Board members in attendance: Christopher Walling (Chair), Leigh Dooley (Vice-Chair), Wendy Lagareta (CEO), Issei Hamamoto (Treasurer), Kyung Eun (Student Representative), Suzanne Bernstein, Paloma Morales, Christopher Dias, Yao Hill, Esben Borstig, Karen Lattanzi

Board member(s) absent: Classified Staff Representative (vacant)

Non-board members in attendance: Felicia Fong (Administrative Assistant), Randy Jackson (Wai’alae Elementary 4th Grade Teacher, Observer), and Russ Sumida (Wai’alae Foundation President)

Meeting called to order: Wednesday, September 25, 2013 at 6:04 PM, C-Workroom, by the Chair.

Moderator: Christopher Walling
Recorder: Felicia Fong

Adoption of Minutes
- August 28, 2013 meeting minutes approved by unanimous vote.

Announcements
- No announcements.

Community/Public Input
- Randy Jackson, 4th Grade Teacher at Wai’alae Elementary is observing tonight’s Board meeting.

Business and Management
- Strive HI
  - The State Public Charter School Commission awarded Wai’alae Elementary with 5 additional points for “attendance”, which now brings up our score from 293 to 298 out of 400 possible points. Wai’alae continues to remain at the top of the Continuous Improvement category and has been ranked within the top 16% of all public schools.

- Special Education Preschool
  - After age 3, students with special needs can qualify to attend SpEd preschool at a DOE public school campus.
  - Wai’alae Elementary has received 10 referrals from Early Intervention services for students residing within our geographic area. Due to the fact that Wai’alae does not host a SpEd Preschool, children are referred to other DOE schools with such programs, such as Kahala, Liholiho and Wilson Elementary. Hokulani may also be a DOE campus that we may need to reach out to if Wai’alae continues to receive referrals and the aforementioned schools are at full capacity.
  - Wendy noted that some advantages to hosting a SpEd preschool include, but are not limited to:
    - Students and their families can become acclimated with the school prior to Kindergarten enrollment. In doing so, this also gives faculty and staff an earlier opportunity to establish relationships with these students and their families.
    - Serving the needs of students within the Wai’alae district.
  - After inquiring with the Charter School Commission about the possibility of hosting a SpEd preschool, Wendy noted that the Department of Education will provide funding for one SpEd teacher, without an EA. Wendy is currently awaiting a response from the
Commission regarding details, such as the need for Board action and whether or not this needs to be added to the charter.

- With many aspects to consider, Wai‘alae Elementary will need to make a decision about hosting a preschool no later than December 2013 so that a proposal to fund the teacher position can be submitted.
  
  * CA in the kindergarten courtyard is currently under consideration and will be available SY2014-15
  * There will need to be a cap as to how many students Wai‘alae Elementary can have enrolled in SpEd preschool, with consideration to limited facilities and funding of a SpEd teacher.

- **Wai‘alae Foundation**
  
  * Wai‘alae Foundation President and parent of past Wai‘alae Elementary students, Russ Sumida, was in attendance to propose that Wai‘alae School Board adopt the role of the Foundation.
  
  * Russ noted that the Foundation’s current balance of $85,000 has been raised by parents, FWS, the Wai‘alae community and acquired with the assistance of a hired grant writer.
    - $4700 is currently accessible cash; remaining $81,000 is in CDs.
    - The Foundation does not have any outstanding debt/obligations with any entities.
  
  * The Foundation, currently a 501C3, envisioned that the funds they raised would be put to good use towards educational benefits for the students of Wai‘alae Elementary.
    - In the past, funds raised by the Foundation has been used towards subsidizing IPAD costs for teachers who use them for educational purposes.
  
  * Members of the Foundation attend quarterly meetings and serve as the management of the funds. As a fundraising arm for the school, the Foundation is also responsible for ensuring that funds are used properly with highest regard for the benefit of the students.
  
  * WSB acknowledged Russ’ proposition and agreed to review the Foundation Bylaws before making a decision.

**Board Calendar**

- Next meeting is tentatively scheduled for Wednesday, October 23, 2013.
- Board Retreat is tentatively scheduled for early November. Location is to be determined.

**Outcomes**

**Student Member Report**

- Student member Kyung Eun reported on upcoming events and activities at Wai‘alae Elementary.
  
  - **Talent Show**
    - Possible two-minute acts for Grades 2-6. Talent show will last for approximately an hour.
    - Students who perform will showcase their confidence and collaboration skills, as they must work together to come up with a creative talent and perform in front of a group of people.
    - Committee is tentatively planning for the talent show to occur closer to winter break.
    - Discussion of a potential Halloween Costume Contest and Trash-Picking event is currently underway.
  
  - Goal Setting/Electronic Portfolios
With the help of a partner, students film each other to create videos for parents/guardians to watch using ear phones during Goal Setting Day.

Students type their math, reading, writing and vision goals on Google accounts and share with their parents/guardians what they are learning and doing in class.

Purpose of Goal Setting is to have students use their metacognitive skills to discover the type of learners they are, set learning goals, and determine action steps needed to attain their goals.

Finance Committee
- Issei presented to the Board two versions of the August 2013 financial report for review.
  - The presentation of the report has been changed for easy-viewing, at-a-glance comparison purposes.
  - One version, with annualized columns, shows comparisons on a monthly basis.
  - The other version includes monthly and year-to-date numbers.
- Issei noted that there were a few discrepancies to the report and asked for the Board to postpone the approval of the August financials until he can meet with Sandy Muraoka, Business Manager of Wai’alae School. Corrections to the August report may also affect the July report. The Board agreed and will await corrections before approving.

