

Laupahoehoe Public Community Charter School

Governing Board Meeting Minutes

Meeting Type: **Regular Board Mtg.**

Date: **January 22, 2019** Time: **5:30pm** Room: **Band Room**

GB APPROVED:

02/26/19

1. Call to Order

Meeting was called to order at 5:31 PM by Chair Pam Elders.

a. Attendance/Quorum

BOARD DIRECTORS ()

PUBLIC / GUESTS ()

Present: (7)

Absent: (1)

Pam Elders - Chair

Daphnie Martins

Gabriel Navalta

Alfred Kent - Treasurer

Kaulana Smith

Kelly Campbell - Secretary

Thomas Bearden

Trevor Gloor

Don Bryan

Paula Dickey

Niki Hubbard

Jareese Amaral - Student Representative

Kahele Nahale-a - Interim Director

Recused herself during School Director Hire 6c.

b. Agenda Review (includes Aloha Etiquette)

c. Timekeeper

Gabriel N.

2. Public Comments On Agenda Items

[Public comments are limited to 3 minutes; at the discretion of the Chair, comment length may be extended]

a. Thomas Bearden

[Submitted testimony in writing](#)

b. Don Bryan

[Submitted testimony in writing](#)

3. Consent Agenda (CA)

[NOTE: Any GB Director may request removal of an item from the CA for any reason. Removed items may be considered immediately or placed on the regular meeting agenda at the discretion of the Chair. Board members may ask questions to clarify or comment on CA items.]

a. Minute Review from

a1. **November 27, 2018**

[11.27.18 GB Meeting - Draft](#)

b. Financial Review

[Drive Folder - 3b. Financial Review](#)

MOTION

To approve items in the Consent Agenda

made by Trevor Gloor

seconded by Fred Kent

Ayes

6

Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A., Kahele N. (non-voting)

Opposed

-

-

Abstain

-

-

4. Correspondence

[NOTE: Correspondence which requires a Board response]

[a. Board Membership Compliance](#)

[b. Official Enrollment Count \(10/15/18\)](#)

[c. Email from Gregg Ushiroda: Governing Board Committee Meetings Are Subject to Notice Requirements in HRS 302D-12\(h\)](#)

[d. Hawaii Revised Statutes §302D-12\(h\)](#)

[e. Official Student Count for Allocation](#)

[f. Email from Nicolette B. regarding Pre-K](#)

