

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
June 14, 2017**

Governing Board Members in Attendance: Paula Chang, Malcolm Lau, *Dr. Judy Oliveira, Georgette Stevens

Members Not in Attendance: Christina Enoka

Staff in Attendance: Laura Smith; *Katy Chen; Wanda Villareal, School Director; Merle Hayashi
(*via Conference Call)

I. Call to Order

- Malcolm Lau called the meeting to order at 12:03 p.m.

II. Review/Approval of May 10, 2017 Governing Board Meeting Minutes

- Copies of the May 10, 2017 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the May 10, 2017 Governing Board Meeting Minutes, Dr. Judy Oliveira seconded; all members were in favor.**

III. Discussion of New Governing Board Members

- Malcolm Lau welcomed Georgette Stevens who has been nominated as a Governing Board Member of the Kapolei Charter School. Georgette will serve as a Parent Representative as her daughter is enrolled at KCS.
- **Paula Chang moved to approve the election of Georgette Stevens, Dr. Judy Oliveira seconded; all members voted in favor of Georgette Stevens as a Board Member of the Kapolei Charter School Governing Board.**

IV. Approvals

- Laura Smith reviewed the distributed Resolution for Bank Signatory, noting that we are in the process of establishing a bank account for Kapolei Charter School and the resolution outlines the authorized signers, along with the controls that are in place. The KCS School Director is authorized, along with the Contractor's (Goodwill Industries of Hawaii, Inc.) Executive Leadership staff to sign bank checks and drafts for the withdrawal of funds. Laura further noted that any bank checks exceeding \$1,000.00 requires the signature of two authorized persons, in accordance with the policy of Kapolei Charter School.
- **Paula Chang moved to approve the Resolution for Bank Signatory, Georgette Stevens seconded, all members were in favor.**
- Laura Smith reviewed the distributed Bylaws of Kapolei Charter School by Goodwill Hawaii, noting the following items: Article II, Directors: A minimum of five (5) Directors are required, but no more than fifteen (15). Quorum is one-third (1/3), but not less than three (3) Directors. Election of new directors or current directors to additional terms will occur at the annual meeting, Directors shall hold office for a term of three (3) years. Article III, Officers: Consists of Chairman of the Board; Vice Chair of the Board; Treasurer and Secretary. Any two or more offices may be held by the same person; provided that two or more individuals are officers. Initial officers shall be elected for a term of two (2) years. The remainder of the Bylaws cover items such as conflict of interest; fiscal year (which is a calendar year); amendments; etc.
- **Paula Chang moved to approve the Bylaws of Kapolei Charter School, Georgette Stevens seconded, all members were in favor.**

- Laura Smith reviewed the KCS Budget for Year 1 noting that an approved/signed budget is required by the Charter School Commission. It is a breakeven budget based on 46 students; the count may change by one or two students, but at the mid-year check adjustments will be made. The staff positions include School Principal; English Teacher; Science Teacher; Life Coach and a combined position of Registrar/Teacher for the first year. The contracted services will be provided by Goodwill as per the Management Agreement with KCS and includes Finance; HR; Health & Safety; IT; Maintenance & Custodial; Marketing & PR services. Items listed under "Other Current Expenses" details costs such as airfare, audits, office supplies, etc., and indicates how the expense will be handled, i.e.: from the KCS budget, or Castle Grant, or Goodwill contribution.
- **Georgette Stevens moved to approve Kapolei Charter School Budget for Year 1, Paula Chang seconded, all members were in favor.**

V. KCS Alma Mater

- Malcolm Lau commented that Jake Shimabukuro has agreed to write KCS's Alma Mater and that he would like Jake to tour our campus to get a feel for the school before beginning his process. However Jake has an extremely busy travel schedule, so he will continue to work on setting up a date for his visit.
- Malcolm also reported that the Music for Life Foundation (non-profit, with a mission of educating people by supporting music-related programs) has confirmed a donation of 40 ukuleles for KCS! These ukuleles are made out of plastic, and come in various colors which young students seem to gravitate towards. It will definitely instill a great deal of pride as our students play these ukuleles, when singing the Ala Mater written and composed by Jake Shimabukuro.

VI. Update of Pre-Opening Criteria

- Katy Chen reported that we appear to be are on track to meet the Pre-Opening Requirements. The facility requirements are met; the fire inspection report has been completed, we have our certificate of occupancy, and zoning clearance letter. Additionally, Wanda Villareal has an appointment with the AG this afternoon to obtain his signature on the 12 school policies requiring AG review/approval. Once we receive those polices, they will be upload (via Epicenter) to the Charter School Commission.
- The next Commission Meeting is on June 29, where the Commission will advise us of their "go/no go" decision regarding the school's opening in August. Laura Smith noted that we are currently a pre-opening charter school, and must receive the official approval to move forward.

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. All documents will be completed by 6/15/2017. The AG's office has reviewed all policies and we expect to receive the sign off this week.
 - Items for June include:
 1. Charter School Commission
 2. KCS board formation and adoption of various documents.
 3. Branding work by Osaki Creative to include student/staff t-shirts.
- Charter School Commission Items
 - Wanda Villareal and Laura Smith attended the June 8th Commission Board Meeting and presented our progress on the pre-opening activity. At the previous commission meeting, board members had some initial concerns about enrollment (even though we

were not yet able to officially enroll students) but at this meeting they expressed satisfaction with our efforts and the 46 students currently enrolled. We also reported that our AG had communicated that he reviewed the policies and will be ready for signature this week.

- Wanda and Laura also met with the commission staff on June 7th and presented the school's budget/cash flow for 46 students, it was well received. On June 29th we will appear before the commission, where they officially give the Go/No Go to open, and based on our projected enrollment we anticipate authorization of our per-pupil amount for funding to be released on July 20th. If our enrollment changes after that, there is a mid-year reconciliation and adjustment.
- All Staff will attend the Education Summit June 27th at the Ala Moana Hotel
- Administrative Operations and Personnel
 - Enrollment Census: FY2017-2018 approved to enroll 100 students in grade 9.
 - We currently have 46 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 June 15th
 - Enrollment Packet is on our website for parents to access and complete
 - 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.) Training will begin July 2017
 - Planning to schedule an orientation also in July 2017
- Hiring Activities
 - Office manager/registrar position is filled.
 - Teachers for the first 2 cohorts English/Social Studies, Science/PE/Health have been offered and accepted. They are ready to start in July 2017.
- 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.
 - GEI provided resources for life coaching framework and curriculum support.
 - Teachers will develop curriculum in the month of July prior to school starting.
- Financial and Budget:
 - KCS submitted a breakeven budget that will allow the school to open operate with a student enrollment of at least 40 students. We provided the commission with a budget for 46 students. We will continue to review the 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 has been approved for a \$75,000 grant from the H.K.L.Castle foundation. Funding includes; year 0 personnel costs and training. We also received a \$13,000 grant for technology from the Cooke Foundation to renovate our computer lab.
- Staffing: Staff will be starting as "Temp" Employees under an agreement with Goodwill Industries, they are scheduled to begin the last week of June. Once we have approval from the State to open, we will officially employ the employees with the school (Anticipated July 1).

VIII. Other Business

- None

Adjournment: Malcolm Lau adjourned the meeting at 1:04 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board