

University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
July 17, 2014, 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved August 14, 2014

**Present:** Mislyn Alensonorin, Melvina Chang Nakao, Matt Claybaugh, Doug Doi, David Oride, Frank Pottenger, Dwight Takeno, Linda Venenciano, Myrtle Yamada, Denise Yoshimori-Yamamoto, and A. Keoni Jeremiah

**Excused:** Michelle Hobus, Wade Nishimura, Carrie Ogami, Ted Rachlin and Karyn Yoshioka

**Call to Order:** Chair Oride called meeting to order at 4:38 p.m.

**Minutes of Previous Meetings:**

**May 15, 2014:** Motion made to accept minutes by Doi, seconded by Pottenger. Motion carried unanimously.

**June 14, 2014:** Motion made to accept minutes by Yamada, seconded by Pottenger. Motion carried unanimously.

Order of Business:

**I. Reports**

A. Treasurer's report:

1. May and June Checking Account reports distributed and discussed
2. New checking account at Bank of Hawaii has been setup. Payroll for July needed to be processed before the BOH account was fully established so July will be processed using the ASB checking account. The BOH account will be used starting with the August payroll.
3. The first per pupil allocation, expected in late July, will be deposited into the BOH account.

B. Principal's report:

1. Projected enrollment for next year is 445.
2. Our Charter School Contract was approved by the Commission
3. Provided an update on Alumni Activities

C. CRDG Director's report:

1. Provided an update on the Summer Programs
2. Provided an update on the budget and facilities

**D. Committee updates**

1. Board Development
  - a. Chair Yamada thanked everyone for attending the training session; feedback was very positive; overall it was a success
2. Finance
  - a. Deferred to next meeting.
3. Human Resources
  - a. Deferred to next meeting
4. Fundraising
  - a. Provided a visual presentation of the planned classroom renovations for Building 3

**II. On Going and New Business**

**A. Board Policies**

1. Revisions/Updates were made to the Admissions Policy, Student Code of Conduct, and Complaint Procedure. After the policies were made revised, the Board voted on accepting the revised policies:
  - a. Motion made by Pottenger to approve the revised Admissions Policy, seconded by Claybaugh. Motion carried unanimously.
  - b. Motion made by Alensonorin to approve the revised Student Code of Conduct, seconded by Yoshimori-Yamamoto. Motion carried unanimously.
  - c. Motion made by Pottenger to approve the revised Complaint Procedure, seconded by Yoshimori-Yamamoto. Motion carried unanimously

**III. Announcements**

- A. Chair Oride provided a report on the National Charter School Conference attended by Chair Oride, Vice Chair Yamada, Principal Jeremiah, and Vice Principal Tomita.

**IV. Adjournment**

Motion made to adjourn by Alensonorin, second by Doi. Motion carried unanimously. Meeting adjourned at 6:10 p.m.