f1. Pre-K Sustainability Plan ProposalImpact Aid Disbursement				
g. Impact Aid Disbursement Packet				
g1. Impact Aid Disbursement (1/4/19) Email				
h. Jessica K. Resignation from Board Email				
i. Strategy Session with the State Public Charter School Commission's Executive Director Email				
i1. Save the Date ED Strategy Session				
j. Response to NOC-Academic Framework				
k. Title 1 Quarterly Report				
k1. FRF Charter Schools for SY18-19				
l. Missing \$31,200 SPED Funds Transfer from Fall 2017 Email				
l1. Request To Transfer Allocation				
m. Kupu Announces Recipients Of 2018-2019 Hawai‘i Youth Sustainability Challenge				
n. Refugio De Los Santos (Del) Resignation Letter				
5. Governing Board Annual Review Schedule		Annual GB Review Schedule-January 2019		
Pam reviewed the GB Annual Review Schedule. All submitted items to date have been approved. Two items, the Fall Formative Assessment and the Pre-K Monthly Tracking Report were submitted past the deadline.				
6. Old Business				
a) Grounds Management/Use Plan				
<u>MOTION</u>		To approve delegation of <i>School Grounds Management and Use Plan</i> to School Director with Plan Guidelines as approved by the Board on 8-28-18.		
		<i>made by Pam Elders</i>	<i>seconded by Fred Kent</i>	
<u>DISCUSSION</u>		BOARD PROPOSAL FORM Delegation of Grnds Mgmt-Use to SD 1-22-19		
		Grounds Plan Guidelines Approved 8-28-18		
		Kahele noted delegation was appropriate. [Policy EL-3 states: <i>the School Director shall not permit the school to be without a long-term plan for campus use and development</i>]. Don Bryan, when he was a Board member, had headed-up the Board's AdHoc Committee for Grounds Management and Use. He noted the Committee held three meetings and offered to meet with the School Director to share their work. Pam reported that Don had forwarded the Committee's written materials which she will share with Kahele.		
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A., Kahele N. (non-voting)		
Opposed	-	-		
Abstain	-	-		
<u>DECISION</u>		Motion approved as presented.		
b) Policy Governance - Governing Board Policy Manual				
b1. Adopt Policy Governance - Governing Board Policy Manual				
<u>MOTION</u>		To approve the Principles of Policy Governance and the Governing Board Policy Manual.		
		<i>made by Pam Elders</i>	<i>seconded by Kelly Campbell</i>	
<u>DISCUSSION</u>		BOARD PROPOSAL FORM Policy Governance-Governing Board Policy Manual (REV)		
		Principles of Policy Governance		
		LCPCS Draft Policy Manual (October 2018) PROPOSED REVS TO 1-22-19 GB		
		Pam reviewed sections of the <i>GB Policy Manual</i> referenced in the Board Proposal Form under #2, additional proposed improvements and clarifications to the policies, and the Policy Governance Source Document (<i>What PG is NOT! What PG IS!, Principles of PG</i>). Fred suggested a change to the proposed amendment of 1.1 in GP-8.3, Agenda Setting Committee Charter: delete "or decline to address" and add as 1.1.4 Notify submitting party of action taken by the		

		Board.
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A., Kahele N. (non-voting)
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		Motion approved as presented with a change to the proposed amendment in 1.1 of GP-8.3, Agenda Setting Committee Charter: delete "or decline to address" and add as 1.1.4, "Notify submitting party of action taken by the Board," and agree to prioritize review of policies EL-8 - 13, GP-8.4; GP-9; GP-11; GP-13 -15; GP-18 and BMD-5 and 6 in upcoming Board meetings.
b2. Rescind Existing Board Policies		
<u>MOTION</u>		Refer to Board Proposal Form: Policy Governance-Governing Board Policy Manual (REV), below.
		<div>made by Pam Elders</div> <div>seconded by Trevor Gloor</div>
<u>DISCUSSION</u>		LCPCS Draft Policy Manual (October 2018) PROPOSED REVS TO 1-22-19 GB Pam explained that policies listed in the Charter Contract will not be rescinded. In regard to the Financial Policies and Procedures, the following board-approved policies have been incorporated into the Policy Governance Manual: Assurance of Segregation of Duties and Internal Controls (EL-4, Financial Condition and Activities); Role of Governance Board and Finance Committee (GP-7, Board Committee Principles, and GP-8.1, Finance Committee Charter); Adherence to Board Approved Budget (EL-4, Financial Condition and Activities); Receipt and Solicitation of Monetary Contributions or Grants (EL-3, Planning); Conflict of Interest Policy - Governing Board (GP-10, Code of Conduct); Committee General Purpose statements for Governance and Agenda-Setting Committees (GP-8.2 and GP-8.3 respectively); Board Member Job Description (GP-10, Code of Conduct) and Board Officer Job Descriptions taken from the bylaws and individual Job Descriptions (GP-4, Role of Board Chair; GP-5, Role of Board Secretary; GP-6, Role of Board Treasurer. The Financial Code of Conduct Policy is also still in place and again, and the Board may want to incorporate it into the Board Policy Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A., Kahele N. (non-voting)
Ayes	6	
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		Motion approved as presented.
c) School Director Hire		
c1. Board Proposal Form: Creation of a Hiring Committee, submitted by Holly Young		
<u>DISCUSSION</u>		Board Proposal Form Creation of a Hiring Committee 1-7-19 from H. Young Board Members reviewed the Board Proposal Form from Holly Young to take its suggestions into consideration during the discussion of hiring process materials and motions. After discussion and approval of the Recruitment Packet and the <i>School Director Search: Timeline and Next Steps</i> , Board members took no action on the proposal, agreeing that with the exception of staff participation, all other items are addressed: the timeline as approved is expeditious and the proposed Search Committee membership is inclusive, objective and diverse.
c2. Recruitment Packet - Job Description, LCPCS Strive HI School Performance Report and Leadership Framework		
<u>MOTION</u>		To approve the Recruitment Packet as presented which includes the School Director Position Description, LCPCS Strive HI School Performance Report and Leadership Framework.
		<div>made by Pam Elders</div> <div>seconded by Trevor Gloor</div>
<u>DISCUSSION</u>		BOARD PROPOSAL FORM School Director Hire-Recruitment Packet 1-22-19 LCPCS Leadership Framework LCPCS School Director Job Description 2019 LCPCS Strive HI School Perf Rpt

