

The Education Laboratory
A Hawai'i New Century Public Charter School
Special Governing Board Meeting
Thursday, December 6, 2012, 4:30 p.m.
Castle Memorial Hall 103

Approved January 17, 2013

Present: Michelle Au, Heidi Cortez, Doug Doi, Melanie Ishihara, A. Keoni Jeremiah, Carrie Ogami Fuller, David Oride, Ted Rachlin, Dwight Takeno, Tracy Teixeira, Myrtle Yamada, Karyn Yoshioka

Excused: Lui Felafine, Verlie-Ann Malina-Wright, Kevin Mann, Frank Pottenger, Linda Venenciano

Guests: Robert Hatanaka (CW Associates), Brandon Ogimi (CW Associates), Shareef Wang, Mark Yap

Call to Order

Chair Oride called meeting to order at 4:30 pm.

Minutes of Previous Meeting: November 15, 2012

Motion to accept minutes by Yamada, seconded by Doi. Motion carried with one abstention.

I. On Going and New Business

A. Approval of SY2013-14 Calendar

- ULS will be ending the school year a little later to make adjustments for the University facilities and custodial conflict with Graduation.
- Last teacher workday will be after graduation to allow for closing of school business.
- In-service days will be used to work on accreditation.
- The school year will consist of 174 student days and 185 teacher days; the current year has 171 student days and 181 teacher days.

Motion to accept the calendar by Doi, seconded by Ogami-Fuller. Motion carried unanimously.

B. Approval of Governing Board Meeting Schedule for 2013

- Proposed Meeting schedule - third Thursday of every month, except for May.
- No meeting dates in June and December. With the Audit deadline December 15th, plan to accept the audit at the November meeting.

Motion to accept the meeting schedule by Au, seconded by Teixeira. Motion carried unanimously.

II. Principal's Report – Jeremiah

- Excellence Initiative Board Governance Workshop was attended in October. January 23 there will be another meeting to discuss the changes in the charter school governance. Invite the board member to attend. National Charter Governance expert will be speaking.
- School events
 - Elementary Performing tonight at 6:00 pm
 - Band Concert December 11th at Kennedy Theatre
 - There was a great Orchestra and Choir concert.
 - Students end on December 18th, teacher last day is December 19th.
 - Students will return on Jan. 7, 2013, Teachers will return on Jan. 4th.
 - Christmas Cards given to each board member. Sent out to families and staff.
- Audrey Maedo, first ULS secretary (as a charter school), passed away. Services will be held Dec. 8th at Diamond Head Mortuary at 10:00 am.

III. Auditors Report – Robert Hatanaka (CW Associates)

- School had a very good rating. Note A to the financial statement, Pg. 10 -- School did not adopt any new accounting policies and no changes. Pg. 2. -- Corrected and uncorrected statements, proposed two.
- No other findings or corrections to accept.
- General Use Report - report for funding agencies. Did not find any deficiencies to be material weaknesses in internal control.
- Financial statements –
 - Table of Contents, pg. 1
 - Independent Auditors report (clean or unqualified report), pg. 2
 - Statement of net assets portrays to net assets for the school on June 30, 2012, Pg. 7
 - Liabilities - increased, slight decrease in net assets, decline in assets of approx. 24,000.
- There is an increase in cash
- Functional Areas of resources –
 - Instructional
 - Pupil
 - Administration
 - Facilities
- ULS has a good ratio where 94% of funding goes to student. Desired ratio is at least $\frac{2}{3}$ or 75%.
- School is under very good fiscal responsibility.

The board thanked Shareef Wang for his services.

Motion to accept the 2011-12 audit made by Takeno, Yamada seconded. Motion unanimously passed.

IV. Chairman's report – Oride

- Expressed his appreciation to the board members.
- The Governing Board is no longer stakeholder board. Members are chosen based on their expertise.
- Working on Semester Plans to plan out the work to be done in the coming year.
- The school is conducting Accreditation work. We are in the first year of self-study.

V. Adjournment

Motion to adjourn by Cortez, seconded by Au. Motion carried unanimously. Meeting adjourned at 5:05 pm.

Respectfully Submitted by,

Melanie Ishihara
Volunteer Recorder

Attachments

DRAFT – University Laboratory School – 2013-2014 SCHOOL CALENDAR

DRAFT – University Laboratory School – 2011-12 Auditors Report prepared by CW Associates