

Board members in attendance: Christopher Walling (Chair), Wendy Lagareta, Lee Erwin, Motoki Tsuneoka, Esben Borsting, Doss Tannehill, Nikki Robinson, Suzanne Bernstein, Leigh Dooley, and Norbert Larsen.

Board member(s) absent: Evan Howell and Classified staff representative (Vacant).

Non-board members in attendance: Bill Wellhouse and Ivy Yeung (Administrative Assistant).

Meeting called to order: 12/07/11 6:02 PM, C-Workroom, by the Chair.

Moderator: Christopher Walling

Recorder: Ivy Yeung

Adoption of Minutes

- October 26, 2011 meeting minutes approved by *unanimous vote* with the correction to student member's name, which is spelled Motoki "Thayne" Tsuneoka.

Announcements

- The Kaimuki Christmas parade was successful and Tim and Nikki Robinson did a great job with the school's float.

Community/Public Input

- No public input.

Report from Student Member

- The student council came up with recommendations on other recess locations while Petrie Park is being repaired. Suggestions included using the Kindergarten Park, field in front of cafeteria, or Petrie Park's tennis court; setting different recess times, and switching to indoor recess. One question the students had was regarding the timeline of the renovations.
- Wendy spoke to project manager and the project is currently on hold.
- The student council's suggested improvements for the Halloween costume contest include better communication and different categories since some of them didn't have too many entrants.
- The student council is currently brainstorming fun activities for their service project and suggestions included a talent show or spirit week.

Business and Management

Board Calendar

- The next meeting is scheduled for Wednesday, January 25, 2012 at 6:00pm.

Board Retreat

- The Board retreat was held on Friday November 18 at 4pm in the Elk's club's conference room. See below (Board Development) for further information.

- The agenda for the retreat will be worked on and will tentatively include community partnerships, alternative sources of funding, and succession plans.

Outcomes

Finance Committee

- Lee passed out the monthly financial reports for October 2011 for review.
- He reviewed and clarified some line items and concluded that the budget is on track.
- The board unanimously adopted the monthly financial reports for October 2011.

Education Committee

- The first round of HSA testing has commenced.

Human Resources Committee

- Next steps include initiating Wendy's contract extension.

Marketing and Enrollment Committee

- The parade was a marketing success and the school parade float made the evening news.
- Orientations will begin in January as well as preschool visits. A group of parents have volunteered again to revisit preschools their children when to and drop off postcards and answer questions.
- Wendy will mail out registration and school information to preschools.
- The Kaimuki Kanikapila was a success and FWS handed out many postcards inviting families to come and visit the school.

Alternative Sources of Funding and Community Partnership Committee

- No report.

Facilities Committee (Photovoltaic)

- The trenching is complete and a number of panels have been installed and are working.
- Wendy spoke with Laura Poirier of Sunetric's Marketing department and January 13 will be the kickoff for the project as of now. Sunetric will give a presentation to the students on energy savings and solar panels, provide a poetry and poster contest for the kids with celebrity judges at the fun fair in February and set up an informational booth at the fair. For all families that purchase panels for their home, \$500 will be donated to the school.

WASC (Western Accreditation of Schools and Colleges) Chairperson visit

- WASC Chairperson Bill Wellhouse joined the meeting. He is currently retired, but brings with him a vast knowledge having served as a director or operator in Charter schools for about 14 years as well as experience as an educator on all levels. He explained that WASC is a mainly volunteer-run organization.
- This is the pre-visit, the full visit will be in April.

- He expressed the purpose of WASC is to validate the work that the school has put in creating the report and that the report is an overall assessment of how the school program is progressing. It helps create an action plan that is useful to the school.
- He will review the action plan, observe the program and review his observations with his committee. They will together assess the school-wide strengths and issues and provide an outside pair of eyes to validate most of what the school has already found.
- Wendy took him on a tour of the campus and Bill observed the student's projects and curriculum in the classroom.

Board Assessment and Development

Board Development

- The top three priorities discussed and derived from the Board Retreat were Funding, Updating strategic plan, and CEO plan succession.
- The members discussed developing these three items into three committees with succession placed under HR committee, a continuation of the Alternative Sources of Funding and Community Partnerships committee, and a newly established Strategic Plan committee.
- Esben noted the importance of developing a plan to decide what outcomes are valued by the school and once this is decided it will help with both funding and succession planning. Wendy added that the WASC report will be very helpful.
- Esben has agreed to be the Chair of the Strategic Plan Committee. Other members of the committee include: Doss, Norbert, Suzanne, and Leigh.
- Many members expressed interest in bringing back consultant Tom Mitrono who was a facilitator in last strategic plan discussion.

Dr. Carpenter Pod Cast

- Board members listened to the podcast and will continue self-evaluation and structuring the agenda to incorporate Dr. Carpenter's suggestions at the retreat and future meetings.

Hawaii Charter School Network

- Information: A task force was created to review the law to see if there's a way for law to be written to better support the Charter school organizations and community.

CEO report

- Reviewed by Wendy.
- The board sends a huge Mahalo to Sandi Muraoka and Kathy Fujita for their hard work in helping initiate and finalize the annual contract with Sodexo.
- Wendy is working with the foundation to subsidize the price of iPads for teachers who want them. This will support professional development. Doss suggested setting up a workshop with Apple.

- Wendy and Su-Lyn will be attending the Common Core Black Belt Certification training, which is sponsored by the CSAO. Common core standards are replacing the Hawaii content and performance standards and will be fully implemented in 2014.

Meeting adjourned at 7:15 pm. Next meeting scheduled for Wednesday, January 25, 2012 at 6:00pm.

**CEO Report to
Waialae School Board
December 7, 2011**

Installation of the photovoltaic system began in November. The solar installation contractor has had a few delays but work is proceeding expeditiously. Electrical contractor has installed the converter boxes and is working to complete trenching for cable connection. Some unanticipated drilling punctures through classroom ceilings will be patched and painted before project is completed.

An assembly on January 13th is planned to kick off the completed PV project. Students will be invited to participate in an art and poetry contest to celebrate this milestone. Sunetric will bring the WATT wheels to the fun fair in February and the art and poetry contest winners will be announced at that time.

New contract between Sodexo (School Food Service Management Company) and Waialae School is complete. New menus, regulations and serving changes went into effect 12/1/11. Special mahalo is extended to Sandy Muraoka, business manager, for all of the extra work required to meet the contract and federal requirements.

All renovation punch list items should be completed over the winter break. Largest items still outstanding are the completion of the re-keying of our facility and screens in the dining hall. Contractor has the complete list of punch list of items to be completed.

Child count for special education students was due on December 1, 2011. Currently we have 32 students qualified for services. This is 7% of our population and in line with the national average. We do anticipate a few more children to qualify after the first of the year. Overall enrollment remains stable at 457.

Waialae School Foundation will partner with Waialae School to provide faculty and administration with funds to purchase ipads. The ipads will be provided with the understanding that these are educational tools to support teachers in building technology skills and bringing more technology to the classroom experience for students. Professional development for teachers will be included in this project. We hope to build up a collection of the various ways teachers are using this technology.

Hawaii State Assessment testing began Nov. 15 – November 22 for reading and Nov. 29 – Dec. 2 for Math. This year we are using two locations: the computer lab and room B2.

Two sessions/day are held for three days so that 3rd, 4th, and 5th grades can test with a fourth day provided for make-up test. This is only the first of three opportunities that students have to take the test. Some problems with overloading the system as a result of multiple schools test on the same day have occurred.

WASC accreditation teams are finalizing draft reports that are due on Dec. 16th. Drafts will then be posted in January on the school website for review by school community.