		Members examined the Recruitment Packet which contains the Job Description, LCPCS Strive HI School Performance Report and the Leadership Framework.
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED
c3. Timeline and Next Steps/Composition of Search Committee		
<u>MOTION</u>		To approve the Timeline and Search Committee, as presented.
		<i>made by Pam Elders</i> <i>seconded by Trevor Gloor</i>
<u>DISCUSSION</u>		BOARD PROPOSAL FORM Timeline and Search Committee 1-22-19 School Director Next Steps and Timeline to Board 1-22-19 Board members reviewed the timeline, sample schedule, Search Committee responsibilities and composition, targeted recruitment strategy, and job posting information. All supported the Search Committee's 7-member size and composition (a public official, two Board members, independent school service provider, DCIA who will work closely with the School Director, one parent and one community member), and agreed that if an individual representing a particular constituency could not participate, a comparable substitute would be invited to join. Fred noted that he will be out-of-town during part of the process as will Paula. Two other Board members will fill those slots.
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED
c4. Length of Contract		
<u>MOTION</u>		To approve offer of a two year contract to the School Director.
		<i>made by Pam Elders</i> <i>seconded by Kelly Campbell</i>
<u>DISCUSSION</u>		BOARD PROPOSAL FORM Length of Contract School Dir 1-22-19 Pam explained our consultant suggested this term. One year is not enticing enough and three years might be an option to propose later after expiration of the first contract.
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED
c5. Range of Compensation		
		LCPCS Finance as of November 2018
<u>MOTION</u>		To approve a compensation range of \$105,000 to \$120,000.
		<i>made by Fred Kent</i> <i>seconded by Paula Dickey</i>
<u>DISCUSSION</u>		Board members started with Natalie's note at the bottom of the <i>School Director Search: Timeline and Next Steps</i> which referenced the salary range for Community School Principals in the HGEA Bargaining Unit 6 is \$106,153 to \$185,111. Next, Fred reviewed with members the <i>LCPCS Actual vs Budgeted YTD Income and Expenses for SY 2018-19</i> and an analysis of budget flexibility in regard to salary. The current and revised budgets list the SD salary at \$107,500. Fred concluded

