

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
April 18, 2013, 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved     May 23, 2013    

**Present:** Mislyn Alensonorin, Paul Brandon, Doug Doi, Kevin Mann, Carrie Ogami Fuller, David Oride, Frank Pottenger, Dwight Takeno, Myrtle Yamada, Mark Yap, A. Keoni Jeremiah

**Excused:** Melvina Chang Nakao, Matt Claybaugh, Ted Rachlin, Linda Venenciano and Karyn Yoshioka

**Call to Order:** Chair Oride called meeting to order at 4:27 p.m.

**Minutes of Previous Meeting: March 21, 2013**

Motion to accept minutes by Alensonorin, seconded by Doi. Motion carried.

Order of Business:

**I. Reports**

- A. Treasurer's report: distributed via email.
- B. Principal's report: Principal Jeremiah distributed written report on the following –
  - 1. ULS awarded Hawaii Public Charter School Network Award as Charter School of the Year. Awards ceremony scheduled on Friday May 3, 2013 at the Hawaii Prince Hotel.
  - 2. ULS Class of 2013 Graduation Ceremony at Andrews Outdoor Theatre, Friday May 17, 2013
  - 3. Recycle-A-Thon: Recycling and Sustainability Fair, April 20, 2013
  - 4. ULS 'Ohana Pa'ina Fundraiser, April 27, 2013
  - 5. Reminder of upcoming school events

**II. On Going and New Business**

- A. Discussion of Charter Contract:
  - 1. School Name change approved by the Commission on 4/11/13 to restore school name to University Laboratory School.
  - 2. Request to seek guidance on process to request a waiver from the BOE regarding the school diploma was submitted on March 21, 2013.

3. Updates on the Charter Performance Contracts with timelines were shared and discussed.
  - i. Exhibit A was modified by the Commission on April 11, 2013.
  - ii. ULS submitted the Finalized Exhibit A to the Charter School Commission on April 18, 2013, prior to the April 26, 2013 deadline.
  - iii. The ULS Governing Board approved that the Board chair and Principal will be the authorized signers of the charter contract for the Governing Board.
  
- B. HR Committee Report
  1. Committee Chair Takeno provided update on HSTA contract and ratification
  2. Developed HR Committee Charter and presented to the governing board for consideration. Motion by Ogami Fuller and second by Pottenger to adopt HR Charter as written. Motion carried. [NOTE: HR Committee Charter will serve as a template for all committees to use.]
  3. Chair Oride will be sending HSTA a letter requesting to start negotiations on the supplemental agreement.
  
- C. By-laws
  1. Due to the approval to change the school's name, the by-laws must be changed to reflect the new school name.
  2. Motion by Alensonorin, seconded by Doi to amend the by-laws and change the school name in the title section and Article I of the by-laws. Motion carried.
  
- D. Fundraising Committee Report
  1. Committee Chair Ogami Fuller will be calling a meeting
  2. Committee Chair Ogami Fuller plans to meet with Booster Club and Alumni Group Presidents
  
- E. Finance Committee Report
  1. Chair Oride provided update
  2. Due to school name change, appropriate forms with Federal and State agencies need to be updated
  
- F. Board Development Committee Report
  1. Committee Chair Yamada reported the committee will be developing a draft of the committee's responsibilities.

### **III. Announcements**

- A. Two members from the Charter School Commission visited ULS. Chair Oride and Board member Takeno represented the board. Principal Jeremiah reported the visit went well
- B. Next meeting on May 23, 2013

#### **IV. Adjournment**

Motion to adjourn by Mann, seconded by Ogami Fuller. Motion carried. Meeting adjourned at 5:30 p.m.