Education Committee
- No report.

Human Resources and Board Development Committee
- Executive Session—No report.
- Board Strategic Plan Review—Committees are to review their portions of the Strategic Plan and will be reviewed during the next WSB Meeting.

Marketing and Outreach Committee
- Wai’alae School enrollment has changed from 501 to 502, as one student has just recently enrolled.

Alternative Sources of Funding and Community Partnership Committee
- Wendy extended the invitation to the committee to join the Wai’alae Elementary Technology Team’s cadre meeting on October 23, 2013.

Facilities Committee
- In November, there will be a school inspection by a committee that consists of a student, teacher, custodian, Wendy and Tony Gonsalves, security officer. The committee will look at the interior and exterior of each classroom as well as evaluate the grounds, drainage system, curbs and building condition. The committee will then rate and rank the school’s condition according to their findings.

CEO Report
- Sent out for review and expanded upon by Wendy.
  - Sandy Muraoka, Wai’alae Elementary’s current Business Manager will be retiring at the end of December 2013.
    - An active search has begun for her position and advertisements have been posted via the Charter Commission’s website, Craig’s List, UH Manoa
Shilder School of Business website and Honolulu Star Advertiser and Monster.com

- Generally, desired knowledge for the position include but are not limited to: Payroll, audit, HR, and the ability to oversee and make executive decisions with regard to repair and maintenance of the school’s facilities.
- The goal is to interview applicants during October break and to have someone hired before the end of the October. The overlap is necessary, as Sandy will need to train the new individual before leaving in December. Per retirement policies, Wai’alae Elementary will be not able to consult with Sandy for approximately 6 months after she leaves.
- There are currently 3 teachers on the Negotiating Faculty Team for HSTA Contract Negotiations.
  - The committee meets to go through issues and provisional language in contract articles, which is then presented to the Board and Faculty for review. The committee will continue reviewing the language throughout the month of October.

School Improvement Plan Review
- Staff used September 13, 2013 (School Waiver Day) as a Professional Development day to learn more about incorporating science education at the school.
- Pac Am Foundation provided coaching for teachers to include integrated science units.
- Teachers are evaluating common core requirements and reviewing the way science concepts are being taught within grade levels.
- The next waiver day will be used as a “tech day” where faculty will incorporate technology and assessment of need.
- The Assessment Cadre is currently working on a progress report that incorporates common core and defines progress at Wai’alae Elementary.

**Future Agenda Items**
- One Board Member is considering stepping down from his position. If so, the individual will submit a resignation and will hopefully have a replacement for his position.
- Review of Board Strategic Plan
- Executive Session

*Meeting adjourned at 7:35 pm. Next meeting tentatively scheduled for Wednesday, October 23, 2013.*
On September 12, 2013, DOE updated and revised the Strive Hi data for nine charter schools. Waialae School received an additional 5 points moving our school score from 293 to 298. This change was made to correct the chronic absenteeism data previously excluded. The additional points did not change our school’s status under the new system. The charter school commission received reports from the commission office and the network on other problems with the data and automatic triggers.

**HSTA Contract negotiations** meeting scheduled for September 11th was cancelled as several members could not attend. Next meeting is scheduled for 9/24. However, there was substantial progress on contract Articles IV – VII at the 9/3 meeting.

The DOE provides services for preschool students who qualify for support in a SpEd preschool on a public school campus. This year has been remarkable in the number of referrals received from Early Intervention services or parents for students residing in our geographic area. Normally, we have been able to place these students in a neighboring DOE school (Wilson, Kahala, Liholiho). However, this year, these schools are also seeing significant increases. To date we have 5 students placed at DOE schools in our complex, 2 placed outside our complex because all in-complex preschools are filled, 2 students who qualified for services but parents decided to keep them at their current preschools, and 1 student who is currently undergoing the eligibility process for a total of 10 SpEd eligible preschool students. We do not currently have a SpEd preschool classroom on our campus.

Charter schools are seeking clarity on **BOE policy 2055** on teacher evaluation and all other BOE policies that are silent as to their application to charter schools. Waialae School has always implemented more frequent evaluations for both teacher and CEO since becoming a charter. As you know, the CEO is evaluated annually based on the current job description. Based on a rotating cycle, teachers have been evaluated every 3 years. New teachers are evaluated every year for the first 2 years. Prior to this year, DOE evaluated teachers every 5 years. The current BOE policy requires annual evaluations. Charter schools were not considered in the development process, did not participate in any pilot programs, and did not receive any training. Many charter schools are considering a waiver from this policy.

On September 16th, the Pacific American Foundation returned to work with our faculty on the assessment component of the science based units of study. Targeted outcomes for the session included development of strategies for Common Core ELA (English Language Arts) shifts for close reading and text complexity; formative assessments to measure student mastery of key concepts; revisions of units for refinement; and spiraling of STEM integrated units K-5. The day provided 2 large blocks of time for grade levels to work with coaches on refinement of units and authentic assessments.

Every public school campus must provide annual reports and student and community education regarding the **Storm Water Pollution Prevention Plan**. Waialae School provides information
to all parents in the first day packets, at FWS meetings, WSB meetings, as well as student educational activities to underscore the importance of protecting our ocean coastal waters from pollutants. We encourage all members of our community to be mindful of using water wisely, properly disposing of hazardous materials, using natural organic fertilizers, preventing erosion and keeping our campus free from litter.