



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
May 10, 2017**

Governing Board Members in Attendance: *Paula Chang, Christina Enoka, Malcolm Lau
*via Conference Call

Members Not in Attendance: Dr. Judy Oliveira

Staff in Attendance: Laura Smith; Katy Chen; Wanda Villareal, School Director; Merle Hayashi

I. Call to Order

- Malcolm Lau called the meeting to order at 12:00 p.m. and welcomed Paula Chang who has been nominated as a Governing Board Member of the Kapolei Charter School.
- **Christina Enoka moved to approve the election of Paula Chang, Malcolm Lau seconded; all members voted in favor of Paula Chang as a Board Member of the Kapolei Charter School Governing Board.**

II. Review/Approval of April 12, 2017 Governing Board Meeting Minutes

- Copies of the April 12, 2017 Governing Board Meeting Minutes were distributed and reviewed.
- **Christina Enoka moved to approve the April 12, 2017 Governing Board Meeting Minutes, Paula Chang seconded, all members were in favor.**

III. Support Organization: Kapolei Charter School Foundation, LLC

- Laura Smith reported that the formation of the Kapolei Charter School Foundation LLC, which is a single member entity of Goodwill Industries of Hawaii (GIH) was approved by the GIH Board at their April 20, 2017 Executive Committee Meeting.
- Kapolei Charter School Foundation LLC will support KCS with financial items, such as holding debt, funds for renovations, improvements, etc., which as a public entity KCS is prohibited from doing so.

IV. Discussion of New Governing Board Members

- Members reviewed the prospective candidate list, Laura Smith commented that we are looking to bring on one to two more members and plan to expand the board once we have moved past the “start-up” phase. Members discussed various skill sets and backgrounds to compliment the board make-up. There were a few other potential candidates, once the vetting process has been completed; staff will prepare the list for discussion at the next meeting.

V. KCS Alma Mater

- Malcolm Lau reported that Jake Shimabukuro has graciously agreed to assist us in developing KCS's Alma Mater and is working on scheduling a time for Jake to tour our school. This will provide him an opportunity to understand our mission and get a feel for what we are all about as he crafts the song for the school.
- Malcolm also noted that he has found a potential donor for ukuleles; Music for Life Foundation is a non-profit, their mission includes educating people by supporting music-related programs. The ukuleles are made out of plastic, come in various colors and sounds fantastic; in fact students seem to prefer playing this new type of ukulele. Malcolm commented that it would be great to see our students playing these ukuleles,

while singing the Ala Mater. Members were in agreement to pursue this opportunity further.

VI. Update of Pre-Opening Criteria

- Katy Chen reviewed the distributed Pre-Opening Requirements list noting that we have made some significant progress. The lease agreement and school policies have been submitted to the AG for review, however we are awaiting AG approval before we can upload (via Epicenter) those documents to the Charter School Commission. However, we have uploaded a number of the other required documents to meet the May 1st deadline.
- The facility requirements are being met; we have our zoning clearance letter, and the initial fire inspection has been completed, we were advised to add additional "Exit" signs which we are in process of doing. Once that is completed they will return to issue our completed inspection report. And as discussed at a previous meeting, since the facility is relatively new and contains no asbestos (as none was used during construction) we have submitted a letter from the project engineer stating that no asbestos was used in construction of the building, hopefully this will satisfy the asbestos inspection requirement, and will help us to avoid that costly expense.
- The enrollment period has started and while we are busy enrolling students; at the last Commission Meeting they asked about our "breakeven point" in terms of the minimum number of student enrollments required to operate the school, should we not achieve the maximum of 100 students. Our breakeven point is 40 students, and although we have not yet reached that target, Wanda Villareal will talk more in depth about our enrollment numbers and strategies during her report.

VII. Report by the proposed Head of School Wanda Villareal updated members on the following:

- Pre-Opening Activities
 - KCS Opening team continues to meet and ensure all pre-opening tasks are completed and accepted by the SPCSC which will allow the school to open.
 - Items for May include:
 1. Charter School Commission
 2. KCS board formation and adoption of various documents.
 3. Revision of occupancy certificate submitted C&C of HNL to operate as a school.
 4. Branding work by Osaki Creative to include student/staff t-shirts.
- Charter School Commission Items
 - Katy Chen presented at the April 24, 2017 Commission Board Meeting on our progress with all pre-opening activity. The board members had some concerns about enrollment and the policies and procedures that are due on April 28, 2017. KCS reported that these items are with the AG's office for approval. We also have 22 policies and procedures that are due this month.
 - The commission conducted a preliminary site visit on April 19, 2017, they reviewed the organizational performance framework school site protocols.
- Administrative Operations and Personnel
 - Enrollment Census: FY2017-2018 approved to enroll 100 students in grade 9. Application forms are posted on the KCS website. Potential students are encouraged to submit their applications. Since the April 21, 2017 date is passed, we are able to enroll student immediately.
 - We currently have 18 student enrolled.

- Admission and Enrollment Activities:
 - Marketing Plan
 - West Oahu Means Business event, Midweek West, Westside Stories (May issue), Radio ads on Hawaiian 105 KINE and Krater 96.3)
 - Social Media
 - Planned Open House for May 5th, 7th, and 25th
 - Enrollment Packet completed
 - Student Records – (Recommend to test the DOE's system Infinity Campus. IT is working on the system to see if it's a good fit.)
 - Orientation
- Hiring Activities
 - Interviewed 2 top candidates for office manager/registrar. Position is on hold until we increase enrollment.
 - Completed second rounds of teacher interviews covering all the core subjects. Final decisions will be made by May 12, 2017.
 - Follow all union guidelines.
- Administrative
 - Policies and Procedures for all listed in Epicenter
 - Parent Handbook
 - Teacher/student Handbook
 - Payroll
 - Facility
 - Food Service
 - Transportation
- Assessments, Curriculum, and Resources
 - Met with Walter Kahumoku (Formerly curriculum expert at Kamehameha schools) and will be setting up a meeting to discuss curriculum once the teachers are set.
 - Kahoiwai's Director will provide curriculum support for KCS by the way of our two employees who are currently in his teaching certificate program for Math and Social Studies.
 - GEI provided resources for life coaching framework and curriculum support.
- Financial and Budget:
 - Due to the low enrollment activity, KCS will be prepared to submit a breakeven budget that will allow the school to open operate with a student enrollment of at least 40 students. We will continue to review budget and will make the necessary adjustments. In addition to a per pupil fee, we are still researching additional funding resources.
 - Members discussed at length additional enrollment strategies, such as reposting KCS posts on their company's Facebook and Instagram accounts to help spread the information to as many channels as possible, as it is critical that we show substantial gains on the enrollment numbers over the next month.
 - On behalf of KCS, GIH has been approved for a \$75,000 grant from the H.K.L.Castle foundation. Funding includes; year 0 personnel costs and training.
 - Staffing: We are still working on the process/clarification to bring staff on board prior to school opening. The charter school contract allows KCS only to hire independent contractors until we have satisfied the pre-opening requirements.

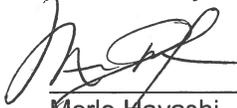
- The Collective Bargaining Agreement (Master Document) allows for each school to have a supplemental agreement with its staff. We are collecting information from other charter schools on their experiences so we are prepared when they are ready to meet with us about this.

VIII. Other Business

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:58 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board