

UNIVERSITY LABORATORY SCHOOL – HAWAII PUBLIC CHARTER SCHOOL

Minutes of the Governing Board Meeting Held on July 18, 2023, 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, Tina Keane, Edward Aquino, Travis Palmeira, Preet Nijjar, Aron Dote, Miki Tomita and Melvina Nakao. Also attending is Principal Keoni Jeremiah.

GUEST: None.

EXCUSED: Saori Doi, Karyn Yoshioka and Ishita Shah

ABSENT: None

CALL TO ORDER: Meeting was called to order by Denise Yoshimori-Yamamoto at 4:40 PM.

MINUTES OF PREVIOUS MEETING: Motion to Approve the Minutes of the May 16, 2023, Governing Board Meeting. Motion to approve the minutes by Everett Ohta and seconded by Travis Palmeira. The motion was approved unanimously with Aron Dote abstaining.

ORDER OF BUSINESS:

I. ON-GOING AND NEW BUSINESS

- A. Charter Contract Update. Charter Contract has been executed and a copy has been shared with the GB. There will be two full day in-person site visits each year with two online info sessions. The Commission's frameworks team will be at ULS on Tuesday, July 25, 2023, from 9am-1pm for our site visit. Agenda for the visit was presented to the governing board.
- B. Student Enrollment (SY 2023-2024): Principal Jeremiah reported that the projected number of students for the coming school year is 452 students.
- C. Election of Governing Board Officers (Everett Ohta): The following GB officers were elected unanimously:

Governing Board Chair: Denise Yoshimori-Yamamoto

Governing Board Vice-Chair: Everett Ohta

Governing Board Treasurer: Tina Keane

Governing Board Secretary: Edward Aquino

- D. Committee Assignments. Committee assignments remain at status quo. Governing Board member Saori Doi will join the Academic Excellence Committee. Governing Board member Aron Dote will be assigned a committee at the next meeting. Motion that the governing board approve the reappointment of the governing board committee members to their current respective committees by Everett Ohta, seconded by Travis Palmeira. The motion was approved unanimously.

- E. Meeting Schedule for SY 2023-2024. Meetings will be on the 3rd Tuesday of the month (no meetings in Dec. or June unless needed). Meeting on the 2nd Tuesday of the month in March (Spring break) and May (last week of school).
- F. Approval of Vice Principal and Dean of Students. Principal Jeremiah recommended that the Governing Board approve the hiring of Dayna Kitamura for the position of vice-principal/dean of students effective August 1, 2023. Motion to approve the hiring of Dayna Kitamura for the position of Vice Principal/Dean of Students by Travis Palmeira and seconded by Melvina Nakao. The motion was approved unanimously.
- G. Policies. Principal Jeremiah presented on the changes to the ULS Code of Conduct policies and the Student-Parent Handbook.
- a. ULS Student Code of Conduct. Updated student code of conduct policies to provide an enriching and supportive educational environment that is safe, comfortable and conducive to learning for all students.
 - b. Student-Parent Handbook. The ULS Student-Parent Handbook which outlines all ULS policies and procedures, including ULS health and safety protocols will be available by August 1st on ULS website on the Resources webpage. A Student/Parent Acknowledgement form will be sent home the first week of school. Updates to the ULS Student-Parent Handbook include the following: Updated health and safety protocols, reviewed the attendance, absence and tardy policies, updated academic reports and grades (added additional violation descriptions, updated drug/alcohol sections - vape pen, vape dispensers, or drug containers, bullying/harassment, leaving campus without authorization, unauthorized absence from class, and betting to gambling).

Motion to approve the ULS Student Code of Conduct Policies and Student-Parent Handbook with the changes highlighted by Principal Jeremiah by Tina Keane and seconded by Travis Palmeira. The motion was approved unanimously.

III. REPORTS

- A. Treasurer's Report (Tina Keane). Finance Committee met on May 16, 2023 to discuss the financial as reported. The April 2023 Profit and Loss Statement and Balance Sheet was submitted online via email to all board members on Friday, July 14, 2023.
- B. Principal's Report.
- Fall 2023 Update. Preparing for the new school year. Teachers will begin on August 1. (with 4 teacher work days); New student orientations - August 4; Students begin August 7; Personnel update (2 new school counselors, one (1) Spanish teacher, two (2) art teachers, two (2) English teachers, one (1) special education teacher, and one (1) educational assistant); Facility improvements: ULS Basketball Court Resurfacing and Replacement Project, Castle Memorial Hall Reroofing and General Repairs, UHS Building & MPB Reroofing, School Bus, and, Elementary Playground Resurfacing (next project).

C. Committee Updates.

1. Finance Committee (Tina Keane). No report other than previously reported in the meeting.
2. Governance Committee (Everett Ohta). No updates.
3. Human Resources (Travis Palmeira). Reached out to HSTA via letter. Principal is currently revising the supplemental for discussion with HSTA. Hoping to commence that discussion before the school year starts.
4. Academic Committee (Miki Tomita). No updates.

NEXT MEETING: August 15, 2023.

ADJOURNED: Meeting was adjourned with a motion by Melvina Nakao and seconded Tina Keane by at 514 PM. The motion was approved unanimously.

Approved on August 15, 2023