

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
August 15, 2013, 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved September 19, 2013

**Present:** Mislyn Alensonorin, Paul Brandon, Melvina Chang Nakao, Doug Doi, Carrie Ogami Fuller, David Oride, Frank Pottenger, Ted Rachlin, Dwight Takeno, Linda Venenciano, Myrtle Yamada, Mark Yap, Karyn Yoshioka, and A. Keoni Jeremiah

**Excused:** Matt Claybaugh and Kevin Mann

**Call to Order:** Chair Oride called meeting to order at 4:30 p.m.

**Minutes of Previous Meeting: July 18, 2013**

Motion made to accept corrected minutes by Yamada, seconded by Venenciano. Motion carried.

Order of Business:

**I. Reports**

A. Treasurer's report:

1. July Checking Account report  
First of three per pupil allocations was received on July 19, 2013; this represents 60% of the total allocation.
2. Looking to change banks from American Savings Bank (ASB) to Bank of Hawaii (BOH) due to FDIC coverage. BOH will be doing a presentation to the Finance Committee.

B. Principal's report:

1. New school year: Teachers started on August 6<sup>th</sup>, students on August 12<sup>th</sup>
2. Student enrollment for this school year is currently at 444
3. Mr. Brennan featured on KITV and Hawaii News Now on Google Glass
4. Shared school wide professional development for the 2011-12, 2012-13, and 2013-14 school years
5. Update of current CRDG and ULS research projects, including 1:1 laptop project

C. Committee Updates

1. Fundraising
  - a. Will meet on the first Thursdays of the month, starting in September
  - b. Received approval from the Internal Revenue Service for the ULS Foundation
  - c. Discussed plans for ULS Paina

2. Board Development
  - a. Working on a document to lists the GB's responsibility
3. Finance
  - a. Nothing to report
4. Human Resources
  - a. Received notice from the Charter School Commission that there is a new master agreement with HSTA for the period 7/1/13 to 6/30/17. Our current supplemental agreement is no longer valid and we need to renegotiate a new supplemental agreement. Due to a pending legal dispute, this is on hold

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

### **A. Executive Session**

Motion made by Takeno to enter into executive session, second by Rachlin. Motion carried. Motion made by Pottenger to exit executive session, second by Doi. Motion carried.

1. Motion by Takeno to accept settlement agreement related to SPED teachers, second by Brandon. Motion carried.

### **B. Revision to By-Laws**

1. Proposed changes to By-Laws were distributed via email prior to the meeting; the proposed changes were discussed. Motion made by Pottenger to accept the changes to the By-Laws, second by Takeno. Motion carried.

### **C. Statement of Roles and Responsibilities for Finance Committee**

1. Draft presented. Discussion held.
2. Motion to approve Statement of Roles and Responsibilities contingent on changes made to terms and membership by Alenonorin, second by Pottenger. Motion carried.

## **III. Announcements**

- A. Governing Board member Mark Yap submitted his resignation effective at the end of this meeting. Mark will be pursuing his graduate degree. The GB acknowledges Mark's service to the Board. Motion by Pottenger for the GB Chair to prepare a letter of commendation for Mark's service, second by Rachlin. Motion carried.

- B. Next meeting on September 19, 2013

## **IV. Adjournment**

Motion made to adjourn by Brandon, second by Takeno. Motion carried. Meeting adjourned at 5:40 p.m.