

**2021–2022**  
**University Laboratory School Governing Board**  
**Governance Committee - Meeting Minutes (Approved 5/3/22)**

Link to Meeting or Meeting Location: <https://meet.google.com/mfb-ojha-oty>

Dial-in: (US) +1 316-789-6413, then PIN: 897 824 239#

Chair's contact information: Everett Ohta - gb@universitylaboratoryschool.org

Date and time: April 5, 2022 at 12:00 pm

Attendance: Everett Ohta, Denise Yoshimori-Yamamoto, Melvina Nakao, and Keoni Jeremiah.

Meeting convened at 12:05pm.

Topics for Discussion:

1. Approval of February 1, 2022 Governance Committee meeting minutes

*Meeting minutes approved unanimously. Everett to transmit to ULS for posting.*

2. Governing Board remote meetings

*The Committee discussed the expiration of the Governor's COVID-19 emergency proclamation, which had suspended the in-person meeting requirements of all charter school governing boards under HRS 302D-12. To facilitate the GB's continuing virtual meetings, ULS Administration will open the ULS office conference room as a physical space for an attendee to participate in the meeting in person, subject to COVID-19 masking and check-in requirements. The GB would continue to meet remotely and continue to post the meeting join information on its agendas.*

3. Review of ULS Conflict of Interests and Disclosure Policy and Gift Policy

*Everett went over the changes to the ULS Conflict of Interest and Disclosure Policy and Gift Policy. The ULS Conflict of Interest Policy was revised after review of the model policy on the state Ethics Commission website to expand to potential conflicts between ULS Covered Persons (i.e., employees and governing board members) and to include reference to the governing board member-specific training on the Ethics Commission website. However, the governing board conflict of interest model policy was not recommended for adoption so that the ULS policy would apply to both governing board members and ULS employees.*

4. Governing Board survey and election

*Everett will assemble survey questions for Committee review in preparation for GB survey in March. Denise will reach out to the members whose terms are expiring in 2022 (Tina Keane, Travis Palmeira, Kara Suzuka, Karyn Yoshioka).*

#### 5. WASC Report - Chapter 3.A. - Governance

*Keoni reviewed the WASC Report Category A: Organization prompt related to governance, along with the administration's plan to work on responses with the teachers.*

*The committee brainstormed ideas that could contribute to ULS's response related to Governance—the GB conducts annual surveys of its members to determine the members understanding of ULS policies and the GB's role in school governance; the GB and Governance Committee conduct periodic reviews of policies and bylaws; the GB, in conjunction with administration and the booster club sends letters to parents at the start of the school year to explain the role of the support organizations on campus and their role in supporting ULS.*

To Do: Submit committee report

Announcement/Reminders: Next meeting on Tuesday, May 3, 2022 at 12:00pm.

Resources: none

Meeting adjourned at 12:30 pm.