

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
October 24, 2013, 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved November 21, 2013

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

**Excused:** Paul Brandon, Kevin Mann, and Linda Venenciano

**Call to Order:** Chair Oride called meeting to order at 4:32 p.m.

**Minutes of Previous Meeting: September 19, 2013**

Motion made to accept minutes by Doi, seconded by Yamada. Motion carried.

Order of Business:

**I. Reports**

A. Treasurer's report:

1. September Checking Account report

B. CRDG Director's Report

1. Director Berg distributed the CRDG 2012 Year in Review Report

B. Principal's report:

1. Official student enrollment on October 15<sup>th</sup> is 444.
2. Ten ULS senior Japanese language students (1 ULS teacher) participated in a home stay program with Nishinippon High School
3. Pre-Admission meeting was held on October 19<sup>th</sup> and it was well attended
4. Status update on UHS buildings 1 and 2
5. Update on Per Pupil allocation – adjusted from \$5,994.69 to \$6,008.85 due to increase in percentage of students enrolled in charter schools

C. Committee Updates

1. Fundraising
  - a. Nothing new to report, next meeting is scheduled for November 7<sup>th</sup>
2. Board Development
  - a. Working on a document to lists the GB's responsibility
3. Finance
  - a. Committee presented the school's 2013-14 planning budget

- b. Motion made by Yoshioka to accept the planning budget (with correction to the new per pupil rate and actual SY13-14 enrollment) seconded by Claybaugh. Motion carried.
- 4. Human Resources
  - a. Negotiations for a Supplemental Agreement with HSTA cannot begin until our case at the HLRB is resolved
  - b. HGEA Unit 06 in arbitration, Principal evaluation tied to contract

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

- A. Execution of Amended contract. Motion made by Alensonorin to accept the first amended changes to Exhibit A, Item #3, seconded by Rachlin. Motion carried and board approved. Motion made by Alensonorin to authorize the chair of the ULS Governing Board and the Principal to sign and execute the amendment to the contract, seconded by Takeno. Motion carried.
- B. Board Development
  - 1. Distributed documents listing the responsibilities and expectations of ULS Board Members. A draft agreement was also distributed
  - 2. Discussion held on the documents; Committee will incorporate suggested changes and present it at the next meeting
  - 3. Committee working on organizing next election process
  - 4. Committee chair will email a form to record each ULS governing board member's area of expertise to create an inventory to aid in recruiting future board members
- C. Annual Audit
  - 1. Presentation made by Robert Hatanaka, Audit Partner of CW & Associates
  - 2. Audit shows that ULS had no deficiencies in internal control or any material weaknesses
  - 3. Motion made by Yoshioka, seconded by Ogami-Fuller to approve audit as presented by CW & Associates, CPA. Motion carried, audit approved.

## **III. Announcements**

- A. ULS Booster Club cookie sale extended
- B. Project Pono has an Organic Plant Sale fundraiser. Order forms were passed out
- C. Next meeting on November 21, 2013

## **IV. Adjournment**

Motion made to adjourn by Yamada, second by Ogami Fuller. Motion carried. Meeting adjourned at 6:01 p.m.