

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
September 19, 2013, 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved October 24, 2013

**Present:** Matt Claybaugh, Melvina Chang Nakao, Doug Doi, Carrie Ogami Fuller, David Oride, Frank Pottenger, Ted Rachlin, Dwight Takeno, Linda Venenciano, Myrtle Yamada, Karyn Yoshioka, and A. Keoni Jeremiah

**Excused:** Mislyn Alensonorin, Paul Brandon, and Kevin Mann

**Call to Order:** Chair Oride called meeting to order at 4:31 p.m.

**Minutes of Previous Meeting: August 15, 2013**

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

Order of Business:

**I. Reports**

A. Treasurer's report:

1. Correction made to July Checking Account report
2. August Checking Account report

B. Principal's report:

1. 2<sup>nd</sup> month of the school
2. The Commission sent a congratulations and commendation letter for achieving an average Composite score above state and national averages under the 2012-13 ACT examination.
3. On September 6, students were able to communicate with the Hokule'a via Google hangout

C. Committee Updates

1. Fundraising
  - a. Committee met on September 12th
  - b. Committee identified three types of fundraising: Current use - unrestricted, Endowment, and Capital Improvement. Capital Improvement is the top priority right now.
  - c. Memo to be sent to Don Young expressing the GB's support for the improvement of UHS Building #3.

2. Board Development
  - a. Working on a document to lists the GB's responsibility
3. Finance
  - a. Committee reviewed the school's 2013-14 budget, budget will be presented at the next meeting
4. Human Resources
  - a. Explained Board of Education Policy 2055 relating to Teachers and Principal Performance Evaluation
  - b. GB will need to decide if we will use the DOE's evaluation system or create our own

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

- A. Review/Approval of Annual Budget  
Finance Committee requested that the 2013-14 Annual budget be deferred to the next GB meeting
- B. Policies and Procedures  
GB Policies and Procedures (Conflict of Interest, Accounting, Procurement, and Hiring) were reviewed and updated; All references to "Education Laboratory School" were changed to "University Laboratory School" as the result of the school name change. Motion made by Claybaugh to accept the updated Policies and Procedures reflecting the name change, seconded by Rachlin. Motion carried.
- C. Replacement of Board Member  
Discussion on when to replace the GB member that recently resigned. The Board Development Committee to nominate a replacement at the next nomination meeting.

## **III. Announcements**

- A. University Laboratory School Fall reception for members of the various boards/ groups that support the school will be held on Saturday, October 5<sup>th</sup> at GB member Ted Rachlin's home. Everyone is encouraged to attend.
- B. Next meeting on October 17, 2013

## **IV. Adjournment**

Motion made to adjourn by Ogami Fuller, second by Doi. Motion carried. Meeting adjourned at 5:44 p.m.