

Board members in attendance: Dori Rybacki-Smith (Chair), Wendy Lagareta, Lisa Hendricks, Nikki Robinson, Lurana O' Malley, Lee Erwin, Norbert Larsen, Doss Tannehill, and Suzanne Bernstein.

Board member(s) absent: Nani Medeiros, and Classified staff representative.

Non-board members in attendance: Gail Fujita, Jim Fujita, Helen Fujita, Norm Kumura, Winifred Kumura, Nettie Stillwell, Mark Enomoto, Miki May, and Ivy Yeung (Administrative Assistant).

Meeting called to order: 7/28/10 6:02 PM, Library, by the Chair.

Moderator: Dori Rybacki-Smith

Recorder: Ivy Yeung

Adoption of Minutes

- May meeting minutes approved by *consensus* as circulated.

Announcements

- The Board welcomed Nettie Stillwell the new grant writer for the Waialae School Foundation. Nettie has twenty five years of experience as a grant writer and fundraiser and has raised money for the Battleship Missouri and Arizona, Lanakila Senior Center, St Anthony School, La Pietra schools. She encouraged board members to send her recommendations so she can better understand the schools interests.
- The Board also welcomed Miki May. She expressed interest in filling one of the open community member positions on the Board. Miki recently joined the East Honolulu Rotary club and can help make announcements and be a spokeswoman to get the word out and to get volunteers for our school.
- School consolidation in our complex is being reviewed by DOE, which involves five elementary schools in this area. Wendy will attend a presentation given by Randy Moore for more information on August 9 at Kalani High School at 5:30pm.
- Wendy was asked by the Charter School Review Panel (CSRP) to attend a National Association of Charter School Authorizers (NASCA) on October 18-19. CEO will also take a leadership team to attend the Leadership Academy from November 3-5 at Tokai University.

Community/Public Input

- The Waialae Japanese School Board asked that the Waialae school Board reinstate a policy developed in SY2008-09 that provided a rebate for long standing community programs such as the Japanese school.
- The school was founded 57 years ago across the street and the student population grew large enough that the school moved to where it is now housed on the Waialae school campus. Until 2008-09, the Japanese school was given reasonable rates to rent the school's facilities, but since then their rent has increased by 400%. In SY2008-09, the Japanese school board came before Waialae school's

- board to ask for support and was fortunate to get a rebate that allowed the program to continue operating at the same financial level. The Japanese school did not apply for the rebate in SY2009-10 and didn't realize they were no longer receiving the rate until it was too late to hedge against it. Due to increase in rents and a steady decline in students, the Japanese school lost \$9,000 this past school year.
- The Japanese school has increased tuition and hopes to continue providing its Japanese language and culture for children of grades K-9. 80% of the students are Waialae school students and many of the upper level students are graduates of Waialae. They provide a total of nine classes from Monday to Friday each week.
 - FWS President, Mark Enomoto announced that a Welcome Night is under way and that the FWS site (www.fws.org) has been moved to a google site so it is easier to navigate.

Report from Student Member

- No report at this time.
- New student member Zachary Wong will begin attending meetings next month.

New Business

Removal of Director Nani Medeiros

- Adhering to its attendance policy, board members voted by *consensus* to remove Nani Medeiros from the Board.

DOE Memorandum of Agreement for DOE Support Services

- Each year the school signs an agreement with the DOE for services. Wendy reminded everyone that the financial piece including payroll and financial management is done independently and the school no longer uses these services, which used to be provided by the State's FMS system.
- Although this has required more work from the Business Office, it has greatly reduced the schools overall costs
- The Memorandum of Agreement (MOA) will continue to offer a menu of services to the school and must be signed and approved by the Board.
- Costs include School Improvement status reports, School Quality surveys, and courier services to name a few. Because of the change in the financial management information system, now provided by Ceridian, the school will save about \$5,000, be financially independent, and be able to pay employees on a timely and current basis.
- The Memorandum of Agreement for DOE support services was approved by *consensus*.

Old Business

Revised School Enrollment Policy

- A follow up discussion ensued on clarifying the enrollment policy with respect to Kindergarten and Junior Kindergarten.
- The board reviewed the policy sent out by Dori.

- Wendy suggested the policy be reviewed by the Attorney General's office.
- The revised School Enrollment policy was adopted by *consensus* of the board pending approval of the Attorney General's office.

