

University Laboratory School
A Hawaii Public Charter School
Regular Scheduled Governing Board Meeting
February 20, 2014, 4:30p.m.
Castle Memorial Hawaii Conference Room (CM 103)

Approved April 17, 2014

Present: Melvina Chang Nakao, Matt Claybaugh, Doug Doi, Carrie Ogami Fuller, Michelle Hobus, David Oride, Frank Pottenger, Ted Rachlin, Dwight Takeno, Linda Venenciano, Myrtle Yamada, A. Keoni Jeremiah, and Denise Yoshimori-Yamamoto

Excused: Mislyn Alensonorin, Kevin Mann and Karyn Yoshioka

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

Minutes of Previous Meeting: January 16, 2014

Motion made to accept minutes by Doi, seconded by Takeno. Motion carried unanimously.

Order of Business:

I. Reports

A. Treasurer's report:

1. January Checking Account report

B. Principal's report:

1. School's name change accepted by the IRS. Application was first submitted in July. The official school's name is University Laboratory School (ULS).
2. Updated ULS School Board member binder with two documents—ULS Governing Board Members 2013–2014 and Governing Board By-Laws.
3. Reviewed ULS' Preliminary Organizational Performance Assessment (POPA). This is the first screening, mostly to check that the school submitted appropriate documents on time.
4. Commission is taking suggestions in making changes to Charter Contract document. Reviewed the suggested changes and updates. Let Jeremiah know if there are any questions or concerns we would like him to bring to the next Commission meeting. Question about participatory nature of the proposed changes and process to approve. Jeremiah explained the process.
5. Contract Revisions timeline, April 10 is the target day for the Commission to approve contract.
6. ULS will be using School Connects to send mass email out to parents. Will be useful for announcing to the entire school population (e.g., school closure, emergency situation). Test email to be sent tomorrow. Synced with PowerSchool database.
7. Accreditation update, currently in Year 2. Teachers working on various

components for the accreditation process. Will be sending link to the manual.

8. Shared Scholastic Art awards, works displayed at Art Academy, Speech Festival accomplishments, Japanese sister school visits, athletic team accomplishments

C. Committee Updates

1. Board Development
 - a. Defer to March meeting
2. Finance
 - a. Defer to later; during on-going business
3. Human Resources
 - a. Need to have Supplemental Agreements for Teachers
 - b. Negotiations for a Supplemental Agreement with HSTA cannot begin until our case at the HLRB is resolved
 - c. HGEA Unit 06 currently in arbitration, Principal evaluation tied to contract
 - d. HGEA Unit 13 arbitration settled,
4. Fundraising
 - a. Volunteers needed for the Paina

II. On Going and New Business

A. School Calendar for SY 2014-15

1. Jeremiah presented proposed calendar. About the same number of student and teacher days as last SY. ULS has more instructional hours than DOE's minimum requirement, but fewer school days. Motion to accept the calendar by Takeno, seconded by Doi. Motion carried unanimously.

B. Transfer of ULS Bank account

1. Checking account is currently held at American Savings Bank (ASB). Finance Committee recommends that the ULS checking account be transferred to Bank of Hawaii (BOH). Transfer addresses the issue of excess balance not covered under FDIC protection at ASB made by our auditor. Unlimited coverage at BOH, only \$250K at ASB. BOH currently handles accounts for several other charter schools. Motion to transfer checking account from ASB to BOH starting in May 2014, and delaying the payroll transfer until after July 2014 made by Oride, seconded by Yamada. Motion carried unanimously.

III. Announcements

Paina will be held on March 1st. Volunteers needed!

IV. Adjournment

Motion made to adjourn by Pottenger, second by Yamada. Motion carried unanimously. Meeting adjourned at 5:49 p.m.