

UNIVERSITY LABORATORY SCHOOL – HAWAII PUBLIC CHARTER SCHOOL

Minutes of the Governing Board Meeting Held on October 15, 2019 at 4:32PM
Castle Memorial Hall Conference Room (CM 130)

PRESENT: Denise Yoshimori-Yamamoto, Everett Ohta, Kara Suzuka, Aaron Levine, Mislyn Alenonorin, Tina Keane, Preet Nijjar, Karyn Yoshioka, Bradley Kai Fox, Keoni Jeremiah, and Shareef Wang.

ABSENT: Edward Aquino, Melvina Nakao, Travis Palmeira

GUESTS: Pua Kaai

CALL TO ORDER: Meeting was called to order by Chair Denise Yoshimori-Yamamoto at 4:32PM.

MINUTES OF PREVIOUS MEETING: Motion to Accept the Minutes of September 17, 2019 meeting was made by Mislyn Alenonorin, seconded by Tina Keane. Meeting minutes were approved with abstentions from Preet Nijjar, Karyn Yoshioka and Bradley Kai Fox.

ORDER OF BUSINESS:

I. ON-GOING AND NEW BUSINESS

- A. Financial Audit - External auditors from CW Associates, Terry and Curtis presented their audit draft to the Governing Board. There were no financial concerns presented. The final report is due to the Commission on November 1, 2019. The Finance Committee had no concerns with the audit draft. Committee Chair Preet made a motion to approve the audit draft. Mislyn seconded the motion. Audit draft was unanimously approved with abstention by Everett because he was not present for the entire audit presentation. Shareef will provide the final version of the audit for signature.
- B. Charter Commission – Governing Board Personal Information. Denise shared with the Governing Board the email correspondence she had with the Commission to clarify what the Commission said the personal phone and emails would be used for. Lauren Endo from the Commission emailed to say that the contact information will be used in the case of a statewide emergency only and would be from Sheryl Turbeville (Commission communications officer). No concerns were expressed. Keoni will create a google doc of the contact information spreadsheet for the GB to input their information.
- C. ULS Admissions Reporting for SY 2019-20 - Keoni presented the draft report to the GB. He said that the report is consistent with last year’s report. ULS continues to extend the admissions to ULS islandwide to get a diverse applicant pool. Admissions targets are based on ethnicity, academic information, parental data. Tomorrow is the opening for the next school year applications. If anyone has any questions, please reach out to Keoni.
- D. Report of “*Governing for Greatness*” in Hawaii Charter Schools - Denise reported that she, Keoni and Pua attended the workshop on September 19 at the Aloha Stadium hosted by the Charter Commission and run by Brian Carpenter, author of the book. The book *Governing for Greatness*

key take-aways were discussed. Accountability and success indicators need to be frequently measured; financial check/balance is required; internal controls need to be monitored. The GB needs to be made up of experts in governance, finances, human resources and academics. The 12 Responsibilities of Charter School Boards was shared. The book, Governing for Greatness, is available if anyone on the GB would like to read it. Pua stated that all GB members must “understand you are stewards of public funds.”

I. REPORTS

A. Treasurer’s Report: (Preet Nijjar) Profit and Loss statement was submitted via email for review. No concerns were expressed.

B. Principal’s Report: (Keoni Jeremiah) The school just returned from their first fall break (5 days). Next month the upcoming SY20-21 calendar will be presented for the GB to review and approve. The teachers are reviewing the draft now.

Four students are on a home stay with Nishinippon School.

PSAT for 10th and 11th grade is tomorrow.

Student count is 441.

Keoni and Denise met with UH officials about ULS activities and the new UH protocol for all events. Sundays are preferred by UH Parking because there is no charge for parking throughout campus.

PCC meeting was held on October 1. Math, English, special projects and Social Studies research projects were discussed.

Upcoming events - Anti-vaping workshop on 11/8 (Dayna Kitamura), Booster Club cookie sale on 11/16, ULSF Fun Fair on 3/8/20 Sunday, 10am-4pm. The Fun Fair still needs to be approved by UH.

C. Committee Updates:

Board Development/Governance Committee (Everett Ohta): Committee is working on the enrollment exemption sunset. Google Drive is being set up to host documents on the ULS site and should be used by all GB members moving forward. “ULS GB Member Binder” will be moved over to this drive. Folders for all committees are set up for agenda and minutes. Please continue to send agendas and minutes for posting to Mareva.

Academic Committee (Aaron Levine): Nothing to report. Next meeting will review StriveHI results - comparing ULS to state scores - ULS have improved, exceeding state average score. Science scores are also higher.

HR Committee (Mislyn Alenonorin): Meeting upcoming at the end of the month. Complaint received from former teacher claiming discrimination. Committee will meet to discuss.

Finance Committee (Preet Nijjar): Shareef is moving payroll to Altres in November. ULS is one of three schools piloting Altres. Bank switch is put on hold until January.

NEXT MEETING: November 18, 2019

ADJOURNED: Meeting was adjourned at 554PM with a motion by Mislyn Alensonorin seconded by Everett Ohta. Motion carried unanimously.

APPROVED: NOVEMBER 19, 2019