



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
April 12, 2017**

Governing Board Members in Attendance: Christina Enoka, Malcolm Lau, *Dr. Judy Oliveira
*via Conference Call

Members Not in Attendance: None

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.

II. Review/Approval of January 23, 2017 and March 8, 2017 Applicant Board Meeting Minutes

- Copies of the January 23, 2017 and March 8, 2017 Applicant Board Meeting Minutes were distributed and reviewed.
- **Christina Enoka moved to approve the January 23, 2017 and March 8, 2017 Applicant Board Meeting Minutes, all members were in favor.**

III. Initial Governing Board Meeting Organization

- Laura Smith reported that the State Public Charter School Commission (SPCSC) approved our Charter School Contract, which means we are officially a Pre-Opening Charter School, and the Applicant Board is now an operational Governing Board. The effective date for the establishment of the Governing Board is the executed date of the Charter School Contract, which is March 6, 2017. This meeting is considered the first Governing Board Meeting for Kapolei Charter School.
- Laura Smith and Katy Chen have tendered their resignation as board members of the Applicant Board and will move into a staff capacity to support the Governing Board. Laura noted that the three remaining members of the Applicant Board; Malcolm Lau, Christina Enoka and Dr. Judy Oliveira will continue on as members of the Governing Board, and we can now begin to consider bringing on new members.
- In reviewing the support organization structure, it was recommended that Goodwill Industries of Hawaii form "Kapolei Charter School Foundation LLC" to 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. The LLC would meet the needs of the charter school, and reduce the liability for Goodwill Industries of Hawaii; the GIH Board will be voting on this proposal next week.
- Members discussed expanding the Governing Board; Laura Smith commented that Paula Chang, Senior Vice President, First Hawaiian Bank had expressed her interest in serving on the KCS Board. Members had some discussion and were in agreement to elect Paula Chang to the KCS Governing Board; Laura will reconfirm her commitment to serve. Members proposed a number of other candidates; staff will prepare the list for discussion and possible election at the next meeting.

IV. KCS Alma Mater

- Malcolm Lau asked members if they were interested in requesting Jake Shimabukuro's help in developing the Alma Mater for KCS. Malcolm noted that in addition to the musical score, Jake also writes lyrics. Members were extremely excited about this possibility; Malcolm will set up a time to meet with Jake to pursue this further.

V. Marketing Update, West Oahu Means Business, Hawaii News Now Video

- Laura Smith reported that our marketing department was able to secure a special non-profit sponsorship rate for KCS to participate at “West Oahu Means Business” on May 5, 2017, which attracts 300-400 attendees. This allows us the opportunity to be branded with all the collateral material for the event, and the school brochure will be given to each attendee. We will also have a table at the event and be able to talk about KCS, and answer any enrollment questions.
- As mentioned previously, Hawaii News Now (HNN) filmed a longer news segment at the campus to highlight the opening the Kapolei Charter School. HNN has provided us the link to the story to be placed on our website, and we would like to share the segment that aired on March 24, 2017 where HNN Steve Uyehara interviews Wanda Villareal, KCS School Director who talks about the school’s philosophy, and provides information on the application process, while touring the campus.

VI. Update of Pre-Opening Criteria

- Katy Chen reviewed the distributed Pre-Opening Requirements list noting that we are progressing well, some key items are the finalization of the school policies which requires the AG’s review. The facility requirements are being addressed, such as the Certificate of Occupancy and the asbestos inspection. Since the facility is relatively new and contains no asbestos, as none was used during construction; one option in lieu of a costly asbestos inspection is to obtain a letter from the project engineer stating that no asbestos was used in construction. We are in the process of doing this and are working with our AG on this item. We have decided on the software for the student management, this is being provided free of charge from the DOE, and we are setting up a training schedule to learn the software. We have begun the hiring process for the teachers and registrar position, which seems to be going well.
- Laura Smith commented that we have a team in place that reviews the criteria weekly, and have specific areas of responsibility. This is helping us to stay on top of the required items, as the list is quite extensive.

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

- Pre-Opening Activities
 - KCS Opening team met and outlined all pre-opening tasks that must be completed and accepted by the SPCSC; deadline July 3, 2017
 - Items for March 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 under development.
- Charter School Commission Items
 - Presented at the commission board meeting 3/23/2017 our progress with all Pre-opening activity. The board members had no questions and is still excited about the model of the school. We have received and executed a copy of our Charter School Contract.
 - The commission will also conduct a preliminary site visit on 4/19/2017 at 11:00 am. They will be going over organizational performance framework school site protocols.
 - Commission also contacted us regarding compliance issues for our governing board.
 - All policies and procedures will be completed by 4/30/2017 and sent to the AG, then uploaded to commission.

- Administrative Operations and Personnel
 - Enrollment Census: FY2017-2018 approved to enroll 100 students in grade 9. Application forms will be posted on the Goodwill Hawaii website until the KCS website is up and running. Potential students are encouraged to submit their applications.
 - We currently have 11 student applications.
- Admission and Enrollment Activities:
 - Marketing Plan
 - Social Media
 - Planned Open House for April 13th and 15th
 - Admission Timeline 4/21/2017
 - Lottery and Waitlist Procedures
 - Enrollment Packet
 - 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
 - Define Interview Process – Application packet, advertisement, resumes, interviews, references, orientation teacher contract, professional development, and evaluation system.
 - Job Description – Teachers, SPED Teachers, Paraprofessional, Life Coach, Office Manager/Registrar
 - Follow all union guidelines
 - Top 4 Interviews are scheduled for the Manger/Registrars 4/17/2017
- Administrative
 - Safety/Emergency Plans
 - 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
 - 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: 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.
 - On behalf of KCS, Goodwill Hawaii 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. Started the process to hire Manager/Registrar and will be working

on teacher applications and interviews next week. The charter school contract allows KCS only to hire independent contractors until we have satisfied the pre-opening requirements.

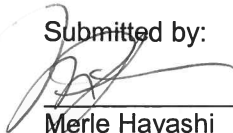
- The Collective Bargaining Agreement (Master Document) allows for each school to have a supplemental agreement with its staff. We are collecting information from other charter schools on their experiences so we are prepared when they are ready to meet with us about this.
- General: AUW Series - Leadership Training; Attended "Most Likely to Succeed" filming on Tuesday 4/4/2017; Attending "Grow our own" education pathway at West Oahu 4/11/2017

VIII. Other Business

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:45 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board