

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
February 17, 2016 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved March 16, 2016

**Present:** Melvina Chang Nakao, Matt Claybaugh, Bradley Fox, Michelle Hobus, Melanie Ishihara, Wade Nishimura, Carrie Ogami, David Oride, Linda Venenciano, Denise Yoshimori-Yamamoto, and A. Keoni Jeremiah

**Excused:** Mislyn Alensonorin, Frank Pottenger, Dwight Takeno, Myrtle Yamada, and Karyn Yoshioka

**Call to Order:** Chair Oride called meeting to order at 4:33 p.m.

**Minutes of Previous Meetings: January 20, 2016** - Motion made by Hobus to accept minutes with corrections, seconded by Chang Nakao. Motion carried.

Order of Business:

**I. Reports**

A. Treasurer's report

1. Bank of Hawai'i checking account report for January 2016 distributed (prepared by S. Wang)

CRDG Director's Report

Admission report data collection

-Need to revise the way we collect data for admissions

Math and History programs will be worked on during the summer

Regional Educational Laboratory

-CRDG/COE putting in a proposal for a grant, ULS will play an important role

B. Principal's report

1. Teacher In-service - Morning - school wide action plan and afternoon - teacher research program. In previous years, the Board has supported up to 6 credits for teacher research programs. Financial support by the board, but 6 credits does not mean that a credit will mean 1 course. Could also ask for PD time for substitutes
  - a) April 1 faculty vote
  - b) PCC meeting
2. Commission organization site visit held on 2/17/16, to inspect records and certain student files, GB information, withdrawal/transfer records. Requested some other information. Visit went well. Commission will be submitting a report of their visit. Most of the information already included in the website. This will be added to the Performance Contract Renewal. Good report on Financial and Organization

will help to increase the contract by a year. Financial comes from the quarterly reports to the commission. Site visits will be used to assess organizational. Oride and Takeno participated in the visit.

3. Scholastic Art Awards List distributed. Exhibit will run from 2/19/16 – 4/15/16.
  4. ULS Athletics hosting the Girls State Soccer tournament
  5. Boys Basketball in State tournament. First game is at 5:00 pm tomorrow (at Farrington) against Kapaa.
  6. Plan to meet with Jeanine Souki the new Executive Director of the Charter School Network
  7. Active shooter training provided by UH Campus security. Principal and Business Manager Wang will attend.
- C. Committee updates
1. Facilities
    - a. Campus Beautification day held on 02/06/16. Good turn out of volunteers; painted the MPB and UHS3, cleaned the kitchen. Upper field is ready for school use.
  2. Finance
    - a. Deferred to our next meeting
  3. Human Resources
    - a. Provided Arbitration update; Oride and Takeno had a conference call with the Arbitrator and HSTA representatives on 02/03/16 to discuss financials and supporting documents. Arbitrator was asked to render a decision by the end of February so the school can act accordingly.
  4. Board Development
    - a. Deferred to our next meeting
  5. Fundraising
    - a. Discussed the need to help the ULS Foundation in preparing tax letters for donors.

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

- A. School wide Action Plan and Implementation Guide
1. ULS was granted a 6-year WASC accreditation with 2 day mid-term review.
  2. Started the process of developing the schoolwide action plan implementation guide. Revised school wide action plan distributed. Organized the suggestions under 4 main goals. At the in-service day, teachers worked in departments and then in grade levels. Emphasized this is a 5 year process; some goals are for the teachers and some for the GB.
    - a) Goals 2b, 2d, 2e, 3d, 3e, 3f, and 4 is for all
    - b) Work on addressing the goals at meetings as well as board retreat.
  3. Suggestion to send out a letter of congratulations to the school. Principal will also send out a letter to parents and students.
  4. Question was asked: Does WASC accreditation count or have an impact on the Performance Contract Renewal?

**B. Paina Update**

1. School website is up with the Paina information with a volunteer form. Sponsor/ Donor forms also available on the website. The new school shirts have come in and can be purchased at the school office. ULS Foundation/GB table - Facilities/Foundation table will be set-up. Students from the Moonshot group will be giving tours of the room. Bubble drinks, andagi, kabobs, and lumpia are among the new foods being served this year. Suggestion made to have designated duties assigned to the different classes.

**III. Announcements**

- A. Chair Oride announced that Myrtle Yamada has submitted her resignation from the Governing Board. Send names of prospective replacements to the Chair by March 1<sup>st</sup> so the GB can act by the March meeting.
- B. Yamada's resignation also leaves a vacancy on the Partnership Coordinating Council (PCC). Suggestion made (and accepted) that Yoshimori-Yamamoto fill the vacancy on the PCC.

**IV. Adjournment**

Motion made to adjourn by Ogami, seconded Venenciano. Motion carried unanimously. Meeting adjourned at 5:50p.m.