University Laboratory School  
A Hawaii Public Charter School  
Regular Scheduled Governing Board Meeting  
August 19, 2015 4:30p.m.  
Castle Memorial Hawaii Conference Room (CM 103)

Approved October 14, 2015

Present: Mislyn Alensonorin, Bradley Fox, Michelle Hobus, Melanie Ishihara, Wade Nishimura, Carrie Ogami, David Oride, Linda Venenciano, Myrtle Yamada, Karyn Yoshioka, Denise Yoshimori-Yamamoto, and A. Keoni Jeremiah

Excused: Matt Claybaugh, Melvina Chang Nakao, Frank Pottenger, and Dwight Takeno

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

Minutes of Previous Meetings: July 9, 2015 - Motion made to accept minutes by Venenciano, seconded by Yoshimori-Yamamoto. Motion carried.

Order of Business:

I. Reports

A. CRDG Director’s Report
   1. Paul Brandon new CRDG Director as of August 1, 2015
   2. Provided updates and new collaborations between ULS and CRDG
   3. Shared some new projects that CRDG will be working on
   4. Acknowledged Principal Jeremiah and the ULS Foundation for all of the work that has been done on the MPB for supporting the updates to the facilities

B. Treasurer’s report:
   1. First per pupil allocation received in July
   2. Bank of Hawaii checking account reports for June and July distributed
   3. Expenses basically have been for starting up of the school and supplies

C. Principal’s report:
   1. Provided an update on the start of the new school year
   2. Student enrollment reported at 442
   3. Admissions report due to the Commission before the next Legislative session
   4. Commission proposing new criteria for Charter School contract renewals
   5. Campus work days scheduled for September 5th and October 3rd
   6. ULS Paina will be on March 5, 2016

C. Committee updates
   1. Facilities
      a. Provided an update on current projects and shared completed projects
      b. New cafeteria tables and classroom chairs will be purchased
      c. Update on FROGs; unexpected delays occurring
      d. Some classroom have ventilation issues; need to work with UHM
2. Fundraising
   a. Alensonorin will replace Ogami as Committee Chair
   b. Paina raised more money than the previous year
3. Finance
   a. Deferred to our next meeting
4. Human Resources
   a. Still working with HSTA as directed by the Arbitrator
5. Board Development
   a. Venenciano will replace Yamada as Committee Chair
   b. Contact information for GB members needs to be updated

II. On Going and New Business

A. ULS Foundation Grant Request
   1. Principal Jeremiah attended the ULS Foundation meeting and reported that funds were awarded for the following projects:
      a. $25K to install fans in the MPB (almost done)
      b. $25K to purchase cafeteria tables and classroom chairs

F. WASC Report
   1. Principal Jeremiah provided an update on the progress of the WASC report; report needs to be submitted to WASC in September
   2. School is responsible for travel and lodging expenses for the out-of-state Review Committee members

III. Announcements

A. No new announcements

IV. Adjournment

Motion made to adjourn by Yoshimori-Yamamoto, second by Ogami. Motion carried unanimously. Meeting adjourned at 5:10p.m.
University Laboratory School

Checking Account Report
Governing Board
Bank of Hawaii
Statement of Cash Receipts, Disbursements and Total Cash Balance
for the period June 1, 2015 - June 30, 2015

Statement of Cash Receipts:
Cash Balance Forward $829,727.07

Deposits
EUTF Refund (I. Wong) $127.76
Interest Earned on Account $24.14

Total Cash On Hand $829,878.97

*Disbursements
June 5, 2015 Payroll $128,082.92
June 20, 2015 Payroll $109,484.29

Payroll Expenses $237,567.21

Check # Vendor Amount
1034 Monoprice (IT Supplies) $449.37
1036 Allison Iles (Elem. Supplies) $45.84
1037 Aflac (Emp. Payroll Deducations Ins. Premiums) $453.62
1038 CDWG (IT Supplies) $616.98
1039 National School Climate Center (PD School Climate) $2,700.00
1040 HGEA (May Union Dues) $582.40
1041 HSTA (May Union Dues) $2,137.78
1042 University of Hawaii (CRDG Salary Reimbursement (G. Romero; N $34,660.20
1043 University of Hawaii (Coaches Parking Passes $17,304.00
1044 University of Hawaii (Supplies Account Reimbursement) $20,581.75
1045 CDWG (IT Supplies) $605.94
1046 Donna Baba (Court Reporter Costs) $4,898.96
1047 Lou Chang ALC. (Arbitrator Fees) $14,517.01

Non-Payroll Expenses $99,553.85

Total Disbursements $337,121.06

*Items Purchased

TOTAL CASH BALANCE $492,757.91
University Laboratory School

Checking Account Report
Governing Board
Bank of Hawaii

Statement of Cash Receipts, Disbursements and Total Cash Balance
for the period July 1, 2015 -July 31, 2015

Statement of Cash Receipts:

Cash Balance Forward $492,757.91

Deposits
FICA/Medicare 3rd Qtr $45,692.02
1st Per Pupil Allocation $1,760,400.00
Interest Earned on Account $59.42

Total Cash On Hand $2,298,909.35

*Disbursements

July 5, 2015 Payroll $107,019.60
July 20, 2015 Payroll $107,730.06

Payroll Expenses $214,749.66

Check # Vendor Amount
1032 Ekekela Vitale (Elem. Supplies) $91.31
1035 Grace Ryu (PD NACAC Conference) $550.00
1048 HSTA (June Union Dues) $2,137.78
1049 HGEA (June Union Dues) $582.40
1050 Barnes & Noble Booksellers (Soc. Studies Supplies) $80.17
1051 Conrad Enterprises, Inc (Math Supplies) $154.98
1052 Conrad Enterprises, Inc (English Supplies) $114.00
1053 CodeHS Inc., (Coding Elective Supplies) $1,800.00
1054 School Specialty (English Supplies) $196.08
1055 A. Keoni Jeremiah (GB Retreat and Classroom Fans) $389.85
1056 Betty Skiles (AMNH Seminars PD) $591.75
1057 Aflac (Employee Ins. Premium Deductions) $453.62
1058 Shareef Wang (School Parking Passes) $2,457.00
1064 ILH (Final Billing) $5,627.35

Non-Payroll Expenses $15,226.29

Total Disbursements $229,975.95

*Items Purchased

TOTAL CASH BALANCE $2,068,933.40