

University Laboratory School
A Hawaii Public Charter School
Regular Scheduled Governing Board Meeting
October 18, 2016 4:30 pm
Castle Memorial Hawaii Conference Room (CM 103)

Approved November 15, 2016

Present: Mislyn Alensonorin, Melvina Chang Nakao, Bradley Fox, Michelle Hobus, Melanie Ishihara, Wade Nishimura, Carrie Ogami, Everett Ohta, David Oride, Dwight Takeno, Linda Venenciano, Denise Yoshimori-Yamamoto, Karyn Yoshioka, and A. Keoni Jeremiah

Excused: Matt Claybaugh and Frank Pottenger

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

Minute of Previous Meeting: September 20, 2016 - Motion made by Venenciano to accept minutes with one correction, seconded by Hobus. Motion carried with two abstentions.

Order of Business:

I. On Going and New Business

A. Approval of Annual Financial Audit

1. Terri Fujii and Brandon Ogimi of C.W. Associates presented their findings.
2. Arbitration award affected the school's financial standing.
3. Audit found no material weaknesses.
 - a. Auditors suggested that we use Quickbooks to record our transactions.
4. Motion made by Fox to accept the 2015-2016 audit, seconded by Chang Nakao. Motion carried unanimously.

B. Charter Contract Renewal

1. No update on contract renewal.
2. Strive HI Report was shared with the Board; results from the Hawaii Department of Education show ULS held the top spot in the state for graduation rate (100%), highest achieving school in college-going rate (96%), and the top spot as the highest achieving school in the state for the 11th grade ACT scores (81%).
3. Chair Oride commended Principal Jeremiah and the faculty for the 2016 ACT results for the 11th graders.

C. Meal Program – Updated figures were shared with the Board. Based on those figures, deficit at the end of the school is projected to be \$18,000. Review of the meal program. Board will notify parents to let them know that there is a possibility that the meal program is in jeopardy. Ohta will draft a letter to the parents by the next meeting. Plan is to disseminate the letter to the parents by the end of November.

II. Reports

A. Treasurer's report

1. Bank of Hawai'i checking account report for September 2016 was distributed.

B. CRDG Director's Report

No report.

C. Principal's report

1. Admission for the next school year is open. Information disseminated to advertise the opening of the admissions
2. OECD Report was distributed to the Board. Test for 15 year olds. Principal Jeremiah will be attending an OECD Conference in Washington D.C. to discuss the test and how the data can be used. Last year ULS was the only school in Hawaii participating in the test.
3. Principal Jeremiah, Chair Oride, and Vice Chair Yoshimori-Yamamoto will meet with the new Charter Commission Executive Director Sione Thompson.
4. Athletic Director resigned. Currently going through the interview process to find a replacement.
5. PCC Meeting - There were 4 CRDG projects that were approved. CRDG will be assisting the SEL Project in the Evaluation component. Venenciano is a member of the new SEL Committee, which includes students, parents, and faculty/staff. Nov. 5 will be a SEL parent awareness meeting.
6. Principal Jeremiah acknowledged Director Brandon and Dean Young for sharing the ULS Facilities update news on the COE's website and email newsletter.
7. Launch of the History of Hawaii Book on November 17, Leah Tassill is the lead author with Linda Menton and Eileen Tamura
8. School Wide Action Plan Implementation Guide was reshared with the Board. Principal Jeremiah requesting the assistance of the Board to identify the areas that the GB would like to focus on. Principal Jeremiah will also request input from the Booster Club, Alumni Association, and ULS Foundation.

C. CRDG Director's Report

1. No report

D. Committee Updates

1. Board Development
 - a. No new business
2. Human Resources
 - a. Takeno spoke to AG's Office about the possibility of submitting a funding request to the Legislature to cover the Arbitration award.
 - b. Process to evaluate the Principal is being requested by the Commission. Prior communication with HGEA (Principal's Union) has stalled due to the departure of the individual who handled Unit 06 (Principal's Unit) personnel. Board may have to resort to using the existing DOE Administrative Evaluation Program.
3. Fundraising
 - a. Planning for the Paina
4. Finance
 - a. No new business.
5. Facilities (sub-committee of Fundraising)
 - a. Submitted Capital Improvement Projects (CIP) requests to the Charter School Commission to renovate 2 science classrooms and convert one general classroom to a science classroom.
 - b. Green Apple Day of Service is scheduled for October 29th, 8am-4pm. Science and Hawaiian Studies are helping to coordinate. Goal is to create an outside classroom to foster collaboration.
 - c. Established goals and budget to submit to the ULS Foundation.

III. Announcements

None

IV. Adjournment

Motion made to adjourn by Yoshimori-Yamamoto, seconded by Takeno. Motion carried unanimously. Meeting adjourned at 6:12 p.m.