advantages and disadvantages; Jeremiah and Wang analyzed the ULS situation and determined that the school will be worse off with the funding allocated to us under this proposal. Recommendation was to vote no.
- Motion to vote “no” was made by Pottenger, Faleafine seconded. Motion carried unanimously. Oride will forward our vote to the CSAO office.

### **B. Discussion on changes to By-laws**

- Yamada reported that the committee met and compared the Act 130 mandates with our current Bylaws. See attachment *By-Laws Revision Discussion* Items. Some issues to be addressed—the current composition of the board members, the number of members, length of terms, selection process.
- Not sure what timeline we need to work towards. January seems to be a reasonable date for a new board to take over
- Question: What do students think about the role of representation on the Board
- Cortez: Believes it is good, they return to the students and share
- Question: what is a desirable size for a board? Now we are at 17.
- Faleafine: First determine the need, smaller might be more productive for the board to have a quorum.
- Question: Does it seem like we are missing any representation? Are we missing expertise in any area?
- Discussion: Keep current composition until January. Last meeting we discussed alternate ways students can express their opinions (e.g., through the Principal). Other concerns—if there are liability risks for student representatives on the board, they are minors, is it appropriate for them to be held liable for decisions made by the board? Board meetings are open so students are welcome to attend in any number if there are pressing issues.
- Would like to have the flexibility offered with the diverse composition. Caution about this board not turning into purely a fundraising board. Should

- Doi expressed preference for having student, non-voting members on the board. Seems to serve as checks-and-balances for what the school is all about. Absence of student members may create an undesirable separation from the students. Quorum based on the number of voting members.
  - Bylaws need to change regarding elections. Recommendations for members from interest groups go to the full board. Another option is for the board to recommend potential members to the interest groups.
  - Question: Can Principal serve as a voting member or ex-officio member?
  - Discussion about what the new law intends. Seems that this is an option for the board.
  - Question: What are the pros/cons of having the Principal as a voting member?
  - Jeremiah: Would still report to the board, suggest maintaining voting privileges.
  - Pro—having Principal as a member provides transparency to the constituents
  - Con—if there is an issue or controversial decision then it might implicate all
  - Discussion about the pros/cons of student representation. Would like to have students who are non-voting members.
  - Suggestion to describe the desired qualifications/expertise of board members to help solicit nominations
  - In the Commission bylaws, the details of the board composition are not described
  - Faleafine asked to help identify sample descriptions of board members
  - Question: Comfortable with 2-year terms? Three-year terms?
  - Staggered three-year terms was agreed upon
- C.** Discussion/Action on changing the starting time of GB meetings
- Meeting time is now at 4:00 p.m. Folks who have a parking permit for other lots have parking privileges to park in the College’s parking lot after 4:00. Parking in the College’s parking prior to 4:00 will result in a parking ticket.
  - Faleafine moved that the meeting time be changed from 4:00 to 4:30. Doi seconded. Motion carried unanimously.
- D.** Update on Employment Agreements for HGEA Employees
- Update from Takeno
  - Negotiations committee to meet and work on recommendations for action at the next meeting (in executive session)

### **III. Announcements**

- Letter from the Attorney General’s office clarifying if the board can hire own legal representation.
- Welcome Kevin back
- Next meeting will start at 4:30

**IV. Adjournment**

Doi moved to adjourn, Faleafine seconded. Motion carried unanimously.  
Meeting adjourned at 5:43 p.m.

Respectfully submitted by,

Linda Venenciano  
Governing board secretary for the Education Laboratory School

Attachments:

1. *July 2012 Checking Acct Report.pdf*
2. Jeremiah's presentation slides, 4 slides per page, dated 8/16/12
3. *Bylaws Revision Discussion*
4. *Commission Bylaws Final*
5. *ELS Bylaws 091511final copy.pdf*
6. *Letter from the Attorney General's Office*