		the School is in excellent financial shape and he was comfortable with going as high as \$130,000. There was a lot of discussion about offering a competitive salary yet at the same time ensuring that should income drop, electives and other valued components of the academic program would not suffer.
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A.
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED
7. New Business		
a) Notice of Concern - Academic Framework		
<u>MOTION</u>		To approve response to Notice of Concern - Academic Framework and authorize Board Chair to sign NOC Response Form.
		<i>made by Fred Kent</i> <i>seconded by Paula Dickey</i>
<u>DISCUSSION</u>		LCPCS Cover Letter NOC 1819AFO21 NOC Response Form Laupahoehoe Framework Results BOARD PROPOSAL FORM Response to NOC-Acad Framework 1-22-19 Response to NOC#1819AFO21 1-11-19 Kahele reviewed the NOC and attachments as well as the selection of Option 2, "If the issues of concern were not completely remedied by the response deadline (1/25/19), but the remedy is currently in progress..." Kahele explained that because we are a CSI school, our School-Wide plan constitutes the corrective action taken. In the response she noted challenges and potential root causes as identified in the Comprehensive Needs Assessment and the corrective measures to be implemented.
Ayes	6	Pam E., Alfred K., Kelly C., Trevor G., Paula D., Jareese A., Kahele N. (non-voting)
Opposed	-	-
Abstain	-	-
<u>DECISION</u>		APPROVED
b) Member Recruitment		
<u>DISCUSSION</u>		Agenda Item 7b is postponed for consideration at another time.
c) Bylaws Revision		
c1. Board Proposal Form submitted by Governance Committee amending By Laws.		
<u>MOTION</u>		Approve Governing Board By Laws as revised (link below), effective immediately.
		BOARD PROPOSAL FORM Revision of GB Bylaws 1-22-19 BYLAWS REV WITH TRACK CHGS DEC 2018_AHK2_11-01-19 WITH PEs COMMENTS 1-12-19_AHK 1-13-19

Proposed Bylaws changes were reviewed. The issue of staff participation was discussed. Pam noted that neither the Office of the Attorney General or the State Office of Ethics support claims of conflict of interest in regard to staff Board members participating in the hire of the SD. Several Board members questioned the assumption that staff members would be unable to put their personal interests over the ultimate good of the school, and in any event recusal is an option. It was noted that school employees currently have only one vote on the Board and therefore, cannot determine the outcome of any Board decision (on the current 7 member Board, for example, the one school employee would need three other Board members to sway the vote in their favor). In addition, the Bylaws propose that candidates for the community elected, student-elected, and parent-family elected slots cannot be current employees, contractors or relatives of employees. Also, it is considered best practice to involve those most affected by a decision to ensure their buy-in and support; our own hiring policies support this premise. There is a fairness aspect as well: why should everyone but the staff have input into (?)

Board Proposal Form Regarding Recruitment-Screening and Hiring of School Dir 1-6-19 frm
H Young

DECISION

d) Transfer BOH and FHB accounts to Central Pacific Bank interest-bearing and collateralized account

To transfer existing accounts from Bank of Hawaii and First Hawaiian Bank to a charter School Banking Package account at Central Pacific Bank.

seconded by Paula Dickey

BOARD PROPOSAL FORM_CentralPacificBankAccount

CPB Laupahoehoe Relationship Banking Presentation for 010919

See Board Proposal Form.

DECISION

8. Executive Session (ES)

a) Board Self - Assessment plus/delta

9. Announcements

a1. Finance Committee - February 12, 4 p.m. in Room 12

a2. Agenda Setting - February 12, 5:30 p.m. in Room 12

a3. Regular Board Meeting - February 26, 5:30 p.m. in Band Room				
a4. Charter School Meeting - January 24, 9 a.m. - 4:30 p.m. [Fred, Kelly, Kahele, Paula, Pam]				
a5. Strategy Session w/ Sione Thompson, February 11, 9 a.m.-4 p.m., Ala Moana Hotel, Honolulu				
b) School Events				
Please refer to the calendar at www.lcps.org				
10. Reports				
a. Committee Reports				
a1. Finance	Minutes 12-11-18 & 1-8-19			
a2. Governance	Minutes 1-14-19			
a3. Development/Hui Makua	Minutes 11-15-18 & 12-20-18			
b. Interim Director's Report	None presented.			
11. Adjournment				
Meeting was adjourned at	8:38 pm.			
To Emphasize Hands-on Learning and Academic Success				
Where Every Student is Known, Valued, and Loved				