Committee Reports

- *Education Committee*
 - School starts again next week.
 - The Faculty is involved in a four-day teacher's institute (reading workshop) for professional development.
 - Norbert recently returned from Midway for his research and projects and shared some of his experience there.
- *Finance Committee*
 - Lee passed out and reviewed some line items on the current budget.
 - The CSRP now mandates that all charter schools are subject to annual audits and the first one is due on January 2011. The school has implemented this the entire time. Wendy asked that Lee provide his feedback on last year's audit.
 - Wendy finally got the approval that \$46,100 in ARRA B funds to be released as reimbursement for literacy coaching and math training services already contracted and paid for.
- *Board Development Committee*
 - Lurana emailed the board evaluations to each member and is hoping to create an online survey. It will be good to take the survey right before a retreat so that it can be discussed. Lurana will bring the hard copy document to the next meeting and then email the link for the online survey to all members.
 - Lurana suggested that goal setting be the emphasis for the next board retreat. Because of the upcoming Western Association of Schools and Colleges (WASC) evaluations, another retreat for board reflection will be necessary. Next steps include setting up a Board retreat over email before next month's meeting.
 - There are still two community member positions open on the Board. Please continue to look for members that have financial, legislative, and/or environmental backgrounds. The Board will advertise and gauge interest at the Welcome Back Night, Thursday, August 12.
 - Lee suggested setting up an ad hoc Community Development Committee specifically to help establish connections and partnerships.
- *Human Resources Committee*
 - No report at this time.
- *Facilities Committee*
 - No report at this time.
- *Retreat Action Plan Updates*
 - Alternate Sources of Funding/Community Partnerships

- Parent Christopher Walling sent a Work Breakdown Structure document to Wendy, which shows the set up process and timeline on RFP process for PV.
- She spoke with Randy Moore and Bill Denim, who are excited to help schools set up PV. They suggested speaking with the school's roofer, Tory Roofing since the warranty is issued through them.
 - Enrollment and Marketing
- Current enrollment numbers are up from last year. 424 students are currently enrolled versus 402 students.
- Nikki believes the website improvements will be a huge help for next year's enrollments and continuing to visit preschools is a positive factor.
- The biggest enrollment boosts come from Kindergarten and First grade.
- The orientation dates and Geographical Exception information on the website has been a huge help to parents.
- The logo store will not be ready before the new school year begins, but Nikki would still like to do a water bottle fundraiser. She will speak with Friends of Waialae School (FWS) for support since most fundraising is coordinated through them.
- Mark Enomoto informed everyone that they will continue with the fundraiser for winner's cards called Waialae cards that allow the user to get discounts at various retail stores or restaurants. The card will continue to keep vendors that have supported the school throughout the years and more will be added for more variety. Holiday tree sales will start on August 12.
- Mahalo to Annette Masutani and Camille Lee who conducted the interviews for the Waialae School Foundation's new grant writer, Nettie Stillwell.
 - Cost Reductions
- Cost reductions are continuing.

Future Agenda items

- Japanese school rental agreement
- Board retreat
- Election of Officers

Financial Report

- The financial report has been circulated for review.

CEO report

- Sent out electronically for review.

Meeting adjourned at 7:59 pm. Next meeting scheduled for Wednesday, August 25, 2010.

**CEO Report to
Wai'alaie School Board
July 28, 2010**

Congratulations to Wai'alaie students and faculty for meeting AYP proficiency benchmarks for SY2009-2010. **76%** of students tested met or exceeded proficiency level in reading and **53%** of tested students met or exceeded the proficiency level in math. State wide reading proficiency level for SY 2009-10 was 58% and math proficiency level was 46%. Proficiency benchmarks for SY 2010-2011 will go up to 72% in reading and 53% in math. We look forward to the challenge of meeting these new proficiency levels.

Charter School Administrative Office (CSAO) has distributed 25% (\$558,423.00) of our first state per pupil allocation. The Governor has agreed to release the balance of the funds along with the ARRA A funds for this school year.

As of July 21 enrollment for the new school year is at 424. However, our budget is based on 430 students so we hope to have some last minute in-district students register. After kindergarten, first grade saw the largest increase in new students this school year.

In order to meet the budget demands, we will have slightly larger classes in several grade levels. First grade will have 21 students in each class. Third grade will have 3 classes of 22. Fifth grade will have three classes of 23.

All budgeted faculty and staff positions are filled. We welcome three new faculty members to our professional learning community. Molly Grimenstein will join the first grade team. Molly and her husband have recently moved from Connecticut. Molly has an MA degree in elementary education and five years teaching experience at the first grade level. Christine Tanimoto is a Punahou graduate ('99) and holds a MET in Elementary Education and has two years teaching experience in kindergarten and first grade. Nicole Marquez joins our SPED team. Nicole is a National Board Certified teacher, holds an MA degree, and has five years experience. Please welcome our newest faculty members.

Wai'alaie Faculty and 19 teachers from Kamehameha, Punahou, DOE and other private schools are immersed in the Teacher's College Summer Reading Institute being held on campus July 26 – 29. This is part of our on-going professional development to improve reading instruction and provide consistent, spiraled instruction across the grades.

Students return to school on August 3rd and we are excited to meet our new students and their families, as well as, welcome back all our returning students and families