

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 5<sup>th</sup> and October 3<sup>rd</sup>
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. Alenonorin 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 Deductions 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; M	\$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
<b>Deposits</b>	
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