

University Laboratory School
A Hawaii Public Charter School
Regular Scheduled Governing Board Meeting
January 17, 2017 at 4:30 pm
Castle Memorial Hawaii Conference Room (CM 103)

Approved February 21, 2017

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

Excused: Melvina Chang Nakao and Karyn Yoshioka

Call to Order: Chair Oride called meeting to order at 4:31 p.m.

Minute of Previous Meetings: November 16, 2016 - Motion made by Venenciano to accept minutes, seconded by Hobus. Motion carried with unanimously. **December 13, 2016** - Motion made by Ohta to accept minutes, seconded by Ogami. Motion carried with 1 abstention.

Order of Business:

I. Reports

- A. Treasurer's report – Bank statements for November 2016 and December 2016 were distributed.
 - 1. Two payments for the annual audit are included in the November bank statement. Discussion of changing auditors was brought up. Chair Oride felt that staying with the same Auditor would be more cost effective.
 - 2. 2nd Installment of the per pupil allocation reflected in the December bank statement.
 - 3. Discussion of having a credit card to help facilitate purchases.

- B. Principal's report
 - 1. Charter Contract Renewal - Expect to be notified soon if we will receive an extra year.
 - 2. Ways and Means Committee Information Briefing on Charter Schools - Charter School Commission presented their 2017 Budget Briefing Testimony. Capital Improvement Projects (CIP).information was left out during the briefing and the WAM committee asked for the CIP information, which included the 2 CIP requests from ULS.
 - 3. Charter School Commission - Performance Contract Proposals. Academic and Organizational Frameworks were shared. Each school will set targets and will be discussed with the Commission. The Commission is working on the Financial frameworks and will be shared when they are completed.
 - a) Academic Framework
 - (1) Achievement
 - (2) Optional Other measures
 - (3) Targets (New)
 - (4) Value Added (areas that highlight the mission and WASC Accreditation Reports/Action Plans)
 - b) Organizational Framework includes three areas, Access and Equity; Compliance; and Governance. Will include a site visit.
 - c) Financial Framework will be shared in the future.
 - 4. Upcoming On-site audit/review of the National School Lunch Program, January 26 - 27.

5. Deadline for the K and grade 6 applications is today, January 17.
6. CRDG Director will be retiring, search for the new Director will include ULS.
7. Homecoming held January 14. Thank you to all that came out to support the Homecoming activities.
8. Walt Quitan is the new Athletic Director; he started on December 22.
9. Speech Team competed in the Parker Tournament, several students qualified for the state tournament at this competition.
10. The 2017 Hawaii Regional of the National Scholastic Art Exhibition results was distributed. ULS had 13 pieces selected. The pieces will be displayed from February 25 - April 7, 2017 at the Hawaii State Art Museum. Presentation of the awards will held at a reception February 26, at the Hawaii State Art Museum.
11. The ULS Band will perform on March 15th at 7:00 pm at the Ala Moana Center Stage
12. ULS Junior Duke Takeno, will be creating new benches for his Eagle Scout project.
13. Class of 1967 and 2017 Senior Class will meet to discuss/plan out a work day during Spring Break.
14. Paina is coming up March 4, 2017.
15. Oda Sensei and Principal Jeremiah to attend the 35th Anniversary Fukuoka – Hawaii Sister State Reception.

C. CRDG Director's Report

1. CRDG has each department update their section of the website twice a year and this is place of their previously produced CRDG Year-In-Review Report. A ten year report will be created to provide a summary of the CRDG projects and highlight the collaboration between CRDG and ULS. Director Brandon will be retiring as of August 1, 2017. Search for new director is ongoing.

D. Committee Updates

1. Board Development - GB Evaluation has been sent out for members to complete.
2. Human Resources - All collective bargaining units representing ULS employees are in negotiations.
3. Fundraising
 - a) Committee met twice and focus was on publicity for the school. Capitalize on social media. Nishimura will create flyers/posters. Ohta will be coordinating with the Alumni Association. Nishimura will also be working on creating a bumper sticker. If any GB member can help with attending legislative hearings/meetings to promote awareness of the school and lobbying for charter school initiatives, please contact a committee member.
 - b) Paina things are going along. Question was raised as to how the GB can help? If you helped last year, request to work in the same area(s). There will be a meeting the Friday night prior to the Paina to finalize plans. Clean-up/Work day is scheduled for the Saturday before the Paina.
4. Finance - deferred
5. Facilities - Discussed upcoming projects:
 - a) Furniture - Will be purchasing new furniture.
 - b) High Efficiency fans to be placed in some classrooms.
 - c) In preparation for future changes in the University leadership, met with Dean Young to discuss the relationship and history between ULS and COE; will also meet with Director Brandon to discuss the relationship between ULS and CRDG. Meet with Legislators to create awareness of ULS. CIP request to update the two science classes, (\$500,000 per project) was submitted.

II. On-Going and New Business

- A. School Calendar for SY2017-18, due to the DOE by January 27th. Propose moving the teacher work day between the semesters back to the end of the Fall semester, prior to the winter break. Motion made to approve the SY2017-18 school calendar made by Alensonorin, seconded by Takeno. School calendar for SY2017-18 approved unanimously.
- B. Review of ULS GB By-Laws – Shared by Venenciano, request that members review prior to the next meeting.
- C. Meal Program (follow up) - no changes after the distribution of the letter. GB will readdress after the audit of the National School Lunch Program (NSLP) next week. Results of the audit can affect ability for the school to be reimbursed by the NSLP.

III. Announcements

- A. Frank Pottenger has resigned from the GB. There are 1½ years remaining on his term. Please submit names of potential candidates to the Board Development Committee.
- B. Welcome and congratulations to Fox on the arrival of a baby boy.
- C. Congratulations to Principal Jeremiah on the upcoming arrival of his baby.

IV. Adjournment

Motion made to adjourn by Alensonorin, seconded by Yoshimori-Yamamoto. Motion carried unanimously. Meeting adjourned at 5:36 p.m.