

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
November 21, 2013, 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved January 16, 2014

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

**Excused:** Paul Brandon, Melvina Chang Nakao, Kevin Mann, Carrie Ogami Fuller, and Linda Venenciano

**Call to Order:** Chair Oride called meeting to order at 4:34 p.m.

**Minutes of Previous Meeting: October 24, 2013**

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

Order of Business:

**I. Reports**

A. Treasurer's report:

1. October Checking Account report

B. Principal's report:

1. Official student enrollment reported to the Commission was 443
2. Three sister schools from Japan will be visiting the school in December
3. The last day of the semester for students is December 18<sup>th</sup>, December 19<sup>th</sup> for teachers. Student and teachers return on January 6<sup>th</sup>, 2014
4. Status update on UHS buildings 1 and 2

C. Committee Updates

1. Board Development
  - a. Defer to January 2014 meeting
2. Finance
  - a. Distributed a revised 2013-14 planning budget that reflects the increase in the per pupil allocation. Only the projected revenue line was revised, planned expenses remained the same
3. Human Resources
  - a. Negotiations for a Supplemental Agreement with HSTA cannot begin until our case at the HLRB is resolved
  - b. HGEA Unit 06 currently in arbitration, Principal evaluation tied to contract
4. Fundraising
  - a. University Laboratory School (ULS) Foundation has been created

- b. This year's Paina will be held on March 1, 2014

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

### **A. Board Development**

1. Committee presented the revised "Responsibilities and Expectations of ULS Board Members". Motion made to accept the document by Pottenger, seconded by Takeno. Motion carried.
2. Committee seeking nominations to fill the vacant GB position
3. Committee chair reminding the group to complete the expertise form that was sent out, this will be used to create an inventory to help in recruiting future board members

### **B. Complaint Procedure**

1. Commission did not accept ULS' Complaint Procedure, which falls under the Preliminary Organizational Performance Assessment section of the charter school contract
2. Discussion held on the complaint procedure that was submitted and a new procedure was drafted and resubmitted

## **III. Announcements**

- A. Chair anticipates that another GB member may resign (due to professional reasons)
- B. No Meeting in December, next meeting will be January 16, 2014

## **IV. Adjournment**

Motion made to adjourn by Alensonorin, second by Doi. Motion carried. Meeting adjourned at 6:29 p.m.