

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
September 20, 2016 4:30 pm  
Castle Memorial Hawaii Conference Room (CM 103)

Approved October 18, 2016

**Present:** Melvina Chang Nakao, Matt Claybaugh, Bradley Fox, Michelle Hobus, Melanie Ishihara, Everett Ohta, David Oride, Dwight Takeno, Linda Venenciano, Denise Yoshimori-Yamamoto, Karyn Yoshioka, and A. Keoni Jeremiah

**Excused:** Mislyn Alensonorin, Wade Nishimura, Carrie Ogami, and Frank Pottenger

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

**Minute of Previous Meeting: August 16, 2016** - Motion made by Yoshimori-Yamamoto to accept minutes with one correction, seconded by Chang Nakao. Motion carried unanimously.

Order of Business:

## **I. Reports**

### **A. Treasurer's report**

1. Bank of Hawai'i checking account reports for August 2016 were distributed.

### **B. Principal's report**

1. New Art Awards – Ji Eun, Be Happy exhibit, Zachary Bell, on exhibit (see Bulletin for info)
2. Science Department will be presenting their finding from their research project at two conferences, the Hawaii International Conference and Hawaii University International Conference.
3. Social-Emotional Learning Project received a grant for \$143,400 from the Hawaii Community Foundation. SEL Curriculum is being implemented in Elementary and Middle School Learning Laboratory classes. Grant will help fund the continued growth of the project. Venenciano inquired if there is an evaluation component? CRDG was approached, but was not able to participate last year but will this year. Parent awareness session for Elementary Parents on November 5th.
4. Audit was completed, awaiting report.
5. Official student count is 440.
6. Parent reports for state testing just received. SBAC, Science, End of Course for Biology. Will be distributed in the near future.
7. Charter School Commission waiting for Strive HI results to determine status of renewal
8. Non-Licensed teacher report - 5 non-licensed teachers, 4 out of 5 working, 32 licensed, 3 DOE. HQT 1 waiting for paperwork, 1 working on getting HQT and developing PD plan.
9. Technology update - Expanded BYOD by 1 year. 530 devices for K-12. Elementary have tablets and chromebooks. 1:1 devices have been distributed to 7th and 8th grade students. 6th grade will be getting their devices the first week of October. 82 students are borrowing, 130 bring own device for grades 9-12. Nexus 7 tablets for PE, MacBook Pro for Athletics for Baseline concussion testing. MacBook Pros for computer lab use. CyberRoam to be CIPA compliant, but high cost. Hapara \$4,000 per year. Need to think about for future budget.

### C. CRDG Director's Report

1. Working with Principal Jeremiah and Dean Young to prepare the statement of need of ULS for the COE.
2. Affiliation Agreement with the College of Education was circulated. Developed when ULS separated from the University of Hawaii. PCC meeting is used to discuss the affiliation agreement and COE faculty doing research at ULS.
3. Mobile Learning Technology Center faculty from the University of San Diego. Former COE EDD alumni initiated the collaboration between UH COE and USD.
4. Director Brandon attended the Class of 60's reunion.

### D. Committee Updates

1. Board Development
  - a. Training for new board members Webinar. Responsibility of the committee to help (Webinar will be posted tomorrow). Possibly arrange a meeting to discuss the webinar and ideas. There have been other meetings that had happened a few years ago when the new laws were passed, Principal Jeremiah will share.
2. Human Resources
  - a. No new business
3. Fundraising
  - a. Paina meeting will be called in the first week of October to start planning for next year's Paina. Updating planning website for Paina. Meeting tentatively set for October 4 at 4:30 pm.
  - b. ULS Foundation Update - Class of 60's reunion, was this last Sunday. Thank you to the Alumni Committee for organizing. Toured the campus and sharing some of suggestions of needs and improvements. One of the classes shared how they developed an endowment for the school. For first event, went well, but learned ways for improvement. Class of '68 had a lot of people show up. Looking to generate participation/interest in other school/alumni events.
  - c. Annual appeal letter sent out to current parents. Shop and Score from Times Supermarket.
4. Finance
  - a. No new business.
5. Facilities (sub-committee of Fundraising)
  - a. Update flier distributed.
  - b. Capital Improvement Projects (have to be on state lands) submitted. Presented to Commission to update 2 science classrooms and renovate general use classroom to science classroom. Currently only 2 Science lab classrooms. Will help COE as well for teacher prep program. Request for \$500K and \$475K to update the 2 classrooms. Funding from the Charter School Commission. Suggestion to check on City and County of Honolulu Grants.
  - c. ULS Foundation request draft is being worked on to prioritize. Looking at other possible classroom chairs in the future. Seeing how the type of furniture will impact learning. Looking for help with writing grants to future funding.
  - d. Green Apple Day of Service grant was approved. October 29th, 8am-4pm. Science and Hawaiian Studies are helping to coordinate. Focus on Building 3 Courtyard. Goal is to create an outside classroom to foster collaboration.
  - e. Were not able to replace the cafeteria tables, but were able to fix some.
  - f. Proposal for ULS Foundation for needs of the school. Not just facilities improvements, but other school needs.
  - g. Matt will share outside grant possibilities.

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

- A. Schoolwide action plan - Reviewed the School-wide action plan. ULS has started to develop the Implementation guide; GB responsible for Goal 2. Principal Jeremiah will share. Need to map out activities; who is responsible, what resources, and timeline? Add to the shared document by the next meeting. Departments are also working on developing PD plans; deadline to submit is October 14th. Also need to start looking at Goal 3d and 3f.
- B. Admissions - Report to commission is complete and needs to be submitted to legislature. Submitted last year and will submit again this year. Draft of report shared. COE and CRDG are working on updating the statement reflecting the needs of the COE. Discussions with Paul and Don needed to map out the research needs for the College at ULS. Discussion:
  - 1. Increase enrollment to 60 students per class. Currently max enrollment is 452. Projection for each year is 450. Current enrollment is at 440. Challenge of admitting students in upper grades.
  - 2. Elementary - do we move to single grade classes? We would need 2 additional classrooms to expand to single grade levels. Discussion needs to continue.
- C. Charter Contract Renewal - Waiting for Strive HI Test scores. Arbitration will affect the Financials for the renewal.
- D. Meal Program - Review of the meal program. Board will collect more data and then review the status of the current meal program. Suggestion to notify parents to let them know that there is a possibility that the meal program is in jeopardy. Board will draft a letter after the next meeting to see data from August and September.

## **III. Announcements**

None

## **IV. Adjournment**

Motion made to adjourn by Venenciano, seconded by Takeno. Motion carried unanimously. Meeting adjourned at 6:25 p.m.