

## UNIVERSITY LABORATORY SCHOOL – HAWAII PUBLIC CHARTER SCHOOL

Minutes of the Governing Board Meeting Held on July 20, 2021, at 4:30PM  
Virtual Meeting (via Google Meets)

**PRESENT:** Denise Yoshimori-Yamamoto, Everett Ohta, Edward Aquino, Preet Nijjar, Karyn Yoshioka, Kara Suzuka, Aaron Levine, Melvina Nakao, Miki Tomita, Travis Palmeira, Tina Keane, Ishita Shah. Also present is Principal Keoni Jeremiah.

**GUEST:** None

**EXCUSED:** None

**ABSENT:** None

**CALL TO ORDER:** Meeting was called to order by Chair Denise Yoshimori-Yamamoto at 4:35PM

**MINUTES OF PREVIOUS MEETING:** Motion to Approve the Minutes of the June 15, 2021 meeting was made by Aaron Levine and seconded Melvina Nakao. Approved unanimously with Preet Nijjar and Kara Suzuka abstaining.

### ORDER OF BUSINESS:

#### I. ON-GOING AND NEW BUSINESS

- A. Fall 2021 Update. The plan for Fall 2021 is In-Person Learning. ULS will not be offering an online option. Since the June 2021 GB meeting, ULS received confirmation from the UH on the school's return to campus with teachers to return to school on July 28, 2021. Students return to school on August 9, 2021 with new student orientations, including 7<sup>th</sup> graders (who did not have orientation as 6<sup>th</sup> graders last year).

Vaccinations: ULS will get an updated survey of employees as well as parents of 12 years and older who were vaccinated.

Personnel update/New Faculty and Staff: Dawn Fukagawa, Elementary Teacher - Gr. 2-3  
Jacquelyn Jarrell, English Teacher; Rebecca Chock, Performing Arts – Choir; Kara Taniyama, Physical Education Teacher; Lauren Black, Science Teacher; Lindsay Gardner, Science Teacher; Anthony Bautista-Ramil, Social Studies Teacher; Gwenda Caby, Spanish Teacher; Nolan Laranio, IT Specialist

Additional personnel include a few EA and substitutes. ULS is in the process of hiring a new health aide.

Meal Program Update: ULS will participate in the Seamless Summer Option (SSO) in 2021-22; USDA is allowing any school that is in the NSLP, the option to participate in SSO during School Year 2021-22. This program would allow ULS to provide free lunch for every student this school year. ULS met with vendor Sodexo regarding the significant increase in meals that will need to be made. ULS will need accurate meal counts to eliminate waste and money. There will be an additional cost to the school's operational budget to meet the actual cost of the meals.

Technology: During the 2019-2020 and 2020-2021 school year, ULS was able to provide devices for all K-12 students to attend distance learning classes; tech support was provided around the clock by our IT team for students, parents and faculty. Troubleshooting, wi-fi connectivity, hardware issues and Google applications were the top areas the team assisted with;

A new technology help desk and inventory program, Incident IQ was implemented to make getting assistance streamlined and simple for faculty, students, and parents; ULS purchased two new fleets of Chromebooks for the school's 1:1 middle school program; the school also purged older computers from the high school borrow fleet and replaced with better models; new iPads were purchased for the K/1 students; new laptops were purchased for the faculty and staff; All additional hardware and software were upgraded for durability and capability; new document cameras were purchased to replace older models; network security systems were ramped up; new web-based learning applications and online educator tools were purchased to help faculty, students and parents through distance learning and blended learning.

ULS also provided in house training and PD on tech tools for teachers.

Athletics: ILH and all state sports look to move forward with all sports back in their traditional season with Covid protocols still in place; With UH Mānoa's transition to an open campus, facilities for ULS team sports is unknown. ULS is looking into other facilities, city and county or private, for practice venues. ULS has secured outside practice facilities and utilizes the outdoor courts. Returning sports:

- Fall-Girls volleyball, Cross country, Sporter Air Riflery, Football, Varsity Cheerleading
- Winter- Boys and Girls Basketball, Soccer, Tennis, Swimming, Canoe Paddling, Precision Air Riflery
- Spring- Boys volleyball, Baseball, Softball, Track and Field, Golf, Judo

2021-22 Goals:

- Return to daily in-person ULS teaching and learning in a safe and healthy way
- Reaffirm our school academic program and traditions with a renewed focus and positive outlook.
- Identify and address possible areas of learning loss.
- Focus on social and emotional health of students, faculty and staff.
- Redefine ULS's place in the education research and development community at-large
- Reestablish connections within the ULS 'Ohana (students, parents, faculty/staff, families, alumni)

B. Board Retreat Reflections. GB Chair Denise Yoshimori-Yamamoto addressed the board.

C. Election of Governing Board Officers

- Denise Yoshimori-Yamamoto was nominated to continue as chair by Melvina Nakao. Denise Yoshimori-Yamamoto elected unanimously as the Governing Board Chair.
- Everett Ohta nominated by Denise Yoshimori-Yamamoto and seconded by Melvina Nakao. Everett Ohta elected unanimously was the Governing Board Vice-Chair.
- Preet Nijjar nominated by Edward Aquino and second by Denise Yoshimori-Yamamoto. Preet Nijjar elected unanimously as the Governing Board Treasurer.

