

UNIVERSITY LABORATORY SCHOOL – HAWAII PUBLIC CHARTER SCHOOL

Minutes of the Governing Board Meeting Held on July 23, 2019 at 4:30PM
Castle Memorial Hall Conference Room (CM 130)
APPROVED: 8/20/2019

PRESENT: Denise Yoshimori-Yamamoto, Bradley Kai Fox, Edward Aquino, Melvina Nakao Mislyn Alenonorin, Preet Nijjar, Karyn Yoshioka, Everette Ohta, Travis Palmeira, Kara Suzuka, and Tina Keane.

ABSENT: Aaron Levine

GUESTS: Barbara Dougherty (CRDG)

CALL TO ORDER: Meeting was called to order by Chair Denise Yoshimori-Yamamoto at 4:37PM.

MINUTES OF PREVIOUS MEETING: Motion to Accept the Minutes of the May 14, 2019 meeting was made by Mislyn Alesonorin, seconded by Preet Nijjar. Motion carried without opposition and with Tina Keane and Edward Aquino abstaining.

ORDER OF BUSINESS:

I. GUESTS

A. CRDG – Barbara Dougherty reporting on the following: Math Algebra and High School Project will continue with ULS. Math Team will be teaching Grade 1 (continuing research project); Professional development support for math and science teaching and instruction to understand educational and school issues and provide expertise in the area. Looking at Development and Research with ULS this school and next school year. Really good results in academic achievement and progress with students (especially the 8th grade). Student achievement is assessed using Universal Screener and Progress Monitoring. Another assessment is the Smarter Balance assessment used by the State. Students scored far above the national assessment average with the implementation of the math curriculum.

II. REPORTS

A. Treasurer's Report: Checking Account, PNL and Balance Sheet Reports were submitted via email for review. Discussion was had regarding the report to be submitted. Quarterly Budget Report will be submitted for review (current practice).

B. Principal's Report: Updates. Manoa Academy (dual credit program) – 1st ULS cohort completed Sociology 100; ULS have participated with the Summer Scholar Program at UH Outreach College.

School Year 2019-2020: Still in the admissions process with the non-entry grades with a projected 446 students for 2019-2020; ULS is fully staffed: there will be an elementary school counselor; one new English teacher; one new college and career counselor, one new math teacher, one new social studies teacher, and ULS will have three long-term substitute teachers. A new website is in development and set for publication in the fall. There was financial support from ULS Foundation for split air conditioning in classrooms, the 2 offices, teacher workroom; window blinds in various classrooms; new lockers are being installed for

the 6th graders and seniors; ceiling fans were installed; and painted the room. Eagle Scout Project and Class of 89 classroom and building painting.

UH Projects: four new buildings with restrooms under construction; retaining wall project along Metcalf Street; and, Castle Memorial Renovations summer 2020.

WASC Accreditation Update will be provided at the next board meeting. Denise requested that committee chairs review the accreditation documents to assure their committees are prepared to provide an update to the report ULS has to give to the commission.

C. Committee Updates:

Board Development/Governance Committee (Everett Ohta) – committee met to review by-law amendments for review by the full board; briefly discussed the ULS enrollment exemption.

HR Committee (Mislyn Alensonorin) – Discussed the evaluation and appeals process to be implemented this coming year.

Finance Committee (Preet Nijjar) – Shareef Wang reported on behalf of the Committee during the retreat; discussed changes that will be made that will require notice and comment.

Academic Committee (Kara Suzuka for Aaron Levine) – Met at the retreat and formed the committee but nothing to report.

III. ON-GOING AND NEW BUSINESS

- A. Election of Governing Board Officers: Denise Yoshimori-Yamamoto (chairperson, re-elected); Bradley Kai Fox (vice-chairperson, re-elected); Edward Aquino (secretary, re-elected); Preet Nijjar (treasurer, re-elected).
- B. Meeting schedule for SY 2019-20: Third Tuesday of every month.
- C. Governing Board Roster and By-laws: Revisions to the by-laws were presented by Everett. Discussion was had on the proposed by-laws amendment. Motion to approve amendments by Mislyn Alensonorin; seconded by Melvina Nakao; and, all approved with no opposition and no abstention. Discussion was further had regarding the committee assignments and revisiting the by-laws pertaining to each committee, as well as, holding committee meetings.
- D. Committee Assignments: Governance Committee (Everett Ohta, Melvina Nakao, and Denise Yoshimori-Yamamoto) HR (Mislyn Alensonorin, Edward Aquino, and Travis Palmeira); Finance (Preet Nijjar, Karyn Yoshioka, and Tina Keane); Academic Excellence (Aaron Levine, Kara Suzuka, and Bradley Kai Fox). Committee Meeting Agenda template is uploaded on Google Drive for review. Discussion was had regarding establishing meeting schedules; Every committee should be meeting before the next board meeting. Board members, although not officially part of the committee may assist; Principal Keoni Jeremiah also mentioned the availability of the school to help with the committee.
- E. June Retreat Reflection: very productive. GB Chair, Vice-Chair and Principal to meet with ULSF President and Booster Club President and Vice-President to try to get the school year off with better communication.
- F. Diploma Waiver: The waiver was approved by the Commission and recommended to the Board of Education; Board of Education approved through June 2022 (the entering class).
- G. 2019 Charter School Summer Education Summit: Principal Keoni Jeremiah reported on the event and structural changes in the State Public Charter School Commission.

H. SPCSC Organizational Structure

I. Statement of Assurances for Organizational Framework: Submission of Assurance Compliance Statement. Need to work on next year's calendar to comply with submission deadline.

J. Policies

- a. Agreement to Participate (no changes from previous year; standard agreement to participate in the research projects with ULS and CRDG; agree on data).
- b. Acceptable Use Policy: Digital Device, Network, and Accounts Agreement Form (changes from previous year: students have to use the junior bows network; add a mobile device acceptable use).
- c. ULS Release Form: Student work, Photographs, Audio/Visual Media, and Interviews (no changes from the previous year).
- d. Student Conduct and Discipline (no changes from previous year except for the word "misconduct" after 'sexual harassment').
- e. Student-Parent Handbook (no changes from previous year).
- f. Employee Handbook (Faculty Staff handbook) (no changes from previous year).
- g. ULS Emergency Guide (no changes from previous year(?)), 4 new portables not included yet.

Motion to approve polices by Mislyn Alensonorin, seconded by Melvina Nakao. Motion carried unanimously.

NEXT MEETING: August 20, 2019 at 4:30pm, room CM130.

ADJOURNED: Meeting was adjourned at 6:25pm with a motion by Everett Ohta seconded by Melvina Nakao. Motion carried unanimously.