

## UNIVERSITY LABORATORY SCHOOL – HAWAII PUBLIC CHARTER SCHOOL

Minutes of the Governing Board Meeting Held on July 19, 2022, at 4:30PM  
Meeting held Virtual via Google Meets and In-Person at the ULS Building 3, Room 113.

**PRESENT:** Denise Yoshimori-Yamamoto, Everett Ohta, Edward Aquino, Preet Nijjar, Aaron Levine, Travis Palmeira, Miki Tomita and Tina Keane. Also attending is Principal Keoni Jeremiah.

**GUEST:** PJ Foehr

**EXCUSED:** Ishita Shah and Karyn Yoshioka

**ABSENT:** Melvina Nakao

**CALL TO ORDER:** Meeting was called to order by Chair Denise Yoshimori-Yamamoto, at 4:34PM.

**MINUTES OF PREVIOUS MEETING:** Motion to Approve the Minutes of the May 17, 2022 meeting. Motion to approve by Everett Ohta and seconded by Preet Nijjar. The motion was approved unanimously.

### ORDER OF BUSINESS:

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

- A. FY23 Budget. Tina Keane presented the SY 2022-2023 budget based on the previous year. After the Committee approved the budget, the Charter Commission provided an updated per pupil amount. SY 2022-2023 budget will be adjusted to reflect the updated per pupil amount in October, following the official enrollment count date. Discussion was had on budget allocation for athletic facilities rental and transportation maintenance. Motion to approve the budget as presented was made by Travis Palmeira, seconded by Everett Ohta. The motion was approved unanimously.
- B. Election of Governing Boards. The following Governing Board Members were elected to serve as officers for the SY 2022-2023. Chair, Denise Yoshimori-Yamamoto; Vice-Chair, Everett Ohta; Treasurer, Tina Keane; Secretary, Edward Aquino.
- C. Committee Assignments. Tina Keane, having been elected as the new Treasurer, will relinquish the Academic Committee, and remain in the Finance Committee. The Academic Committee consists of Aaron Levine and Miki Tomita. The Finance Committee consists of Preet Nijjar, Tina Keane, Ishita Shah, and Karyn Yoshioka. The Governance Committee consists of Everett Ohta, Melvina Nakao, and Denise Yoshimori-Yamamoto. The Human Resource Committee consists of Edward Aquino, Travis Palmeira, and Karyn Yoshioka. Motion to accept the committee membership as presented was made by Everett Ohta, seconded by Preet Nijjar. The motion was approved unanimously.
- D. Meeting Schedule for SY 2022-2023. GB Monthly Meetings remain on the second Tuesday of each month.

- E. Governing Board Roster and bios. Changes and updates need to be made by Friday, July 22, 2022.
- F. Policies
- a. Student Code of Conduct (also contained in the Student-Parent Handbook). There are no changes except a clarification on the process dealing with violations.
  - b. Student-Parent Handbook: The handbook which outlines all of ULS policies and procedures, including ULS health and safety protocols will be available by Monday, August 1st on the school website's Resources webpage ([www.universitylaboratoryschool.org/resources/](http://www.universitylaboratoryschool.org/resources/)). A student/parent acknowledgement form will be sent home the first week of school. The following are highlights from the 2022-2023 Student and Parent Handbook: Adjusted elementary daily start and end times back to pre-pandemic schedule; Proper mask wearing is required for all indoor settings (i.e. classrooms, MPB). Exceptions to this are when actively eating or drinking; Updated health and safety protocols; Updated attendance, absence and tardy policies; Updated student travel policy to reflect pre-pandemic policy; Updated visitors/parents on campus guidelines; Updated academic reports and grades which now include mid-quarter grading/progress report; Adjustments to academic suspension and probation.; Updated student code of conduct policies as stated in subsection F(a).
  - c. Athletics Handbook (shared with student athletes). Only relates to students participating in sports.
  - d. Employee Handbook. Conflict of Interest policy was updated and incorporated in the handbook.
  - e. ULS Emergency Guide. No changes other than the Phone Tree that was updated with the retirement of the Dean of Students.

Motion to approve the five policies as presented was made by Preet Nijjar, seconded by Edward Aquino. The motion was approved unanimously.

### III. REPORTS

- A. Treasurer's Report (Preet Nijjar). The SY 2022-2023 Budget/Projection Report, The Profit and Loss Statement and Balance Sheet for May and June 2022 that was submitted online via email to all board members on July 15, 2022.
- B. Principal's Report.
- Fall 2022 Update: Preparing for the new school year. Fall 2022, In-Person Learning; Teachers begin on July 26, 2022, with 9 teacher work days; New student orientations - August 5, 2022; Students begin August 8, 2022; Enrollment as of July 19, 2022 is 450.

Personnel Update: Karen Young Yuen, Elementary Teacher; Lorraine Kojima, Math Teacher; Alex Fox, English Teacher; Jordan Hendren, Math Teacher; May Man, Science Teacher; Thomas Goedecke, Performing Arts/Elective; Kathleen Dy, IT Specialist

Goals for 2022-2023: Continue 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 our place in the education research and development community at-large; Re-establish connections within our ULS 'Ohana (students, parents, faculty/staff, families, alumni).

2022-2023: WASC: Six-year status ends June 2023, Self-study due, Prepare for WASC visit; Charter Contract Renewal

Facility Improvements: Multipurpose Building - Roof Repair; University High School 3 and Multipurpose Building Roof Replacement; University High School Multipurpose Room - Replace Lamps and Ballasts for Non-functional Light Fixtures; Removal and replacement of emergency call boxes at various locations; Castle Memorial Project - ramp, lanai flooring; and AC units for CM 119.

C. Committee Updates.

1. Finance Committee (Tina Keane ). No report other than what was previously reported.
2. Governance Committee (Everett Ohta). No updates.
3. Human Resources (Edward Aquino). No updates.
4. Academic Committee (Aaron Levine). No updates.

**NEXT MEETING:** August 16, 2022

**ADJOURNED:** Meeting was adjourned with a motion by Edward Aquino and seconded by Preet Nijjar at 530 PM. The motion was approved unanimously.

**APPROVED:** August 16, 2022