- Edward Aquino nominated by Travis Palmeria and seconded by Preet Nijjar. Edward Aquino was elected unanimously as the Governing Board Secretary.

D. Committee Assignments

Academic Excellence Committee: Aaron Levine, Tina Keane, Kara Suzuka, Miki Tomita, Leah Tassill, and Keoni Jeremiah,

Finance Committee: Preet Nijjar, Tina Keane, Ishita Shah, Shareef Wang, and Keoni Jeremiah

Governance Committee: Everett Ohta, Melvina Nakao, Denise Yoshimori-Yamamoto, and Keoni Jeremiah

Human Resources Committee: Edward Aquino, Travis Palmeira, Karyn Yoshioka, and Keoni Jeremiah.

Motion to approve the committee composition by Preet Nijjar and seconded by Melvina Nakao. Approved unanimously.

E. Meeting Schedule for SY 2021-2022: Third Tuesdays of every month; virtual meetings  
No GB meetings in December and June.

F. Governing Board Roster and Bios: New GB members will submit a short bio for the website; current GB members who need to update their bios may also submit updates.

G. Policies. Copies of the following policies were submitted for review by the Governing Board.

1. Student-Parent Handbook and Athletic Handbook: Agreement to Participate, Acceptable Use Policy, Student Release Form, Student Code of Conduct
2. Employee Handbook: Acknowledgement of general confidentiality expectations, Code of Conduct; ULS Emergency Guide
  - a. Code of Conduct was reviewed by the GB. Motion to approve the adoption of the code of conduct made by Everett Ohta, seconded by Preet Nijjar. Approved unanimously.
  - b. ULS Emergency Guide was reviewed by the GB. No substantial changes. Changes were only on the phone tree.

### III. REPORTS

A. Treasurer's Report (Preet Nijjar). A copy of the Treasurer's Report (Profit and Loss Statement and Balance Sheet) for June 2021 was submitted online via email to all board members on July 19, 2021.

B. Principal's Report.

ULS received a memorandum from the Commission to notify charter schools of the prospective per pupil amount for the 2021-2022 school year. For the release of the 1<sup>st</sup> Per Pupil allotment (funds released on July 16, 2021), the prospective per pupil amount is \$7,397.

Charter School Auditor Selection. There are four (4) approved auditors for Hawaii public charter schools for audits of the 2020-2021 fiscal year: 1. Carbonaro CPAs and Management Group; 2. CW Associates, CPAs; 3. Jay Miyaki, CPA, LLC; and 4. N&K CPAs, INC. ULS has signed an engagement letter with CW Associates, CPAs for the audit.

WASC Accreditation (with one year extension); ULS is preparing WASC visit for this school year and next year.

Charter Contract (July 1, 2017-June 30, 2022); One year extension due to Covid-19 to June 30, 2023; Renewal process to begin. Diploma Waiver: With the one-year extension of our current charter contract, the issue of the 9<sup>th</sup> Grade entering in the SY 2022-2023 will need to be addressed with the Charter Commission.

C. Committee Updates.

1. Finance Committee (Preet Nijjar). No report other than Treasurer's and Update Report.
2. Academic Committee (Aaron Levine). Academic Committee met on July 12 and continued discussion ULS research and laboratory status in light of CRDG's dissolution and what that may mean to ULS; Committee will be looking at Professional and National Organizations; and Committee will also be looking at UH and ULS agreement and strategizing how to move forward.
3. Human Resources (Edward Aquino). HR Committee is scheduled to meet on August 12 to discuss the supplemental contract as well as committee goals for the upcoming year pursuant to the discussions during the GB retreat.
4. Governance Committee (Everett Ohta). The Governance Committee did not meet since the GB retreat; but will be meeting to discuss committee goals based on the discussions during the GB retreat.

**NEXT MEETING:** August 17, 2021

**ADJOURNED:** Meeting was adjourned with a motion by Melvina Nakao and seconded by Preet Nijjar Fox at 5:42 PM. Motion carried unanimously.

Approved 8.17.2021