

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

Governing Board Members in Attendance: Paula Chang, Christina Enoka, Malcolm Lau, Georgette Stevens

Members Not in Attendance: Dr. Judy Oliveira

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

I. Call to Order

- Malcolm Lau called the meeting to order at 12:04 p.m.

II. Review/Approval of June 14, 2017 Governing Board Meeting Minutes

- Copies of the June 14, 2017 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the June 14, 2017 Governing Board Meeting Minutes, Paula Chang seconded; all members were in favor.**

Malcolm Lau noted that the KCS staff has been on site for training and asked Wanda Villareal to introduce her team, they include to date:

- – Office Manager/Student Teacher Social Studies
- – Science/Health/PE/Advisory Teacher
- – Special Education/Math/PE/Advisory Teacher

III. KCS Alma Mater

- Malcolm Lau reported that Jake Shimabukuro has just returned and will be here for about a month, during this time they will get together to discuss the Alma Mater. Malcolm was also pleased to see the ukuleles donated from the Music for Life Foundation displayed in the room. The ukuleles look great, and come in variety colors which should appeal to our students.

IV. Results of Pre-Opening Criteria

- Laura Smith commented that the Charter School Commission Meeting is being held tomorrow, and the written report that will be provided to the Commissioners currently recommends final approval of KCS, as we have met all the pre-opening requirements! So we are anticipating final approval to be given, which allows us to enter the final contract phase and open KCS in August.
- Laura reported that the enrollment has been cut off at 46 students, and this is what the budget will be based on. We will not be able to increase the budgeted amount during the school year, however if our enrollment drops the budget will be decreased accordingly. Right now we have 3 additional students “wait listed” and have decided to accept them and start the school year with 49 students. This will not impact the teaching staff, but will provide a buffer, should there be a drop in our enrollment during the year.
- In preparation for the school opening, KCS staff has been training on the Infinite Campus software to be able to input our students into that tracking system, and also working on setting up the teachers in the DOE payroll system. Overall, it is still quite busy but everything is moving along well.

V. 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 have been uploaded via Epicenter to the Commission.
 - Items for June include:
 1. Charter School Commission

- Charter School Commission Items
 - Wanda and Carol attended the Commission Application Committee Meeting on June 29, 2017 and presented our progress with all pre-opening activity and requested a change in enrollment from 100 student to 46. The committee voted to approve KCS's request to enroll 46 students.
 - On July 13, 2017 the Full Commission will officially give us the Go/No Go to open, and based on our projected enrollment of 46, they approve authorization of our per-pupil amount for funding release on July 20, 2017. We were told recently that the mid-year reconciliation and adjustment is only for a decrease in enrollment and not an increase.
 - All Staff attended the Education Summit on June 27, 2017 at the Ala Moana Hotel. The Summit was excellent and gave our staff an opportunity to meet and spend some time in breakout sessions.

- Administrative Operations and Personnel
 - Enrollment Census: FY2017-2018 approved to enroll 100 students in grade 9.
 - We currently have 46 student enrolled and will start a waitlist.

- Admission and Enrollment Activities:
 - Enrollment is complete and marketing efforts will start-up again next school year.

- Student Data System
 - Student Records – The recommendation is to test the DOE's system, Infinite Campus. IT is working on the system to see if it's a good fit.
 - DOE scheduled training for July 10th and 11th.

- Hiring Activities
 - Most staff are hired for the first year.
 - All school staff started July 5th
 - Team building activities with Th!nk was done on July 6th and 7th.

- Administrative
 - Parent/Student Handbook in final stages.

- Assessments, Curriculum, and Resources
 - Provided teachers with curriculum maps for subjects they are teaching.
 - Teachers were hired prior to school starting to complete curriculum, complete subject syllabus, and lesson unit plans.
 - Scheduling time to get training from Walter Kahumoku (Formerly curriculum expert at Kamehameha schools) to discuss curriculum.
 - Scheduling a lunch with a former at Kawaihona teacher to orient new teachers about the students that will be attended school.
 - Will start interviewing Goodwill Hawaii Mission Services team to hire a life coach.
 - GEI provided resources for life coaching framework and curriculum support.

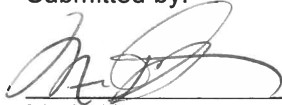
- Financial and Budget:
 - KCS submitted a breakeven budget that will allow the school to open and operate with a student enrollment of at least 40 students. We provided the commission with a budget for 46 students. We will continue to review the budget and will make the necessary adjustments. In addition to a per pupil fee, we are still researching additional funding resources.
 - On behalf of KCS, GIH 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:
 - Teaching staff started as “Temp” Employees under an agreement with Goodwill Industries.

VI. Other Business

- Educator Effectiveness System Laura Smith shared a video on the Educator Effectiveness System (EES) which is a comprehensive evaluation system that sets clear expectations for effective teaching, provides educators with quality feedback and support to improve their effectiveness with students. Wanda Villareal will use this system in Year1, when performing the Teacher evaluations. There is another evaluation system for Administrators, which would apply to Wanda Villareal as School Director, her evaluation would be performed by the Governing Board.
- EES is centered on two equally weighted categories – Teacher Practice and Student Learning and Growth. Within those two categories, teachers receive feedback, support, and evaluation on three components:
 - 30% — Classroom Observations
 - 20% — Core Professionalism
 - 50% — Student Learning Objectives (SLOs) / School-System Improvement Objectives (SSIO)
- Based on their scores in each of these categories, educators receive an overall rating of:
 - Highly Effective
 - Effective
 - Marginal
 - Unsatisfactory
- All teachers who have an overall rating of Effective or Highly Effective are eligible for pay increases the following year.
- Discussion of New Governing Board Member Dr. Judy Oliveira proposed a prospective candidate to the Board. Member’s reviewed the candidate’s resume, and felt the candidate’s educational background would provide a strong addition to the Governing Board and were in agreement to extend an invitation to join the Board, with an election to take place in September.
- Frequency of Meetings Members discussed modifying the meeting schedule to model the School year, with Governing Board Meetings occurring every other month, and breaking during the summer (June- August), however should business need to be address during the summer break, a “Tentative” July date would be also be on the calendar.

Adjournment: Malcolm Lau adjourned the meeting at 1:10 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board